



## Sun Prairie Public Library Foundation Board January Meeting Packet

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## Sun Prairie Public Library Foundation Board of Directors Meeting

9:00am, Thursday, January 27, 2022 via Zoom

### **Agenda**

1. Call to order (Herold)
2. Welcome guests Kristin Grissom and Rekha Yarlagada (Herold)
3. City of Sun Prairie: Sponsorship Policy (Grissom)
4. Board Membership: Board application consideration and election (Herold)
5. Approval of Minutes: December Strategic Planning Meeting (Willems)
6. Executive Director Report (Stevens)
  - a. Library Expansion
    - i. Conceptual design presentation
    - ii. Update on Capital Campaign Study
  - b. Funding requests from the library:
    - i. \$600 for Dream Bus special events (see Meeting Packet Memo of Request)
    - ii. \$5,000 for Kanopy Library Service (see Meeting Packet Memo of Request)
    - iii. \$5,000 for Story Walk at Sheehan Park (possible Spring Appeal focus item)
    - iv. Cookies from Crumbl for the Teen Space Opening (tentatively slated for February 16th)
7. Committee Reports:
  - a. Executive Committee
  - b. Event Coordination and Planning Committee
  - c. Finance Committee
  - d. Giving & Stewardship Committee
  - e. Marketing Committee
  - f. Policy/HR Committee
8. Board and Director reports:
  - a. Library Board (Owens)
  - b. Friends Board (Mestelle)
  - c. Director (Hetzler)
9. Conflict of Interest/Confidentiality forms for 2022
10. Information sharing
11. Adjournment

### **Join Zoom Meeting**

<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, December 9, 2021 via Zoom

### Attendance

#### **Present at Meeting:**

**Board members:** Josh Erickson, Carol Esser, Pat Harrington, Tracy Herold, Mindy Wara Maciolek, Terry McIlroy, Pat Miller, Tammy Ocampo, Pat Wende, Danielle Wendt, Staci Willems

**Liaisons:** Svetha Hetzler and Rex Owens

**Staff:** Cindy Stankey and Theresa Stevens

**Guest:** Chris Swenson, Janet Nelson, Rod Ellenbecker

**Absent from Meeting:** Cindy Mestelle

### Minutes

#### **1) Call to Order(Herold) –**

- a) Meeting called to order at 9:04am
- b) Recognized board member, Pat Miler as an award winning with a proclamation to recognize her achievement, signed by Gary Hebl and Melissa Agard. Would like to get a photo.
- c) Theresa accepted the Pioneer award that was awarded to the library from the chamber of commerce.

#### **2) Approval of Minutes (Willems):**

- a) Motion to approve the October minutes by Pat Wende, seconded by Josh Erickson.
- b) Change: Add Pat Harrington as present
- c) Approved with this correction.

#### **3) Officer Elections/Re-elections (Herold):**

- a) Tracy stepped in for Kassi in October of 2020. She was VP and stepped into this role early. Josh stepped in as vice president at this same time. Aaron Oppenheimer was past president but resigned from the board. We will not have a past president until Tracy is the past president. Staci will stay on as secretary. We lost our treasurer when Sarah resigned. Tracy has someone in mind but needs to have a further meeting. Terry moves to approve and Patricia seconded the three existing officers. Unanimously approved. Will work towards filling the treasurer role hopefully within the next month.
- b) President – Tracy Herold
- c) Vice President – Josh Erickson
- d) Past President – Vacant until Tracy's term ends
- e) Secretary – Staci Willems
- f) Treasurer - TBD

#### **4) Finance: September & October Financial Reports:**

- a) Rex would like to thank everyone for all the hard work on these reports. They are very detailed and useful and happy with the financial gain.
- b) Chris Swenson (WI Wealth Advisors) provided an update on the Greater Beneficial Union (GBU) annuity. [NOTE: The Foundation's other investments are with Edward Jones: Dan O'Brien oversees two funds (Endowment and Capital Campaign) and Mark Chin oversees the Kind

Fund.] The market has been good. The market wants to continue to go forward and up from here. No guarantees of course. Inflation is an issue but the earnings of the companies we invest in are going to have a stronger impact at least for the next year before the inflation drag hits. 2022 looks to be decent. Inclined to trust the allocation for now. Inflation rate will bite into if we go to cash.

The GBU annuity was an alternative to CDs because of functionality; it is currently at \$426,069 and earns 3%. Every penny is 100% liquid. Original 5-year annuity set up with extra cash that the Foundation did not want to put in CDs due to the low interest rate being offered at the time. We continue with it because our rate is locked in at 3%. We can add funds to it without initiating a new surrender period. If you take money out, you can still put money back in and the functionality doesn't change.

- i) Chris can provide statements if requested.
  - ii) Terry wants to thank Chris for bringing this to us. It was a wise choice of the foundation board back then to invest. At the time there were members that were on the fence but this approach has worked for us.
  - iii) Chris can provide us with the latest financial outline. Financial strength paper – will get to Terry to share with the board.
- c) September and October financial reports have been accepted.

#### 5) Membership and 2022 Meeting Dates (Herald):

- a) Monthly Board Meetings are held January through October on the 4<sup>th</sup> Thursday from 9-10am (1/27, 2/24, 3/24, 4/28, 5/26, 6/23, 7/28, 8/25, 9/22, 10/27)
- b) Strategic Planning Meeting is held in December on the 2<sup>nd</sup> Thursday from 9-10:30am (12/8)
- c) For now, the plan is to stay on Zoom.

#### 6) Budget for 2022

- a) Talk about budget today and then approve it in January 2022.
- b) Administrative time is looking closer to 15 hours/week and potentially more as we get into the Capital Campaign. HR/Policy committee will need to look into this further and how funding of that work is to be split between Foundation and Capital Campaign.
- c) Capital campaign – marketing budget. In 2020/2021 we knew we weren't doing special events. We need to add something to 2022 for operational budget with regards to marketing. How much? And what is Capital Campaign vs. operational? For example, Foundation operational expenses would include creating a banner with our logo, postcards, tri-fold brochure at library about donating to the Foundation, and systematic marketing. Capital Campaign expenses would include a case study, folders of information for donors, naming recognition; these are the type of things to come out of the Capital Campaign budget.
  - i) We will be on parallel tracks – one track with Foundation and one for Capital Campaign. Rex would like to see two separate budgets. Work on this with some specificity for January knowing that this will likely grow as we work with Jodi.
  - ii) Also need to add marketing.
  - iii) Add events to budget.
  - iv) Marry the \$300,000 from the Library Board to expenditures on Capital Campaign.
  - v) Add subscription for a .pdf editor.
  - vi) Spanish translation of our marketing materials and look into other translations based on numbers the school district posts.
  - vii) Request from Library for digital streaming service called Kanopy. They have a lot of documentaries, educational films, children's offerings, international films, etc. Tech staff is looking into this more – it is an experimental service for us so wanted to bring the funding up with the Foundation. Not specifically in our budget but it's in the notes. This will be added to our vote for January.



**MINUTES****DECEMBER FOUNDATION BOARD MEETING**

viii) Dollar amount for marketing? Theresa will work on a broader plan with the marketing committee to try to put better numbers to it.

d) Events

- i) What if we need to back out of May event if we have another COVID outbreak? They would hold on to the deposit, etc. Gala consists of food/drinks/silent auction items. Traditionally held at the library. Was set as a roaring 20's theme back in March 2020. Thought is we would continue on with the same theme.
- ii) Rex likes the events plan. Well thought out and achievable goals. Think we should move forward with this plan.
- iii) Theresa would like to up the price to \$75/person instead of \$50. Cutting back on the number of silent auction items but making them higher quality. Create more experience-based auction items.
- iv) Would look to form the committee for the Gala in January.
- v) Marilyn Ruffin and Donna Mackey could provide suggestions for Black History month and could be speakers for the February Foundation Board meeting.
- vi) Jodi Sweeney will join our January meeting to share status of the Capital Campaign study.

**7) Committee Assignments (Herold):**

- a) Finance – Terry to remain on this committee. Rod and Janet will join this committee – filling our requirement of at least 3 members per our bylaws.
- b) Giving & Stewardship – needs a chair, add Danielle.
- c) Marketing – needs a chair
- d) Human Resources & Policy- we are going to need an HR/Policy Manual. Josh would like to join this committee. Rod will join this committee. Svetha would also like to attend these meetings.
- e) Event Committee – Mindy, Danielle, and Staci assigned. Svetha would like to be at these meetings.
- f) Capital Campaign – talk about this in January with Jodi.

**8) Conflict of Interest & Confidentiality Forms for 2022:**

- a) All board members need to complete these for 2022. Scan and send back to Cindy.

**9) Information Sharing:**

- a) Library Board meets at 6:00pm tonight and conceptual design with a few changes will be made.
- b) December 21 will be presented to city officials if approved. Cost of project is different than what was originally presented back in 2020.
- c) Theresa will send out a link to submit if you are in favor or additional comments.
- d) Library bookstore eBay account – sending out a lot of books and don't have mailing supplies. Looking for donations of padded envelopes. Please deliver to the bookstore; leave them by the door, with a note, if it's closed.
- e) Harry Potter program will be an in-person, walk through program at the library on Dec 9-10-11.

**10) Adjournment:**

- a) Motion to adjourn by Terry, second by Mindy. Meeting was unanimously adjourned at 10:38 am.

**2022 FOUNDATION BOARD MEETINGS**

4th Thursday monthly, January- October at 9am via Zoom: 1/27, 2/24, 3/24, 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 12/30/2021. Amended and approved: 01/27/2022



Gala Planning 2022  
May 20, 2022 6-8:30pm  
The Loft @ 132

Planning meeting 1.17.22

Theme: Great Gatsby, black jack tables buy chips, winnings are a prize, all cash is donations

Music: Live band

Food: Catering by Buck n Honey's - Kosher, Vegan options, heavy appetizers (meat and cheese on separate platters)

Dessert and coffee by Beans n Cream Bakehouse

Speciality cocktail: We can create a speciality cocktail at the Loft and have proceeds from that drink go to the Foundation, also see sub-event. "The Daisy" Champagne based and "The Gatsby" side car options

Live auction items: "Experiences" - what are we looking for, who to ask, who can help with asks, picking up?

- Book inscription
- Door County options
- Follow up with past
- Cedarburg winery
- Wollershime
- Wine Styles wine tasting for 6
- Revel art party
- Wine & Design (paint n sip party)
- Viney Glassblowing/glass workshop
- Explore Children's Museum year membership and/or Madison CM
- Family passes to Children's Museums
- Cannery Scotch tasting
- Boating tour in Door County - Cave Point Tour
- Chicago City Pass
- Overture Center
- Family Portrait package

Wine Pull - 30 bottles

Invitations: Mindy volunteered to help with the design, does anyone else want to partner with her on the design? Once printed, the committee will need to help with addressing invitations (list provided)

Other print materials: We will need a program designed (using same artwork from invitations), auction sheets with descriptions, graphics for social media posts

Sub-event: Library event beer tastings at Full Mile and Right Bauer one week prior to the event, with beers served at the event with proceeds going to the Foundation. Separate event designs, coaster with event details created (can be mailed out as an invitation and used at the event)



SUN PRAIRIE  
PUBLIC LIBRARY  
FOUNDATION



SUN PRAIRIE PUBLIC  
LIBRARY FOUNDATION

*presents*

# GATSBY GALA FUNDRAISING EVENT

MAY | 20 | 2022

6:00 PM - 8:30 PM

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## THE LOFT AT 132

132 MARKET ST, STE 100 | SUN PRAIRE, WI

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1920s era attire encouraged, but not required

TICKETS AT [SUNLIBFOUNDATION.ORG](http://SUNLIBFOUNDATION.ORG)

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SUN PRAIRIE PUBLIC LIBRARY FOUNDATION

GATSBY GALA  
FUNDRAISING  
EVENT  
MAY | 20 | 2022

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GATSBY GALA

Admit One \$100

Ticket #: 001









**SUN PRAIRIE PUBLIC LIBRARY FOUNDATION**

# Speakeasy Beer Tasting

MAY 13, 2022

6:30 PM - 8:30 PM



THE LOFT AT 132

132 MARKET ST, STE 100 | SUN PRAIRE, WI



3:55 PM

12/15/21

Accrual Basis

**Sun Prairie Public Library Foundation**  
**Statement of Financial Position Prev Year Comparison**  
**As of November 30, 2021**

	Nov 30, 21	Nov 30, 20	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Bank Checking-BOSP	93,991.46	35,679.85	58,311.61	163.4%
Bank of Sun Prairie Savings	1,035.14	829.20	205.94	24.8%
Paypal	1,301.05	0.00	1,301.05	100.0%
<b>Total Checking/Savings</b>	96,327.65	36,509.05	59,818.60	163.9%
<b>Other Current Assets</b>				
Prepaid expense	12,080.63	0.00	12,080.63	100.0%
<b>Total Other Current Assets</b>	12,080.63	0.00	12,080.63	100.0%
<b>Total Current Assets</b>	108,408.28	36,509.05	71,899.23	196.9%
<b>Fixed Assets</b>				
<b>Furniture and Equipment</b>				
Furniture Accum. Depr.	-952.83	-952.83	0.00	0.0%
Furniture and Equipment - Other	952.83	952.83	0.00	0.0%
<b>Total Furniture and Equipment</b>	0.00	0.00	0.00	0.0%
<b>Total Fixed Assets</b>	0.00	0.00	0.00	0.0%
<b>Other Assets</b>				
Edward Jones - Capital Campaign	70,697.80	0.00	70,697.80	100.0%
Edward Jones - Kind Fund	491,074.90	428,011.77	63,063.13	14.7%
Edward Jones	690,476.41	686,388.77	4,087.64	0.6%
Wisconsin Wealth Advisors	423,695.47	411,354.81	12,340.66	3.0%
<b>Total Other Assets</b>	1,675,944.58	1,525,755.35	150,189.23	9.8%
<b>TOTAL ASSETS</b>	<b>1,784,352.86</b>	<b>1,562,264.40</b>	<b>222,088.46</b>	<b>14.2%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	3,232.72	6,528.43	-3,295.71	-50.5%
<b>Total Accounts Payable</b>	3,232.72	6,528.43	-3,295.71	-50.5%
<b>Credit Cards</b>				
Credit Card	15.81	0.00	15.81	100.0%
<b>Total Credit Cards</b>	15.81	0.00	15.81	100.0%
<b>Other Current Liabilities</b>				
2200 · Payroll Payable	4,459.37	0.00	4,459.37	100.0%
<b>Total Other Current Liabilities</b>	4,459.37	0.00	4,459.37	100.0%
<b>Total Current Liabilities</b>	7,707.90	6,528.43	1,179.47	18.1%
<b>Total Liabilities</b>	7,707.90	6,528.43	1,179.47	18.1%
<b>Equity</b>				
<b>Assets with Donor Restrictions</b>				
General Fund	191,584.23	191,584.23	0.00	0.0%
3000 · Opening Bal Equity	0.00	340,335.05	-340,335.05	-100.0%
3900 · Retained Earnings	1,321,050.56	848,261.93	472,788.63	55.7%
Net Income	189,457.97	175,554.76	13,903.21	7.9%
<b>Total Equity</b>	1,776,644.96	1,555,735.97	220,908.99	14.2%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,784,352.86</b>	<b>1,562,264.40</b>	<b>222,088.46</b>	<b>14.2%</b>

3:54 PM

12/15/21

Accrual Basis

# Sun Prairie Public Library Foundation Statement of Financial Position

As of November 30, 2021

	Dec 31, 20	Jan 31, 21	Feb 28, 21	Mar 31, 21	Apr 30, 21	May 31, 21	Jun 30, 21	Jul 31, 21	Aug 31, 21	Sep 30, 21	Oct 31, 21	Nov 30, 21
<b>ASSETS</b>												
<b>Current Assets</b>												
<b>Checking/Savings</b>												
Bank Checking-BOSP	36,594.04	46,221.49	96,193.32	98,078.20	109,305.77	110,312.27	107,067.81	98,802.45	94,624.80	86,802.62	30,210.76	93,991.46
Bank of Sun Prairie Savings	857.51	857.51	946.23	946.34	946.34	946.34	946.45	946.53	997.92	997.96	998.00	1,035.14
Paypal	1,970.20	145.50	140.01	169.35	1,891.41	203.28	217.10	718.07	120.05	96.04	284.70	1,301.05
<b>Total Checking/Savings</b>	39,421.75	47,224.50	97,279.56	99,193.89	112,143.52	111,461.89	108,231.36	100,467.05	95,742.77	87,896.62	31,493.46	96,327.65
<b>Other Current Assets</b>												
Prepaid expense	0.00	0.00	0.00	1,054.17	958.34	862.51	4,054.03	3,659.35	3,264.67	2,869.99	2,475.31	12,080.63
<b>Total Other Current Assets</b>	0.00	0.00	0.00	1,054.17	958.34	862.51	4,054.03	3,659.35	3,264.67	2,869.99	2,475.31	12,080.63
<b>Total Current Assets</b>	39,421.75	47,224.50	97,279.56	100,248.06	113,101.86	112,324.40	112,285.39	104,126.40	99,007.44	90,766.61	33,968.77	108,408.28
<b>Fixed Assets</b>												
<b>Furniture and Equipment</b>												
Furniture Accum. Depr.	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83
Furniture and Equipment - Other	952.83	952.83	952.83	952.83	952.83	952.83	952.83	952.83	952.83	952.83	952.83	952.83
<b>Total Furniture and Equipment</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Fixed Assets</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Other Assets</b>												
Edward Jones - Capital Campaign	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,600.00	70,697.80
Edward Jones - Kind Fund	436,775.24	434,253.78	446,554.76	458,934.72	474,360.58	481,169.60	483,134.34	486,579.93	494,240.90	487,009.33	495,803.13	491,074.90
Edward Jones	703,461.58	697,780.40	716,609.98	732,245.57	752,620.04	761,723.36	767,871.13	768,134.33	779,678.24	772,844.98	781,737.44	690,476.41
Wisconsin Wealth Advisors	414,431.04	414,431.04	414,431.04	417,462.65	417,462.65	417,462.65	420,550.49	420,550.49	420,550.49	423,695.47	423,695.47	423,695.47
<b>Total Other Assets</b>	1,554,667.86	1,546,465.22	1,577,595.78	1,608,642.94	1,644,443.27	1,660,355.61	1,671,555.96	1,675,264.75	1,694,469.63	1,683,549.78	1,773,836.04	1,675,944.58
<b>TOTAL ASSETS</b>	<b>1,594,089.61</b>	<b>1,593,689.72</b>	<b>1,674,875.34</b>	<b>1,708,891.00</b>	<b>1,757,545.13</b>	<b>1,772,680.01</b>	<b>1,783,841.35</b>	<b>1,779,391.15</b>	<b>1,793,477.07</b>	<b>1,774,316.39</b>	<b>1,807,804.81</b>	<b>1,784,352.86</b>
<b>LIABILITIES &amp; EQUITY</b>												
<b>Liabilities</b>												
<b>Current Liabilities</b>												
<b>Accounts Payable</b>												
2000 - Accounts Payable	6,776.81	6,776.81	6,776.81	6,776.81	6,776.81	6,776.81	7,189.31	7,986.81	7,134.31	7,811.81	8,059.31	3,232.72
<b>Total Accounts Payable</b>	6,776.81	6,776.81	6,776.81	6,776.81	6,776.81	6,776.81	7,189.31	7,986.81	7,134.31	7,811.81	8,059.31	3,232.72
<b>Credit Cards</b>												
Credit Card	125.81	141.62	172.15	2,320.06	101.63	167.44	110.62	390.42	305.42	307.54	115.22	15.81
<b>Total Credit Cards</b>	125.81	141.62	172.15	2,320.06	101.63	167.44	110.62	390.42	305.42	307.54	115.22	15.81
<b>Other Current Liabilities</b>												
2200 - Payroll Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,126.42	4,459.37
<b>Total Other Current Liabilities</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,126.42	4,459.37
<b>Total Current Liabilities</b>	6,902.62	6,918.43	6,948.96	9,096.87	6,878.44	6,944.25	7,299.93	8,377.23	7,439.73	8,119.35	12,300.95	7,707.90
<b>Total Liabilities</b>	6,902.62	6,918.43	6,948.96	9,096.87	6,878.44	6,944.25	7,299.93	8,377.23	7,439.73	8,119.35	12,300.95	7,707.90
<b>Equity</b>												
<b>Assets with Donor Restrictions</b>	0.00	0.00	57,650.00	57,650.00	57,650.00	57,650.00	57,650.00	57,650.00	57,650.00	57,650.00	72,650.00	74,552.20
General Fund	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23
3900 - Retained Earnings	1,188,596.98	1,395,602.76	1,337,952.76	1,337,952.76	1,337,952.76	1,337,952.76	1,337,952.76	1,337,952.76	1,337,952.76	1,337,952.76	1,322,952.76	1,321,050.56
Net Income	207,005.78	-415.70	80,739.39	112,607.14	163,479.70	178,548.77	189,354.43	183,826.93	198,850.35	179,010.05	208,316.87	189,457.97
<b>Total Equity</b>	1,587,186.99	1,586,771.29	1,667,926.38	1,699,794.13	1,750,666.69	1,765,735.76	1,776,541.42	1,771,013.92	1,786,037.34	1,766,197.04	1,795,503.86	1,776,644.96
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,594,089.61</b>	<b>1,593,689.72</b>	<b>1,674,875.34</b>	<b>1,708,891.00</b>	<b>1,757,545.13</b>	<b>1,772,680.01</b>	<b>1,783,841.35</b>	<b>1,779,391.15</b>	<b>1,793,477.07</b>	<b>1,774,316.39</b>	<b>1,807,804.81</b>	<b>1,784,352.86</b>

3:48 PM

12/15/21

Accrual Basis

**Sun Prairie Public Library Foundation**  
**Statement of Financial Activities Prev Year Comparison**  
**January through November 2021**

	Jan - Nov 21	Jan - Nov 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
Income				
Restricted Donations				
Capital Campaign Contributions	72,650.00	0.00	72,650.00	100.0%
Total Restricted Donations	72,650.00	0.00	72,650.00	100.0%
Operating Income				
Fundraising Income				
Contribution	43,865.00	0.00	43,865.00	100.0%
Friends of SP Public Library	15,000.00	2,500.00	12,500.00	500.0%
Book'n It Run Income	0.00	1,160.00	-1,160.00	-100.0%
Fall Appeal	0.00	9,343.50	-9,343.50	-100.0%
Gala Event Income	0.00	8,800.00	-8,800.00	-100.0%
Fundraising Income - Other	0.00	116.46	-116.46	-100.0%
Total Fundraising Income	58,865.00	21,919.96	36,945.04	168.6%
General Income				
Amazon Smile	177.21	108.07	69.14	64.0%
Memorial	2,079.78	5,200.00	-3,120.22	-60.0%
Undesignated Giving	0.00	5,000.00	-5,000.00	-100.0%
United Way	1,476.92	168.45	1,308.47	776.8%
General Income - Other	0.00	14,179.01	-14,179.01	-100.0%
Total General Income	3,733.91	24,655.53	-20,921.62	-84.9%
Total Operating Income	62,598.91	46,575.49	16,023.42	34.4%
Planned Giving	0.00	212.30	-212.30	-100.0%
Specified Bequests-Income	0.00	-250.00	250.00	100.0%
<b>Total Income</b>	<b>135,248.91</b>	<b>46,537.79</b>	<b>88,711.12</b>	<b>190.6%</b>
Expense				
Accounting	4,482.50	0.00	4,482.50	100.0%
Professional Development	85.00	0.00	85.00	100.0%
Staff	37,736.70	0.00	37,736.70	100.0%
Advertising & Promotion	163.80	42.49	121.31	285.5%
Operating Expenses				
Business Registration Fees	89.50	0.00	89.50	100.0%
Website	36.34	0.00	36.34	100.0%
Dues & Subscriptions	1,309.87	0.00	1,309.87	100.0%
Telecommunications	173.91	0.00	173.91	100.0%
Administrative Expenses				
Software	2,893.10	0.00	2,893.10	100.0%
Insurance	887.47	1,566.00	-678.53	-43.3%
Marketing Foundation Supplies	0.00	81.94	-81.94	-100.0%
Office Supplies	5,990.88	807.58	5,183.30	641.8%
Payroll Expenses				
Wages	17,948.37	0.00	17,948.37	100.0%
Payroll Taxes	1,415.06	0.00	1,415.06	100.0%
Payroll Processing Fees	232.00	0.00	232.00	100.0%
Payroll Expenses - Other	0.00	31,331.27	-31,331.27	-100.0%
Total Payroll Expenses	19,595.43	31,331.27	-11,735.84	-37.5%
Postage	675.00	44.31	630.69	1,423.4%
Postage Permit Fees	0.00	240.00	-240.00	-100.0%
Printing	263.40	0.00	263.40	100.0%
Processing Fees	0.00	57.00	-57.00	-100.0%
Tax Accountants Expense	2,060.10	2,075.00	-14.90	-0.7%
Interest Expense	3.23	0.00	3.23	100.0%
PayPal Fees Expense	165.37	0.00	165.37	100.0%
Bank Fees	129.29	0.00	129.29	100.0%
Administrative Expenses - Other	0.00	2,677.10	-2,677.10	-100.0%
Total Administrative Expenses	32,663.27	38,880.20	-6,216.93	-16.0%
Fund Raising Expense				
Planned Giving Expenses	4,800.00	0.00	4,800.00	100.0%
Book 'n It	0.00	38.49	-38.49	-100.0%
Fall Appeal Expense	0.00	-50.00	50.00	100.0%
Gala	0.00	2,930.58	-2,930.58	-100.0%
Total Fund Raising Expense	4,800.00	2,919.07	1,880.93	64.4%
Operating Expenses - Other	0.00	-19,978.31	19,978.31	100.0%
Total Operating Expenses	39,072.89	21,820.96	17,251.93	79.1%
Other expenses	0.00	7,575.64	-7,575.64	-100.0%
<b>Total Expense</b>	<b>81,540.89</b>	<b>29,439.09</b>	<b>52,101.80</b>	<b>177.0%</b>
<b>Net Ordinary Income</b>	<b>53,708.02</b>	<b>17,098.70</b>	<b>36,609.32</b>	<b>214.1%</b>
<b>Other Income/Expense</b>				
Other Income				
Other Misc. Income	7,072.81	0.00	7,072.81	100.0%
Investment Income				
Unrealized Gain	53,717.63	87,081.10	-33,363.47	-38.3%
Interest Income	9,264.85	9,003.27	261.58	2.9%
Total Investment Income	62,982.48	96,084.37	-33,101.89	-34.5%
<b>Total Other Income</b>	<b>70,055.29</b>	<b>96,084.37</b>	<b>-26,029.08</b>	<b>-27.1%</b>
Other Expense				
Investment Expense				
Unrealized Loss	-75,172.66	-68,627.77	-6,544.89	-9.5%
Fees and Charges	9,478.00	6,256.08	3,221.92	51.5%
Total Investment Expense	-65,694.66	-62,371.69	-3,322.97	-5.3%
<b>Total Other Expense</b>	<b>-65,694.66</b>	<b>-62,371.69</b>	<b>-3,322.97</b>	<b>-5.3%</b>
<b>Net Other Income</b>	<b>135,749.95</b>	<b>158,456.06</b>	<b>-22,706.11</b>	<b>-14.3%</b>
<b>Net Income</b>	<b>189,457.97</b>	<b>175,554.76</b>	<b>13,903.21</b>	<b>7.9%</b>

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12/15/21

## Sun Prairie Public Library Foundation

## Statement of Financial Activities

Accrual Basis

January through November 2021

	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	TOTAL
Ordinary Income/Expense												
Income												
Restricted Donations												
Capital Campaign Contributions	0.00	57,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	72,650.00
Total Restricted Donations	0.00	57,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	72,650.00
Operating Income												
Fundraising Income												
Contribution	10,045.00	645.00	745.00	6,255.00	2,730.00	4,995.00	1,465.00	195.00	145.00	10,990.00	5,655.00	43,865.00
Friends of SP Public Library	0.00	0.00	2,500.00	12,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
Total Fundraising Income	10,045.00	645.00	3,245.00	18,755.00	2,730.00	4,995.00	1,465.00	195.00	145.00	10,990.00	5,655.00	58,865.00
General Income												
Amazon Smile	0.00	88.72	0.00	0.00	0.00	0.00	0.00	51.39	0.00	0.00	37.10	177.21
Memorial	0.00	0.00	2,079.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,079.78
United Way	1,353.88	123.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,476.92
Total General Income	1,353.88	211.76	2,079.78	0.00	0.00	0.00	0.00	51.39	0.00	0.00	37.10	3,733.91
Total Operating Income	11,398.88	856.76	5,324.78	18,755.00	2,730.00	4,995.00	1,465.00	246.39	145.00	10,990.00	5,692.10	62,598.91
Total Income	11,398.88	58,506.76	5,324.78	18,755.00	2,730.00	4,995.00	1,465.00	246.39	145.00	25,990.00	5,692.10	135,248.91
Expense												
Accounting	0.00	0.00	0.00	0.00	0.00	412.50	797.50	357.50	770.00	1,017.50	1,127.50	4,482.50
Professional Development	0.00	0.00	0.00	0.00	0.00	0.00	85.00	0.00	0.00	0.00	0.00	85.00
Staff	3,404.17	3,404.17	3,404.17	3,404.17	3,404.17	3,404.17	3,404.17	3,404.17	7,573.34	1,465.00	1,465.00	37,736.70
Advertising & Promotion	0.00	0.00	0.00	0.00	0.00	0.00	163.80	0.00	0.00	0.00	0.00	163.80
Operating Expenses												
Business Registration Fees	0.00	0.00	0.00	35.50	0.00	54.00	0.00	0.00	0.00	0.00	0.00	89.50
Website	0.00	36.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.34
Dues & Subscriptions	0.00	120.00	972.00	50.32	0.00	0.00	0.00	0.00	54.51	55.92	57.12	1,309.87
Telecommunications	15.81	15.81	15.81	15.81	15.81	15.81	15.81	15.81	0.00	31.62	15.81	173.91
Administrative Expenses												
Software	0.00	0.00	0.00	0.00	0.00	1,398.85	298.85	298.85	298.85	298.85	298.85	2,893.10
Insurance	0.00	0.00	95.83	95.83	120.83	95.83	95.83	95.83	95.83	95.83	95.83	887.47
Office Supplies	0.00	0.00	0.00	24.50	0.00	0.00	5,716.38	250.00	0.00	0.00	0.00	5,990.88
Payroll Expenses												
Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,354.83	7,593.54	17,948.37
Payroll Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	834.15	580.91	1,415.06
Payroll Processing Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.00	116.00	232.00
Total Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,304.98	8,290.45	19,595.43
Postage	0.00	0.00	0.00	0.00	0.00	0.00	110.00	0.00	265.00	300.00	0.00	675.00
Printing	181.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.43	0.00	263.40
Tax Accountants Expense	0.00	0.00	10.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,050.00	2,060.10
Interest Expense	0.00	0.92	0.00	2.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.23
PayPal Fees Expense	9.99	4.99	6.39	54.33	7.46	8.64	14.03	5.69	5.84	12.18	35.83	165.37
Bank Fees	0.00	100.00	0.00	0.00	25.00	0.00	0.00	0.00	2.12	2.17	0.00	129.29
Total Administrative Expenses	191.96	105.91	112.32	176.97	153.29	1,503.32	6,235.09	650.37	667.64	12,095.44	10,770.96	32,663.27
Fund Raising Expense												
Planned Giving Expenses	0.00	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00
Total Fund Raising Expense	0.00	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00
Total Operating Expenses	207.77	5,078.06	1,100.13	278.60	169.10	1,573.13	6,250.90	666.18	722.15	12,182.98	10,843.89	39,072.89
Total Expense	3,611.94	8,482.23	4,504.30	3,682.77	3,573.27	5,389.80	10,701.37	4,427.85	9,065.49	14,665.48	13,436.39	81,540.89
Net Ordinary Income	7,786.94	50,024.53	820.48	15,072.23	-843.27	-394.80	-9,236.37	-4,181.46	-8,920.49	11,324.52	-7,744.29	53,708.02
Other Income/Expense												
Other Income												
Misc. Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	296.00	6,776.81	7,072.81
Investment Income												
Unrealized Gain	-2,521.46	12,300.98	12,379.96	15,425.86	6,809.02	1,964.74	3,445.59	7,660.97	-7,231.57	18,565.76	-15,082.22	53,717.63
Interest Income	0.00	0.00	3,031.72	0.00	0.00	3,087.95	0.08	0.00	3,145.02	0.04	0.04	9,264.85
Total Investment Income	-2,521.46	12,300.98	15,411.68	15,425.86	6,809.02	5,052.69	3,445.67	7,660.97	-4,086.55	18,565.80	-15,082.18	62,982.48
Total Other Income	-2,521.46	12,300.98	15,411.68	15,425.86	6,809.02	5,052.69	3,445.67	7,660.97	-4,086.55	18,861.80	-8,305.37	70,055.29
Other Expense												
Investment Expense												
Unrealized Loss	4,864.24	-19,666.54	-16,405.40	-21,230.91	-9,952.66	-7,035.02	-1,132.03	-12,442.96	5,926.42	0.00	1,902.20	-75,172.66
Fees and Charges	816.94	836.96	769.81	856.44	849.34	887.25	868.83	899.05	906.84	879.50	907.04	9,478.00
Total Investment Expense	5,681.18	-18,829.58	-15,635.59	-20,374.47	-9,103.32	-6,147.77	-263.20	-11,543.91	6,833.26	879.50	2,809.24	-65,694.66
Total Other Expense	5,681.18	-18,829.58	-15,635.59	-20,374.47	-9,103.32	-6,147.77	-263.20	-11,543.91	6,833.26	879.50	2,809.24	-65,694.66
Net Other Income	-8,202.64	31,130.56	31,047.27	35,800.33	15,912.34	11,200.46	3,708.87	19,204.88	-10,919.81	17,982.30	-11,114.61	135,749.95
Net Income	-415.70	81,155.09	31,867.75	50,872.56	15,069.07	10,805.66	-5,527.50	15,023.42	-19,840.30	29,306.82	-18,858.90	189,457.97



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01/19/22

Accrual Basis

**Sun Prairie Public Library Foundation**  
**Statement of Financial Position Prev Year Comparison**  
**As of December 31, 2021**

	Dec 31, 21	Dec 31, 20	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Bank Checking-BOSP	89,158.19	36,594.04	52,564.15	143.6%
Bank of Sun Prairie Savings	1,035.18	857.51	177.67	20.7%
Paypal	24.01	1,970.20	-1,946.19	-98.8%
<b>Total Checking/Savings</b>	90,217.38	39,421.75	50,795.63	128.9%
<b>Other Current Assets</b>				
Prepaid expense	11,685.95	0.00	11,685.95	100.0%
<b>Total Other Current Assets</b>	11,685.95	0.00	11,685.95	100.0%
<b>Total Current Assets</b>	101,903.33	39,421.75	62,481.58	158.5%
<b>Fixed Assets</b>				
<b>Furniture and Equipment</b>				
Furniture Accum. Depr.	-952.83	-952.83	0.00	0.0%
Furniture and Equipment - Other	952.83	952.83	0.00	0.0%
<b>Total Furniture and Equipment</b>	0.00	0.00	0.00	0.0%
<b>Total Fixed Assets</b>	0.00	0.00	0.00	0.0%
<b>Other Assets</b>				
Edward Jones - Capital Campaign	72,476.19	0.00	72,476.19	100.0%
Edward Jones - Kind Fund	501,426.42	436,775.24	64,651.18	14.8%
Edward Jones	704,050.94	703,461.58	589.36	0.1%
Wisconsin Wealth Advisors	423,695.47	414,431.04	9,264.43	2.2%
<b>Total Other Assets</b>	1,701,649.02	1,554,667.86	146,981.16	9.5%
<b>TOTAL ASSETS</b>	<b>1,803,552.35</b>	<b>1,594,089.61</b>	<b>209,462.74</b>	<b>13.1%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	990.00	6,776.81	-5,786.81	-85.4%
<b>Total Accounts Payable</b>	990.00	6,776.81	-5,786.81	-85.4%
<b>Credit Cards</b>				
Credit Card	192.00	125.81	66.19	52.6%
<b>Total Credit Cards</b>	192.00	125.81	66.19	52.6%
<b>Other Current Liabilities</b>				
2200 · Payroll Payable	3,088.29	0.00	3,088.29	100.0%
<b>Total Other Current Liabilities</b>	3,088.29	0.00	3,088.29	100.0%
<b>Total Current Liabilities</b>	4,270.29	6,902.62	-2,632.33	-38.1%
<b>Total Liabilities</b>	4,270.29	6,902.62	-2,632.33	-38.1%
<b>Equity</b>				
<b>Assets with Donor Restrictions</b>				
General Fund	191,584.23	191,584.23	0.00	0.0%
3900 · Retained Earnings	1,323,126.57	1,188,596.98	134,529.59	11.3%
Net Income	212,095.07	207,005.78	5,089.29	2.5%
<b>Total Equity</b>	1,799,282.06	1,587,186.99	212,095.07	13.4%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,803,552.35</b>	<b>1,594,089.61</b>	<b>209,462.74</b>	<b>13.1%</b>

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01/19/22

Accrual Basis

**Sun Prairie Public Library Foundation**  
**Statement of Financial Position**

As of December 31, 2021

	Dec 31, 20	Jan 31, 21	Feb 28, 21	Mar 31, 21	Apr 30, 21	May 31, 21	Jun 30, 21	Jul 31, 21	Aug 31, 21	Sep 30, 21	Oct 31, 21	Nov 30, 21	Dec 31, 21
<b>ASSETS</b>													
<b>Current Assets</b>													
Checking/Savings													
Bank Checking-BOSP	36,594.04	46,221.49	96,193.32	98,078.20	109,305.77	110,312.27	107,067.81	98,802.45	94,624.80	86,802.62	30,210.76	93,991.46	89,158.19
Bank of Sun Prairie Savings	857.51	857.51	946.23	946.34	946.34	946.34	946.45	946.53	997.92	997.96	998.00	1,035.14	1,035.18
Paypal	1,970.20	145.50	140.01	169.35	1,891.41	203.28	217.10	718.07	120.05	96.04	284.70	1,301.05	24.01
<b>Total Checking/Savings</b>	<b>39,421.75</b>	<b>47,224.50</b>	<b>97,279.56</b>	<b>99,193.89</b>	<b>112,143.52</b>	<b>111,461.89</b>	<b>108,231.36</b>	<b>100,467.05</b>	<b>95,742.77</b>	<b>87,896.62</b>	<b>31,493.46</b>	<b>96,327.65</b>	<b>90,217.38</b>
Other Current Assets													
Prepaid expense	0.00	0.00	0.00	1,054.17	958.34	862.51	4,054.03	3,659.35	3,264.67	2,869.99	2,475.31	12,080.63	11,685.95
<b>Total Other Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,054.17</b>	<b>958.34</b>	<b>862.51</b>	<b>4,054.03</b>	<b>3,659.35</b>	<b>3,264.67</b>	<b>2,869.99</b>	<b>2,475.31</b>	<b>12,080.63</b>	<b>11,685.95</b>
<b>Total Current Assets</b>	<b>39,421.75</b>	<b>47,224.50</b>	<b>97,279.56</b>	<b>100,248.06</b>	<b>113,101.86</b>	<b>112,324.40</b>	<b>112,285.39</b>	<b>104,126.40</b>	<b>99,007.44</b>	<b>90,766.61</b>	<b>33,968.77</b>	<b>108,408.28</b>	<b>101,903.33</b>
<b>Fixed Assets</b>													
Furniture and Equipment													
Furniture Accum. Depr.	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83	-952.83
Furniture and Equipment - Oth...	952.83	952.83	952.83	952.83	952.83	952.83	952.83	952.83	952.83	952.83	952.83	952.83	952.83
<b>Total Furniture and Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Assets</b>													
Edward Jones - Capital Campaign	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,600.00	70,697.80	72,476.19
Edward Jones - Kind Fund	436,775.24	434,253.78	446,554.76	458,934.72	474,360.58	481,169.60	483,134.34	486,579.93	494,240.90	487,009.33	495,803.13	491,074.90	501,426.42
Edward Jones	703,461.58	697,780.40	716,609.98	732,245.57	752,620.04	761,723.36	767,871.13	768,134.33	779,678.24	772,844.98	781,737.44	690,476.41	704,050.94
Wisconsin Wealth Advisors	414,431.04	414,431.04	414,431.04	417,462.65	417,462.65	417,462.65	420,550.49	420,550.49	420,550.49	423,695.47	423,695.47	423,695.47	423,695.47
<b>Total Other Assets</b>	<b>1,554,667.86</b>	<b>1,546,465.22</b>	<b>1,577,595.78</b>	<b>1,608,642.94</b>	<b>1,644,443.27</b>	<b>1,660,355.61</b>	<b>1,671,555.96</b>	<b>1,675,264.75</b>	<b>1,694,469.63</b>	<b>1,683,549.78</b>	<b>1,773,836.04</b>	<b>1,675,944.58</b>	<b>1,701,649.02</b>
<b>TOTAL ASSETS</b>	<b>1,594,089.61</b>	<b>1,593,689.72</b>	<b>1,674,875.34</b>	<b>1,708,891.00</b>	<b>1,757,545.13</b>	<b>1,772,680.01</b>	<b>1,783,841.35</b>	<b>1,779,391.15</b>	<b>1,793,477.07</b>	<b>1,774,316.39</b>	<b>1,807,804.81</b>	<b>1,784,352.86</b>	<b>1,803,552.35</b>
<b>LIABILITIES &amp; EQUITY</b>													
<b>Liabilities</b>													
<b>Current Liabilities</b>													
Accounts Payable													
2000 - Accounts Payable	6,776.81	6,776.81	6,776.81	6,776.81	6,776.81	6,776.81	7,189.31	7,986.81	7,134.31	7,811.81	8,059.31	3,177.50	990.00
<b>Total Accounts Payable</b>	<b>6,776.81</b>	<b>6,776.81</b>	<b>6,776.81</b>	<b>6,776.81</b>	<b>6,776.81</b>	<b>6,776.81</b>	<b>7,189.31</b>	<b>7,986.81</b>	<b>7,134.31</b>	<b>7,811.81</b>	<b>8,059.31</b>	<b>3,177.50</b>	<b>990.00</b>
Credit Cards													
Credit Card	125.81	141.62	172.15	2,320.06	101.63	167.44	110.62	390.42	305.42	307.54	115.22	111.03	192.00
<b>Total Credit Cards</b>	<b>125.81</b>	<b>141.62</b>	<b>172.15</b>	<b>2,320.06</b>	<b>101.63</b>	<b>167.44</b>	<b>110.62</b>	<b>390.42</b>	<b>305.42</b>	<b>307.54</b>	<b>115.22</b>	<b>111.03</b>	<b>192.00</b>
Other Current Liabilities													
2200 - Payroll Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,125.84	4,458.79	3,088.29
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,125.84</b>	<b>4,458.79</b>	<b>3,088.29</b>
<b>Total Current Liabilities</b>	<b>6,902.62</b>	<b>6,918.43</b>	<b>6,948.96</b>	<b>9,096.87</b>	<b>6,878.44</b>	<b>6,944.25</b>	<b>7,299.93</b>	<b>8,377.23</b>	<b>7,439.73</b>	<b>8,119.35</b>	<b>12,300.37</b>	<b>7,747.32</b>	<b>4,270.29</b>
<b>Total Liabilities</b>	<b>6,902.62</b>	<b>6,918.43</b>	<b>6,948.96</b>	<b>9,096.87</b>	<b>6,878.44</b>	<b>6,944.25</b>	<b>7,299.93</b>	<b>8,377.23</b>	<b>7,439.73</b>	<b>8,119.35</b>	<b>12,300.37</b>	<b>7,747.32</b>	<b>4,270.29</b>
<b>Equity</b>													
Assets with Donor Restrictions	0.00	0.00	57,650.00	57,650.00	57,650.00	57,650.00	57,650.00	57,650.00	57,650.00	57,650.00	72,650.00	70,747.80	72,476.19
General Fund	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23
3900 - Retained Earnings	1,188,596.98	1,395,602.76	1,337,952.76	1,337,952.76	1,337,952.76	1,337,952.76	1,337,952.76	1,337,952.76	1,337,952.76	1,337,952.76	1,322,952.76	1,324,854.96	1,323,126.57
Net Income	207,005.78	-415.70	80,739.39	112,607.14	163,479.70	178,548.77	189,354.43	183,826.93	198,850.35	179,010.05	208,317.45	189,418.55	212,095.07
<b>Total Equity</b>	<b>1,587,186.99</b>	<b>1,586,771.29</b>	<b>1,667,926.38</b>	<b>1,699,794.13</b>	<b>1,750,666.69</b>	<b>1,765,735.76</b>	<b>1,776,541.42</b>	<b>1,771,013.92</b>	<b>1,786,037.34</b>	<b>1,766,197.04</b>	<b>1,795,504.44</b>	<b>1,776,605.54</b>	<b>1,799,282.06</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,594,089.61</b>	<b>1,593,689.72</b>	<b>1,674,875.34</b>	<b>1,708,891.00</b>	<b>1,757,545.13</b>	<b>1,772,680.01</b>	<b>1,783,841.35</b>	<b>1,779,391.15</b>	<b>1,793,477.07</b>	<b>1,774,316.39</b>	<b>1,807,804.81</b>	<b>1,784,352.86</b>	<b>1,803,552.35</b>



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Accrual Basis

**Sun Prairie Public Library Foundation**  
**Statement of Financial Activities Prev Year Comparison**  
**January through December 2021**

	Jan - Dec 21	Jan - Dec 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Restricted Donations</b>				
Capital Campaign Contributions	72,650.00	0.00	72,650.00	100.0%
<b>Total Restricted Donations</b>	72,650.00	0.00	72,650.00	100.0%
<b>Operating Income</b>				
<b>Fundraising Income</b>				
Contribution	53,100.00	0.00	53,100.00	100.0%
Friends of SP Public Library	15,000.00	2,500.00	12,500.00	500.0%
Book'n It Run Income	100.00	1,160.00	-1,060.00	-91.4%
<b>Fall Appeal</b>	0.00	11,313.70	-11,313.70	-100.0%
<b>Gala Event Income</b>	0.00	8,800.00	-8,800.00	-100.0%
<b>Fundraising Income - Other</b>	0.00	4,902.25	-4,902.25	-100.0%
<b>Total Fundraising Income</b>	68,200.00	28,675.95	39,524.05	137.8%
<b>General Income</b>				
Amazon Smile	177.21	136.38	40.83	29.9%
Memorial	2,179.78	5,200.00	-3,020.22	-58.1%
Undesignated Giving	0.00	5,000.00	-5,000.00	-100.0%
United Way	1,476.92	168.45	1,308.47	776.8%
General Income - Other	0.00	14,179.01	-14,179.01	-100.0%
<b>Total General Income</b>	3,833.91	24,683.84	-20,849.93	-84.5%
<b>Total Operating Income</b>	72,033.91	53,359.79	18,674.12	35.0%
<b>Planned Giving</b>	0.00	212.30	-212.30	-100.0%
<b>Specified Bequests-Income</b>	0.00	-250.00	250.00	100.0%
<b>Total Income</b>	144,683.91	53,322.09	91,361.82	171.3%
<b>Expense</b>				
Accounting	5,472.50	0.00	5,472.50	100.0%
Professional Development	85.00	0.00	85.00	100.0%
Staff	39,201.70	0.00	39,201.70	100.0%
Advertising & Promotion	163.80	42.49	121.31	285.5%
<b>Operating Expenses</b>				
Business Registration Fees	89.50	0.00	89.50	100.0%
Website	36.34	0.00	36.34	100.0%
Dues & Subscriptions	1,368.19	0.00	1,368.19	100.0%
Telecommunications	189.72	15.81	173.91	1,100.0%
<b>Administrative Expenses</b>				
Software	3,311.94	0.00	3,311.94	100.0%
Insurance	983.30	1,566.00	-582.70	-37.2%
Licenses, Permits & Filing Fees	20.00	0.00	20.00	100.0%
Marketing Foundation Supplies	0.00	81.94	-81.94	-100.0%
Office Supplies	5,990.88	807.58	5,183.30	641.8%
Payroll Expenses	28,418.34	35,435.44	-7,017.10	-19.8%
Postage	715.00	154.31	560.69	363.4%
Postage Permit Fees	0.00	240.00	-240.00	-100.0%
Printing	263.40	0.00	263.40	100.0%
Processing Fees	0.00	57.00	-57.00	-100.0%
Tax Accountants Expense	2,060.10	2,075.00	-14.90	-0.7%
Interest Expense	3.23	0.00	3.23	100.0%
PayPal Fees Expense	190.65	0.00	190.65	100.0%
Bank Fees	129.68	0.00	129.68	100.0%
Administrative Expenses - Other	0.00	2,692.91	-2,692.91	-100.0%
<b>Total Administrative Expenses</b>	42,086.52	43,110.18	-1,023.66	-2.4%
<b>Fund Raising Expense</b>				
Planned Giving Expenses	4,800.00	0.00	4,800.00	100.0%
Book 'n It	0.00	38.49	-38.49	-100.0%
<b>Fall Appeal Expense</b>	0.00	-50.00	50.00	100.0%
<b>Gala</b>	0.00	2,930.58	-2,930.58	-100.0%
<b>Total Fund Raising Expense</b>	4,800.00	2,919.07	1,880.93	64.4%
<b>Operating Expenses - Other</b>	0.00	-19,978.31	19,978.31	100.0%
<b>Total Operating Expenses</b>	48,570.27	26,066.75	22,503.52	86.3%
<b>Other expenses</b>	0.00	7,575.64	-7,575.64	-100.0%
<b>Total Expense</b>	93,493.27	33,684.88	59,808.39	177.6%
<b>Net Ordinary Income</b>	51,190.64	19,637.21	31,553.43	160.7%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Other Misc. Income	7,072.81	0.00	7,072.81	100.0%
<b>Investment Income</b>				
Unrealized Gain	192,494.15	66,956.12	125,538.03	187.5%
Realized Gain	0.00	13,574.10	-13,574.10	-100.0%
<b>Interest Income</b>	9,264.89	12,080.21	-2,815.32	-23.3%
<b>Dividend Income</b>	0.00	18,814.66	-18,814.66	-100.0%
<b>Total Investment Income</b>	201,759.04	111,425.09	90,333.95	81.1%
<b>Total Other Income</b>	208,831.85	111,425.09	97,406.76	87.4%
<b>Other Expense</b>				
<b>Investment Expense</b>				
Unrealized Loss	37,528.11	-86,459.92	123,988.03	143.4%
Realized Loss	0.00	3,501.02	-3,501.02	-100.0%
<b>Fees and Charges</b>	10,399.31	7,015.42	3,383.89	48.2%
<b>Total Investment Expense</b>	47,927.42	-75,943.48	123,870.90	163.1%
<b>Total Other Expense</b>	47,927.42	-75,943.48	123,870.90	163.1%
<b>Net Other Income</b>	160,904.43	187,368.57	-26,464.14	-14.1%
<b>Net Income</b>	212,095.07	207,005.78	5,089.29	2.5%

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Accrual Basis

**Sun Prairie Public Library Foundation**  
**Statement of Financial Activities**  
**January through December 2021**

	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	TOTAL
Ordinary Income/Expense													
Income													
Restricted Donations													
Capital Campaign Contributions	0.00	57,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	0.00	72,650.00
Total Restricted Donations	0.00	57,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	0.00	72,650.00
Operating Income													
Fundraising Income													
Contribution	10,045.00	645.00	745.00	6,255.00	2,730.00	4,995.00	1,465.00	195.00	145.00	10,990.00	5,655.00	9,235.00	53,100.00
Friends of SP Public Library	0.00	0.00	2,500.00	12,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
Book'n It Run Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
Total Fundraising Income	10,045.00	645.00	3,245.00	18,755.00	2,730.00	4,995.00	1,465.00	195.00	145.00	10,990.00	5,655.00	9,335.00	68,200.00
General Income													
Amazon Smile	0.00	88.72	0.00	0.00	0.00	0.00	0.00	51.39	0.00	0.00	37.10	0.00	177.21
Memorial	0.00	0.00	2,079.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	2,179.78
United Way	1,353.88	123.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,476.92
Total General Income	1,353.88	211.76	2,079.78	0.00	0.00	0.00	0.00	51.39	0.00	0.00	37.10	100.00	3,833.91
Total Operating Income	11,398.88	856.76	5,324.78	18,755.00	2,730.00	4,995.00	1,465.00	246.39	145.00	10,990.00	5,692.10	9,435.00	72,033.91
Total Income	11,398.88	58,506.76	5,324.78	18,755.00	2,730.00	4,995.00	1,465.00	246.39	145.00	25,990.00	5,692.10	9,435.00	144,683.91
Expense													
Accounting	0.00	0.00	0.00	0.00	0.00	412.50	797.50	357.50	770.00	1,017.50	1,127.50	990.00	5,472.50
Professional Development	0.00	0.00	0.00	0.00	0.00	0.00	85.00	0.00	0.00	0.00	0.00	0.00	85.00
Staff	3,404.17	3,404.17	3,404.17	3,404.17	3,404.17	3,404.17	3,404.17	3,404.17	7,573.34	1,465.00	1,465.00	1,465.00	39,201.70
Advertising & Promotion	0.00	0.00	0.00	0.00	0.00	0.00	163.80	0.00	0.00	0.00	0.00	0.00	163.80
Operating Expenses													
Business Registration Fees	0.00	0.00	0.00	35.50	0.00	54.00	0.00	0.00	0.00	0.00	0.00	0.00	89.50
Website	0.00	36.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.34
Dues & Subscriptions	0.00	120.00	972.00	50.32	0.00	0.00	0.00	0.00	54.51	55.92	57.12	58.32	1,388.19
Telecommunications	15.81	15.81	15.81	15.81	15.81	15.81	15.81	15.81	0.00	31.62	15.81	15.81	189.72
Administrative Expenses													
Software	0.00	0.00	0.00	0.00	0.00	1,398.85	298.85	298.85	298.85	298.85	298.85	418.84	3,311.94
Insurance	0.00	0.00	95.83	95.83	120.83	95.83	95.83	95.83	95.83	95.83	95.83	95.83	953.30
Licenses, Permits & Filing Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00
Office Supplies	0.00	0.00	0.00	24.50	0.00	0.00	5,716.38	250.00	0.00	0.00	0.00	0.00	5,990.88
Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,304.40	8,290.45	8,823.49	28,418.34
Postage	0.00	0.00	0.00	0.00	0.00	0.00	110.00	0.00	265.00	300.00	40.00	0.00	715.00
Printing	181.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.43	0.00	0.00	263.40
Tax Accountants Expense	0.00	0.00	10.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,050.00	0.00	2,060.10
Interest Expense	0.00	0.92	0.00	2.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.23
PayPal Fees Expense	9.99	4.99	6.39	54.33	7.46	8.64	14.03	5.69	5.84	12.18	35.83	25.28	190.65
Bank Fees	0.00	100.00	0.00	0.00	25.00	0.00	0.00	0.00	2.12	2.17	0.00	0.39	129.68
Total Administrative Expenses	191.96	105.91	112.32	176.97	153.29	1,503.32	6,235.09	650.37	667.64	12,094.86	10,810.96	9,383.83	42,086.52
Total Operating Expenses	207.77	278.06	1,100.13	278.60	169.10	1,573.13	6,250.90	666.18	722.15	12,182.40	10,883.89	9,457.96	43,770.27
Total Expense	3,611.94	3,682.23	4,504.30	3,682.77	3,573.27	5,389.80	10,701.37	4,427.85	9,065.49	14,664.90	13,476.39	11,912.96	88,693.27
Net Ordinary Income	7,786.94	54,824.53	820.48	15,072.23	-843.27	-394.80	-9,236.37	-4,181.46	-8,920.49	11,325.10	-7,784.29	-2,477.96	55,990.64
Other Income/Expense													
Other Income													
Other Misc. Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	296.00	6,776.81	0.00	7,072.81
Investment Income													
Unrealized Gain	0.00	31,967.52	28,785.36	36,656.77	16,761.68	8,999.76	4,577.62	20,103.93	0.00	18,565.76	0.00	26,075.75	192,494.15
Interest Income	0.00	0.00	3,031.72	0.00	0.00	3,087.95	0.08	0.00	3,145.02	0.04	0.04	0.04	9,264.89
Total Investment Income	0.00	31,967.52	31,817.08	36,656.77	16,761.68	12,087.71	4,577.70	20,103.93	3,145.02	18,565.80	0.04	26,075.79	201,759.04
Total Other Income	0.00	31,967.52	31,817.08	36,656.77	16,761.68	12,087.71	4,577.70	20,103.93	3,145.02	18,861.80	6,776.85	26,075.79	208,831.85
Other Expense													
Investment Expense													
Unrealized Loss	7,385.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,157.99	0.00	16,984.42	0.00	37,528.11
Fees and Charges	816.94	836.96	769.81	856.44	849.34	887.25	868.83	899.05	906.84	879.50	907.04	921.31	10,399.31
Total Investment Expense	8,202.64	836.96	769.81	856.44	849.34	887.25	868.83	899.05	14,064.83	879.50	17,891.46	921.31	47,927.42
Investment Income Sharing Exp													
Library Program Assistance	0.00	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00
Total Investment Income Sharing Exp	0.00	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00
Total Other Expense	8,202.64	5,636.96	769.81	856.44	849.34	887.25	868.83	899.05	14,064.83	879.50	17,891.46	921.31	52,727.42
Net Other Income	-8,202.64	26,330.56	31,047.27	35,800.33	15,912.34	11,200.46	3,708.87	19,204.88	-10,919.81	17,982.30	-11,114.61	25,154.48	156,104.43
Net Income	-415.70	81,155.09	31,867.75	50,872.56	15,069.07	10,805.66	-5,527.50	15,023.42	-19,840.30	29,307.40	-18,898.90	22,676.52	212,095.07

<b>2022</b>				
<b>Revenues</b>	<b>Budget</b>	<b>Actuals</b>	<b>NOTES</b>	
Carryover 2021	46,221			
E Fund Distributions	40,000			Distribution after Library requests (Urban Sun & special projects)
Undesignated gifts	10,000			
Spring Appeal	20000			
Year End Appeal	35000			
Spring event	20000			
Fall event	10000			
Library Board Carryover CC	150000			
<b>Total Revenues:</b>	<b>331,221</b>	<b>0</b>		
<b>Expenditures</b>	<b>Budget</b>	<b>Actuals</b>		
<i>Payroll</i>				
Executive Director	31250			Jan - May 40 hours/week; based on \$75K/yr salary
Executive Director	21,875			Jun - Dec 20 hours/week; \$75K/yr; other 20 hours covered by CC
Administrative Asst	15,600			15 hours/week; \$20/hour
FICA	5,257			
Employee Benefits	15,000			
Workers comp	600			
<b>Payroll Total:</b>	<b>89,582</b>			
<i>Contract Services</i>				
Tax services	1,600			
Financial services	2,500			N4N
Database/Bloomerang	4,000			Annual fee
Payroll	500			Organic payroll
Payroll insurance	400			
Legal	2,000			
Board Insurance/WBML	1,200			
<b>Contract Services Total:</b>	<b>12,200</b>			
<i>Capital Campaign Expenses</i>				
Exec Dir	21,875			20 hours/week; based on \$75K/yr salary; Jun-Dec
Admin Asst	6,940			10 hours/week; \$20/hour; May-Dec
FICA	2,204			
CC Personnel Expenses	31,019			
<b>Capital Campaign Total:</b>	<b>150000</b>			
<i>Administrative</i>				
Memberships/Subscriptions	300			Rotary, Zoom
USPS	300			
Printing/office supplies	1000			
Website mgmt	700			WIX & domain
Conferences/cont ed	1500			
Filing fees	50			
Marketing	5,000			Spring & YE appeal; separate marketing budgeted in CC
Spring event	6,000			include marketing costs
Fall event	2,000			May be a CC event; include marketing costs
<b>Administrative Total:</b>	<b>3,850</b>			
<b>Total Expenditures</b>	<b>212,413</b>	<b>0</b>		
<b>Carryover funds for 2022</b>	<b>118,807</b>	<b>0</b>		



## Agenda

January 18, 2022

### First marketing needs/projects

- Artwork for National Library Week/Spring Appeal (April 3-9)
  - o "Logo" and tagline for the Spring Appeal
- Artwork for Gala
  - o Invitation design – Mindy has taken this on and design is ready!
  - o Select swag: options include – tote book bag, note pad and pad (same style as the Summer Reading program), wooden bookmark, other ideas
- Capital Campaign
  - o Stick with "Next Chapter" tagline based off the Next Chapter design team?
    - Any desire to create a separate logo/image for the Cap Campaign that would go on print materials?
    - Swag (either for sale, or to donors?) – see New York Public Library site ([shop.nypl.org](http://shop.nypl.org)) for inspiration
      - T-shirts, bags, onesies, cups/mugs, notebooks, etc.
- Stewardship Items
  - o Stickers "I Support My Library", "I Love My Library"

## Minutes

### National Library Week/Spring Appeal

- Mindy and Pat M will work together on a logo, tagline and social media branding for National Library Week and Spring Appeal

### Gala

- Mindy has great designs for the Gala
- Facemasks with logo (50) and note pad or tote bag selected as swag items

### Capital Campaign

- Next Chapter tagline "Join us for the Next Chapter"
- Swag items abound, still considering

### Stewardship items

- Sticker and bookmark designs formulating

Library Board Report for SPPL Foundation January 2022

1. Completed Svetha's annual performance review.
2. Approved the "Fly thru" video prepared by FEH for a marketing tool for the library expansion project.
3. Approved the Expansion Design booklet prepared by FEH for a marketing tool for the library expansion project.
4. Reviewed the financial impact of the library expansion project on the City Capital Improvement Plan (CIP). There is enough capacity in the City's CIP plan to fund our improvement project and not affect any other city department's current plans.
5. Approved request to the SPPL Foundation to fund the Kanopy Digital Services.
6. Approved request to the SPPL Foundation to fund expanded Dream Bus Services.

Respectfully submitted,

Rex Owens, President Sun Prairie Public Library Board of Trustees

January 14, 2022

**Friends Report**

January 2022

Our next board meeting combines January and February on January 31 @ 6:30 pm via Zoom.

At our annual member meeting our members approved bylaw changes to add two junior directors of high school age. We are recruiting for the junior directors and two adult board members. We are distributing informational Bookmarks in the Community.

At our November board meeting we elected officers:

President Cindy Mestelle

Vice President Frank Peot

Secretary Sally Campbell

Treasurer Bill Rockeman

Assistant Treasurer Terry Larson

We are placing an emphasis on finding a new board member with bookkeeping knowledge.

Submitted on January 13, 2022 by Cindy Mestelle

## Library Director Report

January 2022



(Exterior NE and SE Renderings of Conceptual Plan)

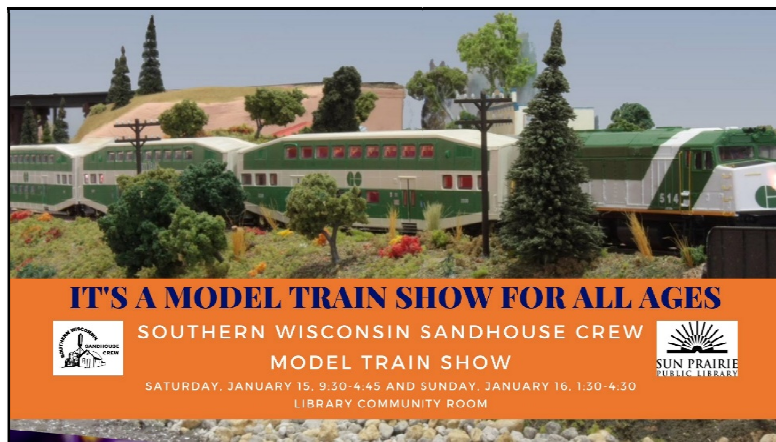
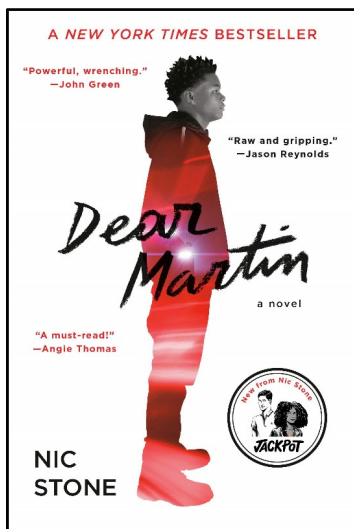
Happy New Year from the Sun Prairie Public Library! 2022 is already proving to be exciting as we continue to focus on reentry, recovery, and reconnection. Despite pandemic challenges, we are optimistic about the year ahead as we plan for our future expansion while working to meet immediate needs and goals.

January was all about trains featuring the Model Train Show with the Southern WI Sandhouse Crew and the Center for Railroad Photography Exhibit. Our youth services department is looking forward to resuming limited in-person storytimes, teen, and children's programs. Virtual options will remain in

effect. Our early literacy play space is now open and staff regularly sees happy young patrons using the space safely. We are also looking forward to installing our teen space in February and plan to have a small ribbon cutting to celebrate the space.

Thank you to the Foundation for their financial support in helping to create this space.

Most adult programs will remain virtual but we are considering more in-person programs in the Spring. In Celebration of Martin Luther King Jr. Day, **Urban SUN: Black Voices Book Club** will be discussing the YA Novel **Dear Martin** by Nic Stone and in February, in honor of Valentine's Day, participants will discuss **Forbidden**, a romance novel by Beverly Jenkins.



We're very excited to be hosting our first Social Work Intern. Katelyn Gidlund is receiving her Masters in Social Work from Aurora University and will be with SPPL through August. Her internship will include staff development, identifying and organizing resources for staff to share with patrons, and assisting with programs and outreach visits. We continue to work with City of SP EMS and PHMDC on vaccination efforts and Shelter from the Storm Ministries for workforce development.

Submitted on January 12, 2022 by Svetha Hetzler





## SUN PRAIRIE PUBLIC LIBRARY

1350 Linnerud Drive  
Sun Prairie, WI 53590-2631  
(608) 825-7323  
FAX (608) 825-3936  
[www.sunlib.org](http://www.sunlib.org)

### Memo

**To:** SPPL Foundation Board President, SPPL Foundation Executive Director  
**From:** Sarah Michaelis, Administrative and Project Librarian  
**Re:** 2022 Dream Bus Special Events  
**Cc:** Sun Prairie Public Library Board, Library Management Team

January 13, 2022,

Dear Tracy Herold and Theresa Stevens,

Since the spring of 2019, the Dream Bus bookmobile has been serving the Sun Prairie community, expanding access to library services to underserved neighborhoods throughout the city. In the height of the global pandemic, the Dream Bus stayed off the road for just two months before beginning weekly stops at meal service sites in coordination with Community Schools. The Dream Bus was able to provide community members with safe access to library materials during an uncertain time.

The Dream Bus has also become a popular staple at Sun Prairie community events, including the Downtown Farmers' Market, the Sun Prairie Multicultural Fair, Juneteenth, Streets of Sun Prairie and National Night Out. In 2021, the Dream Bus was more popular than ever, attending 16 special events, primarily in the summer.

In 2022, the Dream Bus has a budget \$8,000. This will allow for weekly Monday stops at Rolling Prairie, The Element, and Vandenburg Heights Park, bi-monthly stops at the Farmers' Market May-August, and visits at 13 special events. Special event requests for 2022 have already begun, and based on the volume of requests in 2021, we expect to have another busy year, with the Dream Bus representing the Sun Prairie Public Library at events throughout the community.

The Sun Prairie Public Library Board would like to request \$600 for Dream Bus attendance at 5 additional special events. This would allow for attendance at a total of 18 special events, with a focus on attendance at free events with our key community partners, including Neighborhood Navigators, Community Schools, the YMCA and the Boys and Girls Club.

Thank you for your consideration and continued support of the Dream Bus bookmobile.

Sincerely,

Sarah Michaelis  
Administrative and Project Librarian



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Sun Prairie, WI 53590-2631  
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FAX (608) 825-3936  
[www.sunlib.org](http://www.sunlib.org)

### Memo

**To: SPPL Foundation Board President, SPPL Foundation Executive Director**

**From: Svetha Hetzler, Library Director**

**Re: Funding for Kanopy Digital Services**

**Cc: Sun Prairie Public Library Board, Library Management Team**

January 13, 2022,

Dear Tracy Herold and Theresa Stevens,

The Sun Prairie Public Library, along with other SCLS Libraries, has a new opportunity to add more digital services for our patrons. The pandemic sparked a significant spike in streaming services. Our Overdrive and Hoopla usage has doubled since March 2020.

The Sun Prairie Public Library now has an opportunity to increase access to streaming video on demand. As you are probably aware, video streaming services can be quite expensive and the public library continues to bridge socio-economic divides by providing access to technology and digital services, as well as physical resources.

Kanopy Digital Streaming Services provides over 30,000 films for all ages. Their content includes popular movies, documentaries, instructional films, television series, and Kanopy Kids. The estimated cost for the Sun Prairie Public Library is \$5,500 annually. This estimate includes up to 10 play credits per patron per month.

Sun Prairie Public Library patrons have greatly benefited from innovative services through the generosity of the SPPL Foundation. Over the years, library staff have demonstrated the need of these emerging services like Overdrive and Hoopla, which have now become part of our regular operating budget.

The Sun Prairie Public Library Board would like to request \$5,550 in 2022 to bring Kanopy Digital Streaming Services to our community. Library staff will share usage statistics and testimonials at the end of the year to determine continuation of the service.

Thank you for your consideration and for your advocacy in advancing the mission and goals of the Sun Prairie Public Library.

With gratitude,

Svetha Hetzler  
Library Director

## **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 \$1,400,000 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 8:00 a.m. (January-October), as well as an additional meeting in December for annual strategic planning on the second Thursday at 8:00 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](mailto:SunLibraryFoundation@yahoo.com). You will be contacted by one of the Directors to discuss your interest.

**Name:** Rekha Yarlagadda

**Address:** 3169 Pleasant Street

**Home Phone:**       na       **Cell Phone:** 608-692-3485

**Work Phone:**

**Email address:** rekhayarla@gmail.com

**Education:** M.S in Biochemistry (India) and P.G Diploma in Computer Sciences (Canada), Several certifications in Project management field

**Work Experience:**

Please refer to my [Linkedin](#) profile for experience details.

**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'm a proud mom of two wonderful daughters, a technology/management professional and a certified yoga teacher.**

- I have helped Indian community in Sun prairie to host several events that would help with enhancing awareness to our children about Indian Heritage and culture
- I helped my brother's non-profit organization ([NRI SEVA](#)) in Chicago and India that helped provide various services to communities during COVID.
- I'm interested in a holistic medicinal approach for improving our health. I'm a certified yoga professional, with practical knowledge in Ayurveda (Ancient Indian Medicinal system). I often teach yoga classes and ayurveda cooking tips to my friends and extended family :)
- I love Sunprairie, I have lived here for almost 18 yrs. I have seen it grow from an unknown suburb to the 'most happening' place in Madison. I want to stand out as the best in everything and that includes our Library. My thought diversity, servant leadership and project management skills will help with your aggressive goal of taking this library to the next level.



## 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)

**Treasurer:** vacant

**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	<a href="mailto:rod.ellenbecker@bankofsunprairie.com">rod.ellenbecker@bankofsunprairie.com</a>
2022 (Member since 7/19) 2	Josh Erickson 2189 Baptisia Pass, Sun Prairie, WI 53590	576-6941 home 241-8444 work	<a href="mailto:jericks1@amfam.com">jericks1@amfam.com</a>
2023 (Member since 3/18) 3	Carol Esser 201 E. Lane Street #304, Sun Prairie, WI 53590	213-3599 cell	<a href="mailto:clespwi@gmail.com">clespwi@gmail.com</a>
2022 (Member since 8/19) 4	Patricia Harrington 1020 Liberty Boulevard #207, Sun Prairie, WI 53590	825-6332 home	<a href="mailto:patharclovers@gmail.com">patharclovers@gmail.com</a>
2022 (Member since 7/19) 5	Tracy Herold 366 Maynard Drive, Sun Prairie, WI 53590	577-3073 home 266-6388 work	<a href="mailto:herold@dcls.info">herold@dcls.info</a>
2023 (member since 2/21) 6	Mindy Wara Maciolek 869 Baneberry Drive, Sun Prairie, WI 53590	(414) 881-5154 cell	<a href="mailto:wara.maciolek.mindy@gmail.com">wara.maciolek.mindy@gmail.com</a>
2022 (Member since 9/19) 7	Terry McIlroy 178 North Street, Sun Prairie, WI 53590	219-1906 home 318-1933 emergency	<a href="mailto:tmcilroy@proadspec.com">tmcilroy@proadspec.com</a>
2023 (Member since 1/21) 8	Pat Miller 2678 Golden Wing Court, Sun Prairie, WI 53590	417-9287 cell	<a href="mailto:pzmauthor@gmail.com">pzmauthor@gmail.com</a>
2024 (Member since 12/21) 9	Janet Nelson 1218 McMahon Drive	444-1733 cell 825-4517 home	<a href="mailto:janet@rethinkinglibraries.org">janet@rethinkinglibraries.org</a>
2023 (member since 2/21) 10	Tammy Ocampo 2323 Richmond Court, Sun Prairie, WI 53590	698-8330 cell	<a href="mailto:trpineda@gmail.com">trpineda@gmail.com</a>
2022 (member since 12/19) 11	Pat Wende 1064 Derby Drive, Sun Prairie, WI 53590	577-9695 home	<a href="mailto:pw3nd3@gmail.com">pw3nd3@gmail.com</a>
2024 (Member since 9/21) 12	Danielle Wendt 146 North Street, Sun Prairie, WI 53590	426-0626 cell 203-7467 work	<a href="mailto:wendtdanielle@gmail.com">wendtdanielle@gmail.com</a>
2022 (Member since 7/19) 13	Staci Willems 2065 Branch Road, Sun Prairie, WI 53590	628-9075 home 257-7652 work	<a href="mailto:stacim99@hotmail.com">stacim99@hotmail.com</a>
Annual Appt. (SPPL Library Board) 14	Rex Owens Sun Prairie Public Library Board Liaison	513-1951	<a href="mailto:rexowens00@gmail.com">rexowens00@gmail.com</a>
Annual Appt. (Friends Board) 15	Cindy Mestelle Friends Liaison	658-8918	<a href="mailto:mestecj@charter.net">mestecj@charter.net</a>

ex officio	Name/Contact	Phone Number*	email
<b>SPPL Director</b>	Svetha Hetzler Staff Liaison	825-0900 Work	<a href="mailto:shetzler@sunlib.org">shetzler@sunlib.org</a>
<b>SPPL Foundation Board Staff</b>	Theresa Stevens Executive Director	886-0718	<a href="mailto:execdirector@sunlibfoundation.org">execdirector@sunlibfoundation.org</a>
	Cindy Stankey Administrative Assistant	825-7323 (x2013) Work 609-5107 cell/text	<a href="mailto:admin@sunlibfoundation.org">admin@sunlibfoundation.org</a> <a href="mailto:sunlibraryfoundation@yahoo.com">sunlibraryfoundation@yahoo.com</a>

\* 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, 3/24, 4/28, 5/26, 6/23, 7/28, 8/25, 9/22, 10/27 (9-10 a.m. 4<sup>th</sup> Thursday) via Zoom

##### Strategic Planning Meeting & Election of 2023 Officers:

12/8 (2<sup>nd</sup> Thursday) from 9:00-10:30 a.m. via Zoom or at library

#### 2022 Events:

**Gala: Friday, May 20th**

**Summer Outdoor Event: Saturday, September 10th**

#### Join Zoom Meeting

<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
<b>(Chair needed)</b>	<b>(Chair needed)</b>	<b>(Chair needed)</b>	<b>(Chair needed)</b>	<b>(Chair needed)</b>
Rod Ellenbecker	Carol Esser	Josh Erickson	Rod Ellenbecker	Svetha Hetzler (liaison)
Terry McIlroy	Patricia Harrington	Pat Miller	Josh Erickson	Mindy Wara Maciolek
Janet Nelson	Rex Owens	Mindy Wara Maciolek	Svetha Hetzler (liaison)	Danielle Wendt
	Pat Wende	Tammy Ocampo		Staci Willems
	Danielle Wendt	Staci Willems		



## *Sponsorship Policy*

### **City of Sun Prairie Policy/Procedure**

Title: Sponsorship Policy	
Policy Source: Finance	Creation Date: August 23, 2021
Application: Sponsorships for City events, programs, and projects	Revision Date:
Indexed as:	Total Pages: 7

## **1. General Policy**

### **1.1 Purpose**

The objective of the Sponsorship Policy is to establish consistent principles and guidelines for how all City departments seek and secure sponsors. The policy will create a uniform approach across all departments' staff to implement consistent sponsorship opportunities, promotions, and reporting for community programs, services, projects and events. The following policy sets the standards, guidelines and approval criteria for sponsorships. It is designed to protect the mission, image and values of the City of Sun Prairie.

### **1.2 Background**

The City of Sun Prairie has seen an increase in individuals, community groups, businesses, and other organizations that are interested and able to financially support community events, programs, projects, services, and facilities. The increased interest from the community for donations and sponsorship opportunities to support the City of Sun Prairie's programs, services, projects and events has necessitated the development of policies for donations and sponsorships and defining and differentiating both sponsorships and donations. Historically, there have not been clear definitions and standards for contributions made to the city and what benefits, if any, stakeholders would receive in return for their financial contribution, depending on if it is a sponsorship or a donation.

### **1.3 Donations and Fundraising**

Donations do not involve the exchange or services for the contribution and therefore not covered in this policy. See Donation & Fundraising Policy for guidelines on donations and fundraising activities to support the City of Sun Prairie.

## **2. Definitions**

**SPONSORSHIP**: A form of marketing in which an organization or company pays for the right to be associated with an event, project, program, facility or service. The sponsor receives a good or service (marketing assets and sponsor benefits) in return for their contribution.



## *Sponsorship Policy*

**SPONSORSHIP AGREEMENT:** A formal document that details the terms and conditions that both parties have agreed upon including but not limited to the cost of the sponsorship, marketing assets provided to the sponsor, the event/project/program that the sponsorship is for, and the date(s) that the sponsorship and marketing assets are in place.

**DONATION/GIFT:** A monetary contribution, endowment, personal property, real property, financial securities, equipment, in-kind goods or services, or any other asset that the City has accepted and for which the donor has not received any goods or services in return.

**IN-KIND CONTRIBUTION:** Any donation or sponsorship of a good, service or time. A donation or sponsorship that can be assigned a monetary value, but is not cash.

**MARKETING ASSET/SPONSOR BENEFIT:** A physical or non-physical element that has value to sponsors achieving their marketing goals and can result in financial gain (i.e. banners, posters, social media posts, logo placement, etc.)

**COMMUNITY EVENT:** Community-wide events typically offered on an annual or seasonal basis that do not require registration. These events are planned to appeal to a majority of, or the entire community regardless of age, ability/skill, etc. Examples include: Concerts/Movies in the Park, Trunk or Treat, Museum Annual Grand Opening, etc.

**SPECIAL EVENT:** Targeted events, often requiring registration that are typically offered on a one-time or limited basis. Examples include: Fitness/Wellness Challenges, Scavenger Hunts, Trips, Preschool Dance, etc.

### **3. Criteria for Sponsorship**

#### **3.1 Alignment with City Goals and Objectives**

The sponsorship must meet the following criteria prior to authorization to proceeding with authorization and acceptance:

- The sponsorship aligns with the City's goals and objectives
- The sponsorship is not in conflict with any provision of the law
- Sponsorships will not result in any loss of City jurisdiction or authority
- The sponsorship does not create a new, one time, or ongoing cost or obligation to the City, unless agreed upon by the City Council
- The sponsorship does not obligate the City to make an immediate or initial City expenditure which has not been included in the approved City budget, unless agreed upon by the City Council

#### **3.2 Evaluation**

The City reserves the right to deny sponsor content that in the City's sole discretion compromises or damages the City's reputation, mission, or vision. The City reserves the right to decline any sponsorship messaging if the City determines the criteria below is not followed or that there is a conflict of interest.

## *Sponsorship Policy*

- Depiction in any form of nudity or semi-nudity, profanity, obscenity, or lewdness, or characterizations which suggest, depict or promote any such element or sexually oriented products, activities or materials;
- Promotion in any form of illegal drugs, illegal drug use, illegal drug paraphernalia, or characterizations which suggest or depict the promotion or glorification of any such products, activities or materials;
- Promotion of the use or sale of firearms, explosives or other weapons, or the depiction, suggestion or glorification of violence or acts of a violent nature;
- Use of language or descriptive material which when taken in form and context is deemed to be unsuitable for or contrary to community standards of appropriateness for governmental use for family publications;
- Use of words, language, representations or descriptive material of any kind having more than one meaning or connotation, one of which would otherwise be prohibited under this Policy;
- Inclusion of materials, depictions, promotions or offerings which are the type prohibited by, or by their nature would violate, any postal restrictions or regulations or any federal, State, or local law, rule, or regulation.
- Evaluation of the potential sponsor and its proposal will include but not be limited to:
  - Products/services offered
  - Sponsor's record of involvement in municipal events
  - Principles of the potential sponsor
  - Sponsor's rationale for its interest in sponsorship
  - Sponsor's expectations
  - Sponsor's timeliness or readiness to enter into an agreement
  - Impact on the community and patron experience or expectation where the sponsorship is implemented
  - Impact on the ability of the public to access City property, facility and/or programs.

## **4. Authorization and Approval of Sponsorships**

### **4.1 General Overview of Sponsorship Authorization and Approval Process**

All sponsorship dollars are utilized to offset expenditures and therefore should be accounted for in the annual budget. Because the revenues and expenses are already budgeted for, the financial contribution does not need to be approved. However, all sponsorships must have an accompanying sponsorship agreement that shall be approved by the beneficiary department head, Community Events/Sponsorship Development Coordinator, and appropriate City representative(s), as outlined in Section 4.4.

All sponsorships should first be authorized by the beneficiary department head based on criteria set forth in sections 3.1 and 3.2 of this policy to ensure alignment with city goals and objectives.

## *Sponsorship Policy*

Upon authorization, a sponsorship agreement then shall be developed by the beneficiary department head with the Community Events/Sponsorship Development Coordinator, and then approved by the appropriate City representative(s), if applicable.

The process for approving sponsorship agreements may vary based on the total value of the sponsorship as outlined in section 4.3. In all cases, both the beneficiary department head and the Community Events/Sponsorship Development Coordinator shall review the proposed sponsorship agreement to ensure consistency prior to routing through the approval process.

### 4.2 Sponsorship Authorization

Prior to development of a sponsorship agreement, the proposed sponsorship must be authorized by the beneficiary department head must give verbal approval of moving forward with the development of a sponsorship agreement.

All sponsorships must meet the criteria as outlined in sections 3.1 and 3.2 of this policy prior to being authorized:

### 4.3 Sponsorship Agreement

Once the sponsorship has been authorized by the beneficiary department head, a sponsorship agreement will be developed and all sponsors will receive it prior to the start of the program, service, project, or event that they are proposing to sponsor. The agreement will require a signature from the sponsor and the appropriate City representative(s).

The sponsorship agreement must clearly outline the form(s) of support, the sponsorship value, benefits, recognition from the City, and timeline, and include the following details at a minimum:

- Funds, activities, products, services, and funds given to the City of Sun Prairie by the sponsor.
- Sponsorship title and benefits granted to the proposed sponsor by the City of Sun Prairie.
- Duration of the sponsorship benefits and the event date if it is an event sponsorship.
- Conditions under which the sponsorship agreement may be terminated.
- Representative signatures from the City of Sun Prairie and the sponsor.

All sponsorship agreements must receive the signature from the Community Events/Sponsorship Development Coordinator prior to routing to the potential sponsor.

### 4.4 Authority to Approve and Sign Sponsorship Agreements

- Sponsorship agreements with a financial commitment of \$4,999 or less must be accepted by the beneficiary department head.
- Sponsorship agreements with a financial commitment \$5,000 - \$24,999 may be accepted by the beneficiary department's reporting committee, board or commission and the City Administrator.
- Sponsorship agreements with a financial commitment of \$25,000 or more must be accepted by resolution of the City Council.

## *Sponsorship Policy*

### 4.5 Receipt of Sponsorship and Sponsorship Summary

The beneficiary department head or their designee shall be responsible for acknowledging receipt of the sponsorship and thanking, on behalf of the City. Additionally, for all sponsorships greater than \$499.99, the sponsor shall receive a summary of their partnership upon conclusion of the program, service, project, or event. The summary, at a minimum, should detail the outcome(s) and impact based on what is outlined in the sponsorship agreement.

### 4.6 Tax Deduction

Sponsorships are not tax-deductible due to the exchange of goods, services, and advertising sponsors receive in exchange for their contributions.

## **5. General Conditions of Sponsorship**

### 5.1 Trademarks and Copyright

Sponsors are solely responsible for obtaining necessary permission to use photographs, trademarks, trade names, copyrighted material or any other legally protected property and shall hold the City, City Council, Staff and Employees harmless for any such use, including all consequences or damages resulting there from.

### 5.2 Advertising

Commercial messages or advertisements may be accepted and published by the City only upon the representation that the agency or sponsor is authorized to publish the entire contents and subject matter thereof. Sponsor agrees to indemnify and hold harmless the City its officers, agents and employees against all damages, costs and expenses including, without limitation, attorney's fees resulting from any claim, action or proceeding alleging that the commercial message or sponsorship infringes on any copyright, violates any right of privacy, or other personal or property right, constitutes libelous matter, plagiarism, unfair competition, unfair trade practice, infringement of trademarks, or other matter contrary to law or contains any formula or instructions injurious to the user of a sponsor's product.

### 5.3 Content

Sponsors assume liability for all content (including text photographs, representations, illustrations, sketches, maps, labels, trademarks or other copyrighted matter) of sponsorship message printed or placed and also assume responsibility of any claims arising therefrom made against the City.

### 5.4 Delays or Cancellations

The City is not liable for delays in sponsorship benefits and events for any reason, including acts of God, action by any governmental or quasi-governmental entity, lack of funds, fire, flood, insurrection, riot, explosion, embargo, strikes whether legal or illegal, labor or material shortage, transportation interruption of any kind, work slowdown, or any other unforeseen condition beyond the City's control.

## *Sponsorship Policy*

### **6. Permissible Sponsor Recognition**

Sponsors are an integral part of community growth, events, and programming. Recognizing and thanking sponsors for their support is a top priority for the City of Sun Prairie. Sponsors need to be recognized equitably and consistently across programs, services, projects, and events.

The City may give recognition that may include one or more of the following:

- A thank you letter
- Publicity through such channels as City's website, newsletters, and/or media releases, and through the sponsor's newsletter, annual report and/or website
- Events such as a press conference, photo opportunity, groundbreaking or ribbon cutting ceremony
- City Council acknowledgement at civic functions
- Commemorative items such as a framed picture or plaque
- Register of sponsors that is accessible to the public either online or at City's administrative offices and community centers
- Acknowledgement on printed materials
- Inclusion of the individual's name or company name and logo on a sponsorship recognition wall at a community center or another facility.

The City does NOT permit the following forms of recognition for sponsors' names, logos, or branding:

- Uniforms worn by City of Sun Prairie personnel
- City fleet vehicles
- Permanent City signage
- Assets, property, and items that the City deems unfit for sponsorship recognition

### **7. Additional Considerations**

**Use of Funds** – Funds will be recorded and accounted for by the City of Sun Prairie. Sponsorships will be designated to the department and program/project/event in their sponsorship agreement.

**Ethical Conduct** – The City of Sun Prairie will follow the highest level of ethical standards when working with sponsors and implementing their sponsorship agreement to ensure that the sponsor's brand integrity is maintained throughout the entire process.

**Budget** – Unlike donations, sponsorship dollars are to offset expense and should be annually budgeted.

### **8. Policy Interpretation**

All interpretations of this policy shall be made by the beneficiary department head in consultation with the City Administrator and/or City Attorney.

### **9. Termination**

*Sponsorship Policy*

The City reserves the right to terminate any sponsorship should conditions arise during the sponsorship that results in conflict with this policy or the sponsorship no longer serving the City' best interests. The City Council will make the decision to terminate a sponsorship.