



**Friends of the Sun Prairie Public Library
ANNUAL MEETING
AGENDA**

November 14, 2022 6:00 pm in person at the library, light meal at 5:30 pm

Welcome: Cindy Mestelle

Introduction of Board Members

Cindy Mestelle - President
Frank Peot - Vice President and Facebook Administrator
Bill Rockeman - Treasurer
Terry Larson - Assistant Treasurer and Ebay Chair
Sally Campbell - Secretary, Nominating Chair
Mardy Blaschka - Membership
Sue Ann Klein - Sunshine Chair, DEI Committee
Shane Heim – Board member
Dennis Austin - Board member, Assistant Bookstore Manager
Kenny Kim - Board member, DEI Committee
Jimmiah Duncan - Junior Board member
Elizabeth Kim – Junior Board member
Donna Mackey – Board member, DEI Committee
Pat Lund – Board member
Ann Semmann – Board member & Read Before Bookstore Manager
Erin Williams Hart - Library Liaison

Library Report - Svetha Hetzler

Foundation Board - Theresa Stevens

Minutes from the 2021 Annual Meeting - Sally Campbell (Proxy request), Motion to approve the minutes

Wish List - Erin Williams Hart

Treasurer's Report - Bill Rockeman, report to be received without motion being made

Proposed 2023 Budget - Bill Rockeman, Motion for approval

Proposed Bylaw Changes - Cindy Mestelle, Motion for approval

Nomination and Election of 2023-2025 Board Members, Motion to close the nominations

Adjournment

**Friends of the Sun Prairie Public Library Annual Meeting Minutes
November 8, 2021
Zoom Meeting**

Members Present: 17

Greetings and Call to Order: Cindy Mestelle at 6:02 pm

Announcements: Cindy advised that all motions, seconds, and voting would be done by voice vote only.

Introduction of Current Board Members including Liaison Members: President/DEI Committee Chair/Bylaw Chair-Cindy Mestelle, Vice President/Facebook Administrator-Frank Peot, Secretary and Nominating Committee Chair-Sally Campbell, Treasurer-Bill Rockeman, Assistant Treasurer and Ebay Chair-Terry Larson, Read Before Bookstore Manager/Art Committee Chair- Ann Semmann, Membership-Mardy Blaschka, Programs/Publicity/Sunshine-Sue Ann Klein, and board members at large Shane Heim, Dennis Austin, Donna Mackey, and Kenny Kim. Liaison: Rex Owens-Library Board, Theresa Stevens- Foundation Board, and Erin Williams Hart-Library Staff

Library Report: Svetha Hetzler

Svetha reviewed the following items with us: 1) The March 2020-September 2021 Plan and Re-opening to the public, 2) How the Friends have helped to keep the library viable, 3) Top question received: "When will the bookstore reopen?", 4) Foundation's focus has been on social services in the Sun Prairie area, 5) Social justice through the forming of the DEI Committee (diversity, equity, and inclusivity), 6) Monthly book club meetings via Zoom, 7) Use of the Dream Bus, 8) The city budget will be voted on soon, 9) several grant fund projects were listed, 10) Digital services have been very popular during the pandemic, and 11) Staff is looking at expanding in person programming in the near future.

Svetha also reviewed the updated version of the library renovation. There are currently 5 different versions on the library's website, which will be narrowed down to 3 and then to 1.

Foundation Board Report: Theresa Stevens

Theresa accepted the job of Executive Director of the Foundation Board on September 20th and was introduced.

Minutes from the 2020 Annual Meeting: Sally Campbell

Sally presented the minutes and a motion was made by Bill Rockeman to accept them as presented, seconded by Frank Peot; motion carried. Sally announced that we received one proxy form from Dee Stopfer giving Cindy Mestelle authority to vote on her behalf.

Wish List: Erin Williams Hart

Erin presented the Wish List items requested by the library for 2022 as follows:

Spanish Language Materials	\$1,000
Art for Holds/Circulation Area	1,000
Book Club Kits	2,000
Binge Bundles	2,000
Kindness Kits by Mail	1,500
Memory Kits/Adults	1,000
Charging Stations	2,000
Books for All	1,000
Grand total:	\$11,500

Treasurer's Report: Bill Rockeman

Our income through October 31, 2021 is \$10,463.40, which includes \$4,386.44 from the RBBS sales, \$4,510.00 membership dues, \$541.19 donations, and \$1,025.77 in Ebay revenue. Our expenses total \$12,403.76, giving us a negative balance of \$1,940.36 thru October. Our checking account balance is \$20,558.98, with checks outstanding for \$141.94. Our Ebay checking account has \$123.79 and we have two CD's at the Bank of Sun Prairie; one for the Art Fund \$17,368.79 and one in General Savings \$11,160.35. Total funds in all accounts is \$49,353.85. The report was received.

Proposed 2022 Budget: Bill Rockeman

Bill presented the proposed budget for 2022, including an analysis of projected income and expenses. With a projected income of \$17,360 and expenses of \$27,361, the budget shows a negative net of \$10,001. With our current available accounts at \$49,353.85, the board is not concerned about the negative cash flow. Mardy Blaschka made the motion to approve the 2022 budget as presented, seconded by Terry Larson. Discussion followed with questions on Ebay sales, expenses, and projected sales. The budget was approved by voice vote.

Proposed Bylaw Changes: Cindy Mestelle

Section 7.2 Number of Directors, Automatic Appointment, Elections, Term of Office

The number of directors constituting the entire Board of Directors shall be at least nine (9) but not more than thirteen (13) voting and one (1) ex-officio, with a representative of the Sun Prairie Public Library as an ex-officio representative, *and up to two student junior directors as appointed, non-voting members*. Directors, except the ex-officio representative *and the appointed, non-voting members*, will be elected at the annual meeting. Each director shall be elected for three years or until said director is replaced, removed, or resigns. If a vacancy on the Board occurs prior to the annual meeting, the remaining directors may select a replacement director, who shall serve until the next annual meeting at which time a replacement shall be elected to serve for the remainder of the term. Directors may be re-elected for an additional three (3) year term. For example, a director appointed to fill a term may then be elected to serve up to two (2) consecutive three (3) year terms. *The student junior directors will be one high school sophomore and one high school junior. The board will appoint one sophomore to serve a two year term on the board. The former sophomore will continue on the board as a junior the second year of their term. These student junior directors shall further be subject to Section 7.3 and 7.4 of these Bylaws.* After some discussion, Frank Peot made a motion to accept the bylaw changes, seconded by Bill Rockeman. Motion carried.

Nomination and Election of 2022-2024 Board Members: Cindy Mestelle

The following people were listed on the ballot: Cindy Mestelle, Terry Larson, Ann Semmann, Sally Campbell, and Donna Mackey. There were no nominations from those attending the meeting. Rex Owens made a motion to close the nominations, seconded by Mary Hanson. Mary Bell then made the motion to cast a unanimous ballot for the five people on the ballot, seconded by Bill Rockeman. Motion carried.

A d j o u r n m e n t

Mardy Blaschka made the motion to adjourn the meeting, seconded by Ann Semmann. The meeting was adjourned at 7:15 pm.

Respectfully submitted,
Sally Campbell
Secretary of the Friends Board of Directors

2023 LIBRARY FUNDING REQUEST (WISH LIST)

2023 Friends Funding Request DRAFT

Programming:

Live Music Series (approx. 8 programs)	\$1,000
Multi-generational programming (ice cream social and other programs)	\$500
Other Adult Programming (2 chef programs and other programs)	\$1,000
Youth Summer Library Program (may include Kickoff, Pool Party, T-shirts/bags)	\$3,000
Other Child and Teen programming	\$1,000

Programming total: \$6,500

(No change from 2022)

Wishlist Requests (Non-programming):

Art for holds/circulation area	\$1,000
Book Club Kits	\$1,500
Memory Kits	\$1,000
Summer Library Program (Recognition/Kindness by Mail)	\$1,500

Wishlist total: \$5,000

Total Funding Request: \$11,500

(Last year) 2022 Wishlist Requests (Non-programming):

Spanish language materials	\$1,000
Art for holds/circulation area	\$1,000
Book Club Kits	\$2,000
Binge Bundles	\$2,000
Summer Library Program (Recognition/Kindness by Mail)	\$1,500
Memory Kits	\$1,000
Charging stations	\$2,000
Fresh Reads ("Books For All")	\$1,000

Wishlist total: \$11,500

Possible future wishlist items:

Fresh Reads ("Books For All")	\$1,000?
Binge Bundles	\$2,000?
Library of Things	\$??

2023 PROPOSED BUDGET NARRATIVE

9/8/2022

To: Friends of the Sun Prairie Library

Subj: 2023 Friends Budget Narrative

The following is a narrative of our budget for 2023. In 2023, we are anticipating that the Read Before Book Store will be open for the full year. All income and expense categories have been forecasted with this assumption in mind.

We have increased our budget for 2023 by adding a larger amount for the Art Fund and budgeting for our anticipated pledge to the new library addition. We have also increased our income for the store and our e-bay books sales based on our history in 2022.

Income

Sales at the store have been steady in 2022 but not at previous levels before COVID. This goes along with the fact that people have been slow to come back to the library also. We are averaging about \$1,400 per month in store sales so annualized this come out to \$16,800.

Membership dues and donations are projected at the same level as last year. It appears that we will meet or exceed expectations in these two areas so we see no reason to change these forecasts for 2023.

E-bay Revenue is substantially higher than what was projected in 2022 as we are over our total year budget already in August. Now that we have two years of history here, we hope that our upward trend continues. We have budgeted for 20 books to be sold monthly at an average of \$18 per book for a calculated total of \$4,320 for the year.

Expenses

Programs are budgeted at \$6,500 as per a request from the library staff. This includes a live music series, multi-generational and adult programming, and a youth summer library program. Details on the specific dollars for each item are attached for your review.

Office, Postage is budgeted at \$1,616. This category primarily consists of our insurance for fidelity bond and general liability, postage for mailings throughout the year, and printing and reproduction of envelopes and other office type items. Some of the decreases from last year's budget are due to postage which will not be as high as we had anticipated. We did add \$150 for miscellaneous items that may come up during the year such as store supplies and adding machine tape for the cash register.

Pop, Water and Snacks is budgeted at \$2,100. We are averaging about \$135 per month for 2022 in this expense category and I have increased this to \$175 per month based on anticipated higher traffic at the store in 2023.

Merchandise is budgeted at \$500 as it was last year.

We have budgeted \$800 this year for E-Bay postage. This is based on prior year history and an estimate from our E-Bay coordinator.

E-Bay and Pay Pal Fees are approximately 4.5% of total revenue. Revenue is budgeted at \$4,320 so the fees amount to \$194.

Promotional ads are forecasted to increase \$1,110 in 2023. This category consists of Chamber dues, Taste of the Arts, the Town Planner and Community Guide, and other miscellaneous items. Increases in the Chamber dues and the Community Guide account for the increase here. See the attached for full details.

The Art Fund is budgeted to increase to \$2,500 in 2023 in anticipation of our contribution to the art in the new library addition.

The wish list is provided by the library staff and includes Art for Holds/Circulation Area and Book Club kits. Also included are Kindness Kits and Memory Kits for Adults. Again, see the attached for details. The total cost here is \$5,000. We have spent \$4,500 from the wish list in 2022 through August.

Friends Potluck is budgeted at the same level as last year, which is \$500. Our expenditure here will be associated with the annual Friends meeting as it was in 2022.

Sunshine is budgeted at \$1,400 and this is primarily for gift cards (\$500) for the staff that we purchased from Beans and Cream in 2022. We have also had a request to purchase t-shirts for the staff and they are estimated to cost \$20 for 45 shirts.

The foundation is budgeted at \$5,000 in 2023 in anticipation of our pledge to the library expansion project.

Summary

The above items of income and expense leave us with negative “cash flow” of \$-1,100. With this budget, we should be able to meet our obligations and put dollars away for the library expansion project.

Bill Rockeman, Treasurer

PROPOSED 2023 BUDGET (Master Budget)

FRIENDS OF THE SUN PRAIRIE LIBRARY				
2023 PROPOSED BUDGET				
	2023	2022	2021	2020
BUDGET ITEM	BUDGET	BUDGET	BUDGET	BUDGET
INCOME				
RBBS SALES	16,800	10,800	6,000	23,000
MEMBERSHIP DUES	4,500	4,500	4,500	4,500
DONATIONS	500	500	500	500
E-BAY REVENUE	4,320	1,560	3,600	0
TOTAL INCOME	26,120	17,360	14,600	28,000
EXPENSE				
BUILDING FUND	0	0	0	0
PROGRAMS	6,500	6,500	6,500	13,900
OFFICE, POSTAGE	1,616	1,620	1,520	1,500
EQUIPMENT	0	0	0	500
POP, WATER, SNACKS	2,100	3,600	2,400	6,000
MERCHANDISE	500	500	500	500
E-BAY POSTAGE	800	519	800	0
E-BAY AND PAY PAL FEES	194	222	510	0
PROMOTIONAL ADS	1,110	900	900	1,000
ART FUND	2,500	1,000	1,000	1,000
WISH LIST	5,000	11,500	3,300	6,750
FRIENDS POTLUCK	500	500	500	500
SUNSHINE	1,400	500	500	500
FOUNDATION	5,000	0	2,500	2,500
TOTAL EXPENSE	27,220	27,361	20,930	34,650
NET INCOME	-1,100	-10,001	-6,330	-6,650

PROPOSED 2023 BUDGET (Analysis of Income)
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FRIENDS OF THE SUN PRAIRIE LIBRARY			
2022 PROPOSED BUDGET			
ANALYSIS OF INCOME			
RBBS SALES - 12 MONTHS			
ESTIMATED SALES PER MONTH			1,400
NO. OF MONTHS			12
TOTAL			16,800
E-BAY REVENUE			
NO. OF BOOKS SOLD PER MONTH			20
AVE. PRICE OF BOOK SOLD			18
REVENUE PER MONTH			360
NO. OF MONTHS			12
TOTAL SALES OF E-BAY BOOKS			4,320

PROPOSED 2023 BUDGET (Analysis of Expenses)

FRIENDS OF THE SUN PRAIRIE LIBRARY						
2023 PROPOSED BUDGET ANALYSIS OF EXPENSES						
PROGRAMMING						
LIVE MUSIC SERIES (APPROX. 8 PROGRAMS)						1,000
MULTI-GENERATIONAL PROGRAMMING						500
	(ICE CREAM SOCIAL AND OTHER)					
OTHER ADULT PROGRAMMING						1,000
	(2 CHEF PROGRAMS AND OTHER)					
YOUTH SUMMER LIBRARY PROGRAM						3,000
	(MAY INCLUDE KICKOFF, POOL PARTY, T-SHIRTS, BAGS)					
OTHER CHILD AND TEEN PROGRAMMING						1,000
	TOTAL PROGRAMMING					6,500
OFFICE, POSTAGE						
INSURANCE - STATE FARM (FIDELITY BOND)						166
INSURANCE - WEST BEND MUTUAL (GENL LIABILITY)						400
POSTAGE						500
PRINTING AND REPRODUCTION						300
MISCELLANEOUS OFFICE						250
	TOTAL OFFICE, POSTAGE					1,616
POP, WATER AND SNACKS						
AVERAGE PER MONTH						175
NO. MONTHS						12
	TOTAL POP, WATER, AND SNACKS					2,100

(cont'd.)

E-BAY POSTAGE						
NO. OF BOOKS SOLD PER MONTH						20
NO. OF BOOKS SOLD FOR THE YEAR						240
	POSTAGE FEE IS PER BOOK					800
E-BAY AND PAY PAL FEES						
(FEE IS 4.5% OF SALES)						
TOTAL E-BAY REVENUE FOR THE YEAR						4,320
	CALCULATED FEE					194
PROMOTIONAL ADS						
CHAMBER DUES						150
TASTE OF THE ARTS						125
TOWN PLANNER						255
COMMUNITY GUIDE						300
SPOOKTACULAR						80
FRIENDS DCLS MEMBERSHIP						100
MISCELLANEOUS						100
	TOTAL PROMOTIONAL ADDS					1,110
WISHLIST						
ART FOR HOLDS/CIRCULATION AREA						1,000
BOOK CLUB KITS						1,500
MEMORY KITS/ADULTS						1,000
SUMMER LIBRARY PROGRAM - RECOGNITION/KINDNESS BY MAIL						1,500
	TOTAL WISHLIST					5,000

ARTICLE IV: MEMBERSHIP

Section 4.1 Classes of Membership. The Corporation will have the following classes of members:

- (1) Individual
- (2) Family/Household
- (3) Sponsor
- (4) Patron
- (5) Benefactor
- (6) Lifetime
- (7) Junior

The Corporation sets forth the various classes of membership to recognize differences in circumstances and the ability to pay. A "family/household" membership shall be offered to all members of a household that live in the same residence. Individuals or groups that wish to provide extraordinary financial support to the Corporation shall be recognized by receiving Sponsor, Patron, Benefactor or Lifetime memberships. Junior memberships are offered to teens who are 13 to 17 years of age.

Section 4.2 Membership Fees. The members shall set the membership fees for each membership class by vote. The Board may, in its discretion, waive membership fees in extraordinary circumstances. Upon payment of the applicable membership fee (or waiver of such fee) and the completion of any membership application prepared by the Board of Directors, the individual, family/household or sponsor applicant shall become a member (or members) of the Corporation.

NOMINATION AND ELECTION OF BOARD MEMBERS

OFFICIAL BALLOT
Friends of the Sun Prairie Public Library
November 14, 2022
Nominated Board Members

**Dennis Austin _____

**Pat Lund _____

Peter Smith _____

Teresa Kim _____

Nominations from the floor:

** Indicates incumbent member