



OFFICE OF THE CITY CLERK

300 East Main Street
Sun Prairie, WI 53590-2227
(608) 837-2511
FAX (608) 825-6879

Website www.cityofsunprairie.com

Public Notice of the City of Sun Prairie, pursuant to Section 19.84, Wisconsin Statutes, is hereby given to the public and to the news media, that the following meeting will be held:

SUN PRAIRIE PUBLIC LIBRARY BOARD

DATE: THURSDAY, APRIL 9, 2015

TIME: 5:00 PM

**LOCATION: CONFERENCE ROOM
SUN PRAIRIE PUBLIC LIBRARY
1350 LINNERUD DRIVE
SUN PRAIRIE WI 53590**

To consider the following:

1. Call to Order, Roll Call
2. Approval of minutes from March 12, 2015 meeting
3. Bills presented for payment (To Be Distributed)
4. Citizen Appearances/Public Comment
5. Business of Board President
6. Staff Reports
7. Committee Reports
 - a. Finance Committee
 - b. Policy Committee
 - c. Friends – met on 3/16/15
 - d. Foundation – met 3/17/15
 - e. Space Needs Steering Committee – did not meet

UNFINISHED BUSINESS:

8. Consideration and Discussion of Confidentiality Policy, Displays/Exhibits Policy and Library Operations Policy
9. Consideration and Discussion of Library Director Search

NEW BUSINESS:

10. Administrative Assistant vacancy

REFERRALS:

11. Items to be referred to staff or committees for review or action.
12. Adjournment

Posted: April 6, 2015

Posted: Sun Prairie City Hall
300 East Main Street

Sun Prairie Public Library
1350 Linnerud Drive

Sun Prairie Utilities
125 West Main Street

President – Margene Anderson Vice-President – Jacki Martindale Financial Secretary – Brent Benjamin
Al Guyant – Alderperson Renee Gabel Judy Eisinger Fr. Mike Tess Kenneth Wenzel SPASD Rep – Tiffany Thiede

IF YOU CANNOT ATTEND THIS MEETING PLEASE CALL 825-7323 BY WEDNESDAY, APRIL 8, 2015.

NOTE: Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the City Clerk's Office, 300 East Main Street, Sun Prairie WI 53590 (608) 837-2511

NOTE: It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.



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SUN PRAIRIE PUBLIC LIBRARY BOARD
MEETING MINUTES
THURSDAY, FEBRUARY 12, 2015
5:00 PM
CONFERENCE ROOM

1. Call to Order, Roll Call
 - Margene Anderson called the meeting to order at 5:00pm.
 - Roll Call, Present: Jacki Martindale, Tiffany Thiede, Ken Wenzel, Margene Anderson, Judy Eisinger, and Fr. Mike Tess.
 - Absent: Brent Benjamin, Al Guyant, and Renee Gabel.
 - Also present: Ryan Hellenbrand, Lynn Montague, Debbie Bird, Liz Zimdars, Pearl Mosier (left 6:10), Carol Iwanowski (left 6:10), and Brenda Sukenik (left 6:21).
2. Approval of minutes from February 12, 2015 meeting
 - MOTION: to approve the February 12, 2015 minutes.**
 - Tess (1); Wenzel (2); motion passed.
3. Approval of minutes from February 27, 2015 meeting
 - MOTION: to approve the February 27, 2015 minutes.**
 - Tess (1); Wenzel (2); motion passed.
4. Bills presented for payment (To Be Distributed)
 - MOTION: to approve payment of bills.**
 - Wenzel (1), Tess (2); motion passed.
5. Citizen Appearances/Public Comment
 - Terry McIlroy commented that she encourages the Library Board to put the Library Director position out for applications a second time. Terry also encouraged the board to consider having Heidi Cox give the board a tour of the McFarland Public Library and view her in her current setting.
6. Business of Board President
 - Margene Anderson requested that staff investigate having the children's bathroom painted as it is getting scuffed up.
7. Staff Reports
 - Pearl Mosier reported that eCommerce is slated to roll out on April 1st. The recent upgrade to KOHA has shown that the bug prohibiting the last rollout has been fixed.
 - Carol Iwanowski reported that Adult Services remains busy with a full plate of programming, including Peeps-a-Palooza and a steampunk magic show.
 - Debbie Bird reported that the city has recently upgraded Munis, their accounting software, and that library staff are now under new direction in the process of check requisitions. Library staff are working out the implications to work flow, but it will ultimately result in more time required than before the upgrade.
 - Lynn Montague is preparing as much as possible for the summer reading program before she goes on maternity leave. The two summer LTE's hired are veterans from past summers, so that will be a big help during Lynn's absence.
8. Committee Reports

- a. Finance Committee
 - Did not meet; will meet again in April.
- b. Policy Committee
 - Met on 2-12-15; will meet again in April.
 - Policies to be approved will be on the April agenda.
- c. Friends
 - Met in 2-23-15; nothing to report.
- d. Foundation
 - Will meet on 3-17-15.
 - Invitations to the Spring Gala were recently mailed; art continues to come in.
 - Booker (the Book'n It Guy) has recently been requested to appear at Westside Elementary.
- e. Space Needs Steering Committee
 - This committee is on hold until a new director is hired.

UNFINISHED BUSINESS:

- MOTION: to move agenda item 9 to after item 11.**
 - Thiede (1); Eisinger (2); motion passed.
10. Board to meet in closed session to consider and discuss candidates for Library Director pursuant to State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - MOTION: to go into closed session to consider and discuss candidates for Library Director pursuant to State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**
 - Martindale (1); Wenzel (2); motion passed.
 11. Board to reconvene in open session for possible action
 - MOTION: to reconvene in open session for possible action.**
 - Thiede (1); Tess (2); motion passed.
 9. Consideration and Discussion of Library Director Search
 - It is suggested that future candidates take part in a meet and greet in order to observe them in a different setting.
 - Elements of the city's Assessment Center could be used.
 - Margene Anderson and asked that Library Board members and present staff members send her their opinions on what they would like the next Director search look like, or what elements they want included, by next Friday, March 20.
 12. Consideration and Discussion of Carryover
 - \$8,224.60 in carryover remains from 2014.
 - Debbie Bird reported that \$89,200 was budgeted in 2015 for the annual membership costs with SCLS, but the actual cost is \$2,100 higher.
 - MOTION: to use \$2,100 in 2014 carryover to pay for the difference in budget for the annual membership to SCLS.**
 - Eisinger (1); Tess (2); motion passed.

NEW BUSINESS:

13. Consideration and Discussion of Volunteer Appreciation Awards
 - Lynn Montague reported that this year's luncheon will be on Wednesday, April 15.
14. Consideration and Discussion of front door replacement

-Debbie Bird reported that the bid from Joe Daniels Construction Co. was for \$11,617, which is higher than our initial budget of \$11,000.

-MOTION: to proceed with the bid from Joe Daniels Construction Co. for \$11,617 as presented.

-Tess (1); Wenzel (2);

-Friendly Amendment: to amend the increase in budget to up to \$700 as a contingency.

-Anderson (1); motion passed.

REFERRALS:

15. Items to be referred to staff or committees for review or action.

-The library policies to be approved will be on the April agenda.

16. Adjournment

-MOTION: to adjourn the meeting at 6:33pm.

-Wenzel (1); Tess (2); motion passed.

Submitted by:

Ryan Hellenbrand, Library Secretary

Margene Anderson, Library Board President: _____

Library Department Collaboration

Library Volunteer Appreciation luncheon is scheduled for Wednesday, April 15, from 11:30 a.m.-1 p.m. Awards will be handed out and lunch will be provided by the library in appreciation of the volunteers many contributions over the past year. The Sun Prairie Media Center and the library are cohosting the event.

Adult Services – Carol Iwanowski

The biggest challenge Adult Services is facing right now is staffing the Information Desk. Before she left, Tracy had been covering the desk 7 to 9 hours per week. For the past three months, we have been staffing those hours with substitutes and Information Desk staff. When Ryan leaves in April, we will be without coverage for an additional 6 hours per week. Having substitutes available to fill in provides adequate coverage; however, having to fill 13 to 15 hours per week with subs diminishes our service levels. Using Information Desk staff to work those hours is also not ideal, as they are then unable to fulfill their other responsibilities. In addition to covering the hours Tracy and Ryan leave open, we still need to cover absences for illness, vacation and meetings. As the busy summer approaches, these shortages become even more problematic.

Programs in April continue at a brisk pace. There are three Beyond the Page presentations: Four Season Theater's "Rodgers and Hammerstein From Books to Broadway" on April 14, Madison Opera's "Barber of Seville" on April 15, and the Madison Jazz Society's "Jazz in the Library" on April 19. The Friends will sponsor "The Assassination of Lincoln" with historian Jim Gibbons on April 9. UW Professor James Leary will give a talk on "Wisconsin's Folk Humor" on April 20. Brenda Sanderfoot demonstrates that "Every Body Can Do Yoga!" on April 25. WWBIC wraps up a 3-part business series with "Making Financial Projections" on April 29, and we end the month with a demonstration of Farm Crafted Chocolate from Roots Chocolates on April 30.

Circulation Services – Pearl Mosier

Circulation has had a Library Assistant I position open since December 2014. Three library assistant substitutes have shown an interest, and inquired about the scheduled hours. Hopefully an offer letter will be going out by Monday, April 6.

Not all of the circulation reports are ready for March statistics. They should be ready by the Board meeting.

Technical Services – Debbie Bird

Three hundred and forty three items that were marked to *trace status* in 2014 and were not found were deleted. This number, to the best of our understanding, represents the number of items stolen from the library. These items are not attached to a patron's record. These missing items are unaccounted for and therefore, considered stolen. Estimated costs for these items are \$4,844.26, based on average prices by collection type. The highest theft item remains adult feature DVDs with 67 items. Second on the list are children's feature DVDs with 47 items. Listed at number three are adult music CDs with 43 unreturned items. While there is no perfectly designed system for determining theft, tracking items marked to *trace* that are not located within the year, gives us our best

estimate for theft. Print items near the top of the list include juvenile fiction and adult nonfiction materials. Comparisons to other years reveal total estimated costs for 2012 at \$5,564.79 and 2013 at \$3,875.68.

Youth Services – Lynn Montague

March was a very busy month, with a full slate of programs and lots of outreach. April looks to be much the same! We have 2 more 5th grade visits in April, and also additional 4K visits. We also have a week of Storytime with a Twist (puppet storytime) -- one of our most popular weeks of storytime. For the 5th year, we are partnering with the PMMS Fiddle Club to present Stories & Strings at 6:30 on April 23. This is one of my favorite collaborative programs and is always very well attended.

Additionally, I currently have a Library Assistant I (working 15-20 hours/week) out on maternity leave, which has created some interesting scheduling challenges. Kat will be out through May and plans to return just in time for summer program. Of course, we're also gearing up for this summer...Every Hero Has A Story!

Thanks,
Lynn and Debbie

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City of Sun Prairie
2015 YTD

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FOR 2015 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
520 LIBRARY						
10052041 LIBRARY ADMINISTRATION						
511000 REGULAR WAGES						
10052041 511000 REGULAR WAGES	912,558	.00	912,558.00	186,421.35	726,136.65	20.4%
513000 OVERTIME						
10052041 513000 OVERTIME	0	.00	.00	.00	.00	.0%
515000 LONGEVITY						
10052041 515000 LONGEVITY	0	.00	.00	.00	.00	.0%
516000 PREMIUM PAY						
10052041 516000 PREMIUM PAY	1,400	.00	1,400.00	208.57	1,191.43	14.9%
519000 SEASONAL WAGES						
10052041 519000 SEASONAL WAGES	4,628	.00	4,628.00	.00	4,628.00	.0%
521000 SOCIAL SECURITY						
10052041 521000 SOCIAL SECURITY	68,037	.00	68,037.00	13,542.89	54,494.11	19.9%
522000 RETIREMENT						
10052041 522000 RETIREMENT	46,316	.00	46,316.00	8,874.80	37,441.20	19.2%



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FOR 2015 12

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
523000 HEALTH INSURANCE						
10052041 523000 HEALTH INSURANCE	158,622	.00	158,622.00	35,617.08	123,004.92	22.5%
524000 LIFE INSURANCE						
10052041 524000 LIFE INSURANCE	2,260	.00	2,260.00	541.03	1,718.97	23.9%
525000 DENTAL INSURANCE						
10052041 525000 DENTAL INSURANCE	13,981	.00	13,981.00	3,275.18	10,705.82	23.4%
527000 LONG TERM DISABILITY						
10052041 527000 LONG TERM DISABILI	0	.00	.00	.00	.00	.0%
528000 POST EMPLOYMENT HEALTH PLAN						
10052041 528000 POST EMPLOYMENT HE	0	.00	.00	.00	.00	.0%
531000 OFFICE SUPPLIES						
10052041 531000 OFFICE SUPPLIES	2,000	.00	2,000.00	1,055.50	944.50	52.8%
532000 OPERATING SUPPLIES						
10052041 532000 OPERATING SUPPLIES	0	.00	.00	.00	.00	.0%
532150 WORK PERMITS						
10052041 532150 WORK PERMITS	0	.00	.00	.00	.00	.0%



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FOR 2015 12

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
533000 REPAIRS AND MAINTENANCE						
10052041 533000 REPAIRS AND MAINTN	1,000	.00	1,000.00	515.64	484.36	51.6%
533100 MAINTENANCE AGREEMENTS						
10052041 533100 MAINTENANCE AGREEM	13,000	.00	13,000.00	57.94	12,942.06	.4%
533300 FLEET RENTAL CHARGES						
10052041 533300 FLEET RENTAL CHARG	895	.00	895.00	26.90	868.10	3.0%
541000 COMMUNICATIONS						
10052041 541000 COMMUNICATIONS	3,500	.00	3,500.00	1,065.64	2,434.36	30.4%
542500 SPECIAL PROGRAMS						
10052041 542500 SPECIAL PROGRAMS	0	.00	.00	.00	.00	.0%
81520 LIBRARY YOUTH SERVICES						
10052041 542500 81520 SPECIAL PROGR	5,000	.00	5,000.00	2,155.36	2,844.64	43.1%
81521 LIBRARY ADULT SERVICES						
10052041 542500 81521 SPECIAL PROGR	2,000	.00	2,000.00	807.01	1,192.99	40.4%
543000 ADVERTISING AND PRINTING						
10052041 543000 ADVERTISING AND PR	500	.00	500.00	.00	500.00	.0%



City of Sun Prairie
2015 YTD

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FOR 2015 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTWTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
544000 PROFESSIONAL SERVICES						
10052041 544000 PROFESSIONAL SERVI	0	.00	.00	.00	.00	.0%
562000 MILEAGE						
10052041 562000 MILEAGE	500	.00	500.00	48.93	451.07	9.8%
563000 MEETINGS AND TRAINING						
10052041 563000 MEETINGS AND TRAIN	1,600	.00	1,600.00	20.00	1,580.00	1.3%
564000 DUES AND MEMBERSHIPS						
10052041 564000 DUES AND MEMBERSHI	1,200	.00	1,200.00	1,102.00	98.00	91.8%
581000 MACHINERY & EQUIPMENT EXPENSE						
10052041 581000 MACHINERY & EQUIPM	0	.00	.00	.00	.00	.0%
GRAND TOTAL	1,238,997	.00	1,238,997.00	255,335.82	983,661.18	20.6%

** END OF REPORT - Generated by Debbie Bird **



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City of Sun Prairie
2015 YTD

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FOR 2015 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
520 LIBRARY						
10052042 LIBRARY COLLECTION						
532000 OPERATING SUPPLIES						
10052042 532000 OPERATING SUPPLIES	13,708	.00	13,708.00	1,466.02	12,241.98	10.7%
532200 LIBRARY MATERIALS						
10052042 532200 LIBRARY MATERIALS	185,018	.00	185,018.00	40,811.62	59,399.11	67.9%
532250 RENTAL LIBRARY MATERIALS						
10052042 532250 RENTAL LIBRARY MAT	0	.00	.00	.00	.00	.0%
541000 COMMUNICATIONS						
10052042 541000 COMMUNICATIONS	0	.00	.00	-53.02	53.02	100.0%
544000 PROFESSIONAL SERVICES						
10052042 544000 PROFESSIONAL SERVI	89,200	2,100.00	91,300.00	91,255.29	44.71	100.0%
GRAND TOTAL	287,926	2,100.00	290,026.00	133,479.91	71,738.82	46.0%

** END OF REPORT - Generated by Debbie Bird **

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City of Sun Prairie
2015 YTD

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FOR 2015 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
520 LIBRARY						
10052043 LIBRARY BUILDINGS AND GROUNDS						
532000 OPERATING SUPPLIES						
10052043 532000 OPERATING SUPPLIES	3,000	.00	3,000.00	.00	3,000.00	.0%
533000 REPAIRS AND MAINTENANCE						
10052043 533000 REPAIRS AND MAINTENANCE	8,000	.00	8,000.00	288.46	7,711.54	3.6%
533100 MAINTENANCE AGREEMENTS						
10052043 533100 MAINTENANCE AGREEMENTS	2,400	.00	2,400.00	.00	2,400.00	.0%
533200 JANITORIAL SERVICES						
10052043 533200 JANITORIAL SERVICE	21,500	.00	21,500.00	5,138.40	16,361.60	23.9%
541000 COMMUNICATIONS						
10052043 541000 COMMUNICATIONS	0	.00	.00	.00	.00	.0%
542000 UTILITIES						
10052043 542000 UTILITIES	56,000	.00	56,000.00	10,974.72	45,025.28	19.6%
581000 MACHINERY & EQUIPMENT EXPENSE						
10052043 581000 MACHINERY & EQUIPMENT	5,000	.00	5,000.00	.00	5,000.00	.0%



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City of Sun Prairie
2015 YTD

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FOR 2015 12

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
588000 OFFICE FURNITURE & EQUIPMENT						
10052043 588000 OFFICE FURNITURE &	10,000	.00	10,000.00	.00	10,000.00	.0%
589000 MACHINERY & EQPMNT - REPLACED						
10052043 589000 MACHINERY & EQPMNT	20,500	.00	20,500.00	4,310.17	13,153.63	35.8%
GRAND TOTAL	126,400	.00	126,400.00	20,711.75	102,652.05	16.4%

** END OF REPORT - Generated by Debbie Bird **

Operational Expenditures March 2015

Line	Description	Date	Invoice #	Vendor	Item purch	Amount	Notes
Library Admin							
Mtis/Supplies							
10052041-531000	office supplies	2/12/2015	755574376	Office Depot	inkjet/batteries/postcard:	\$105.65	jp3606
		2/13/2015		Amazon	name badges	\$28.23	jp3606
		2/18/2015		Amazon	batteries	\$21.99	jp3606
		2/18/2015	756486353	Office Depot	shipping labels	\$23.09	jp3606
repairs & mtnc							
10052041-533000	repairs & mtnc	2/13/2015		Amazon	laser pointer/surge prote	\$63.35	jp3606
		2/17/2015	94078	Mid-Wisconsin Securit	surveillance DVR	\$335.00	
		2/28/2015	15-0034	SCLS	storage drive for staff	\$92.99	
mtnc agreements							
10052041-533100	mtnc agreements						
Contractual Svcs							
communications							
10052041-541000	communications						
10052041-542500-8	youth programming	2/2/2015	42125	Engraving & Trophy	trophies for gaming	\$33.00	jp3606
		2/18/2015		Amazon	SD cards for gaming	\$21.99	jp3606
adult programming							
10052041-542500-8	adult programming	2/24/2015		Poonam Rao	eyebrow threading class	\$50.00	
		3/2/2015		Jeff Pockat	celtic harper	\$225.00	
		2/6/2015		Walmart	food/drink	\$13.30	jp3606
		2/4/2015		Paypal	biz blast	\$25.00	jp3622
		2/10/2015		Michaels	yarn	\$51.87	jp3622
ads/printing							
10052041-543000	ads/printing						
Professional Dev							
mileage							
10052041-562000	mileage	2/24/2015		Ryan Hellenbrand	january mileage	\$14.72	
		2/27/2015		Debbie Bird	mileage	\$18.86	
		3/10/2015		Ryan Hellenbrand	february mileage	\$15.35	
		3/25/2015		Lori Horky	march mileage	\$29.21	
mtgs & training							
10052041-563000	mtgs & training	2/17/2015		SP Chamber of Comm	Meet the Mayoral Candi	\$36.00	
		3/13/2015		SCLS	all director's meeting	\$20.00	

2/16/2015	Amazon		materials	\$163.71	jp3564
2/24/2015	Amazon		materials	\$61.85	jp3564
2/25/2015	Amazon		materials	\$49.37	jp3564
2/25/2015	Amazon		materials	\$96.37	jp3564
2/25/2015	Amazon		materials	\$75.92	jp3564
2/25/2015	Amazon		materials	\$65.72	jp3564
2/25/2015	Amazon		materials	\$34.75	jp3564
2/12/2015	Amazon		materials	\$17.99	jp3564
2/19/2015	562135 MicroMarketing		materials	\$39.99	jp3564
2/19/2015	562184 MicroMarketing		materials	\$50.99	jp3564
2/19/2015	562236 MicroMarketing		materials	\$45.99	jp3564
2/12/2015	Amazon		materials	\$199.08	jp3564
2/27/2015	Amazon		materials	\$45.59	jp3564
2/12/2015	Amazon		credit	-\$0.45	jp3564
2/28/2015	Baker & Taylor		materials	\$528.16	L5804802
2/28/2015	Baker & Taylor		materials	\$154.10	L3989142
2/28/2015	Baker & Taylor		materials	\$1,021.99	L1198012
2/28/2015	Baker & Taylor		materials	\$6,514.05	L0322682
2/28/2015	Baker & Taylor		materials	\$339.97	75003531
2/28/2015	Baker & Taylor		materials	\$196.18	C0188533
2/23/2015	54656226 Cengage		materials	\$53.37	
2/20/2015	1082809584 Penguin Random		materials	\$53.75	
2/27/2015	144791 LogisTech		materials	\$73.17	
2/25/2015	147798 Findaway World		materials	\$59.99	
2/14/2015	92580115 Midwest Tape		materials	\$182.93	
2/20/2015	92596067 Midwest Tape		materials	\$624.73	
2/28/2015	92621851 Midwest Tape		materials	\$317.87	
3/5/2015	54735281 Cengage		materials	\$103.15	
3/4/2015	54725006 Cengage		materials	\$141.53	
3/5/2015	92634828 Midwest Tape		materials	\$37.99	
3/7/2015	92644110 Midwest Tape		materials	\$31.99	
3/6/2015	1082946717 Penguin Random		materials	\$63.75	
3/11/2015	1083038274 Penguin Random		materials	\$151.50	
2/27/2015	753164 Blackstone		materials	\$89.98	
3/12/2015	92658525 Midwest Tape		materials	\$19.99	
3/13/2015	92662313 Midwest Tape		materials	\$29.99	
3/16/2015	1083064914 Penguin Random		materials	\$30.00	

3/25/2015	150318-7385864	Diamond Comics	materials	\$33.49
3/18/2015	149072	Findaway World	materials	\$194.97
3/19/2015	149776	Findaway World	materials	\$97.48
3/13/2015	755589	Blackstone	materials	\$89.99
3/19/2015	92677216	Midwest Tape	materials	\$38.99
3/19/2015	54821589	Cengage	materials	\$19.46
3/19/2015	54822601	Cengage	materials	\$25.59
3/19/2015	54822145	Cengage	materials	\$38.39
3/19/2015	54822754	Cengage	materials	\$34.78
3/18/2015	54811470	Cengage	materials	\$19.19

Contractual Svcs				
10052042-544000	1/8/2015	11-3067)	SCLS	Tech/ILS member fees \$91,255.29

Blogs & Grounds				
Mtls & Supplies				
10052043-532000				operating supplies

10052043-533000	2/4/2015	S15-056	Badger Security	media center door fix \$75.00 jp3606
10052043-533100				mtnc agreements
10052043-533200	2/19/2015	466800	Schilling Supply	janitorial supplies \$107.23 jp3606
	3/15/2015	2207	Sun Dance Cleaning	march janitorial \$1,725.00

Contractual Svcs				
10052043-541000				communications
10052043-542000	4/6/2015	4085-787-831	WE Energies	gas bill \$2,456.59

Capital Items				
10052043-581000				capital equip
10052043-588000				office furn & equip

10052043-589000	IT replacement	1/28/2015	15-0021	SCLS	Asst. Circ Mngr PC	\$1,114.07
		2/28/2015	15-0030	SCLS	Asst. Circ Mngr PC	\$22.90
		2/28/2015	15-0027	SCLS	Barcode Scanner	\$137.00

SUN PRAIRIE PUBLIC LIBRARY

CONFIDENTIALITY POLICY

I. Purpose

- A. The purpose of the policy is to protect users' right to privacy. Confidentiality is the primary means of providing privacy.

II. Chapter 43.30

- A. Reading interests and activities of library users are protected under Wisconsin Statute 43.30 (1), which reads as follows:
 - 1. 43.30 Public Library Records. (1) Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries as authorized under sub. (2) and (3).
 - 2. A library supported in whole or in part by public funds may disclose an individual's identity to another library for the purpose of borrowing materials for the individual only if the library to which the individual's identity is being disclosed meets at least one of the following requirements:
 - a. The library is supported in whole or in part by public funds.
 - b. The library has a written policy prohibiting the disclosure of the identity of the individual except as authorized under sub. (3).
 - c. The library agrees not to disclose the identity of the individual except as authorized under sub. (3).
 - 3. A library to which an individual's identity is disclosed under sub. (2) and that is not supported in whole or in part by public funds may disclose that individual's identity to another library for the purpose of borrowing materials for that individual only if the library to which the identity is being disclosed meets at least one of the requirements specified under sub (2) (a) to (c). History: 1981 c. 335; 1991 a. 269.
- B. The library board of trustees interprets this statute to include all transactions associated with the use of library materials including registration records, circulation records, interlibrary loan forms, records of reference questions, and other documents or electronic records or surveillance videotapes which would link the individual with particular materials or services.
- C. Library staff will maintain respect for confidentiality regarding patron reading or related interests in both informal conversation as well as formal duties.

III. Requests for Information by Library Users

- A. Individuals may only check on their own library records. An individual will be permitted to view their registration and circulation records only upon presentation of their library card, library notice or acceptable identification. Corroborating identification may be required at the discretion of the library staff. Information as to circulation activity (titles, number of items charged, existence of overdues or bills) will be given by telephone only if the caller can correctly state their name, address, telephone number, and library barcode number.
- B. A parent or guardian inquiring about the library records of a child under age 16 must present that child's library card. A parent or guardian inquiring about the library records of a child, age 16 to 18, or an adult conducting library business for another adult must present written permission from that person and/or that person's library card or library notice. Library staff will not knowingly give one person's registration or circulation information to another person.

IV. Requests for Information by Law Enforcement Officials

- A. Records shall not be made available to any agency of state, federal or local government except pursuant to such process, order or subpoena as may be authorized by a court of competent jurisdiction. Upon receipt of such request, the library director or supervisor in charge will consult with the city attorney and will respond to the request according to advice of counsel. The library staff will cooperate fully with the terms of the request and will release those records, *and only those records specified*, to the authority. Any cost incurred by the Sun Prairie Public Library in performing a court ordered search may be billed to the agency requesting the search.

V. Requests for Information for Fund Raising Efforts

- A. At the discretion of the Library Director, the library patron database may be used to develop mailing lists for fund raising projects that benefit the library. The library staff will be responsible for producing such lists and processing the mailings for such projects that may be generated either by the Sun Prairie Public Library Foundation or the Friends of the Sun Prairie Public Library. Such lists will not be released directly to either the Foundation or Friends organizations.

Adopted: August 21, 2002

Amended: March 11, 2004

Amended: November 13, 2008

Reviewed: February 10, 2011

Formatted: August 19, 2011

Reviewed: March 12, 2015

SUN PRAIRIE PUBLIC LIBRARY

DISPLAYS/EXHIBITS POLICY

I. Purpose

- A. The Sun Prairie Public Library (SP Library) serves the community as a public forum for sharing ideas and information and encourages educational and cultural exhibits or displays of interest and enlightenment to the community.
- B. The SP Library provides space for displays and exhibits; however, it does not advocate or endorse the viewpoints of exhibits or exhibitors.
- C. Religious and political exhibits and displays are permissible for informational purposes. Displays or exhibits which advocate for a single issue, specific candidates/parties and/or referendum/ballot initiatives will not be permitted.

II. Availability of Space

- A. Areas available to the public for displays and exhibits are:
 - 1. Glass exhibit cases in the lobby.
 - 2. Glass exhibit case in the children's area for children only.
 - 3. Empty walls on either side of the Renk Room ~~and in the West Wing.~~

III. Approval and Scheduling

- A. Approval and scheduling of displays will be made through Adult Services (825-0902) or Youth Services (825-0701).
- B. Scheduling will generally be by calendar month.
- C. Displays and exhibits that do not fall clearly within this policy may be authorized by the library director and the Board President.

IV. Guidelines for Displays and Exhibits

- A. Display/exhibit materials may not be for sale.
- B. The library staff will not be responsible for setting up or taking down exhibits. Display cases will remain locked until the date the exhibitor is required to remove the contents in order to ensure the integrity of the approved display.
- C. Library staff will provide assistance with signage and moving glass shelving.
- D. Items may not be fastened in a way that would damage display cases or display areas.

V. Responsibility for Display and Exhibit Items

- A. The library assumes no responsibility for damage or theft of any item displayed or exhibited. All items placed in the library are at the owner's risk. A release must be signed by the exhibitor before any artifact may be placed in the library.

Adopted: May 10, 2001 Amended: November 16, 2006 Amended: January 8, 2009
Amended: February 10, 2011 Formatted: September 16, 2011 Amended: March 14, 2013 Amended: March 12, 2015

Sun Prairie Public Library Display and Exhibit Release

In consideration of the privilege of exhibiting the following materials in the library, I release the library from responsibility for loss, damage, or destruction while these materials are in the possession of the library.

Name of Exhibitor: _____

Exhibit Location: _____

Exhibit Set-up Date: _____

Exhibit Removal Date: _____

Description of Exhibit: _____

Does this exhibit advocate a political candidate or position? _____

Items on Display

Estimate of Value

This exhibit ___ is insured. ___ is not insured.

Signature _____

Date: _____

Parent/guardian (if exhibitor is under 18 years of age)

Date: _____

Address: _____

Telephone: _____

SUN PRAIRIE PUBLIC LIBRARY

LIBRARY OPERATIONS POLICY

I. Purpose

- A. This policy provides guidelines for library staff when the director is absent from the library.
- B. In the absence of the director, staff needs to be able to:
 - 1. Interpret public policy and make decisions in crisis situations.
 - 2. Continue to provide all library functions and services.

II. Management Team

- A. Onsite members of the Management Team (Heads of Technical Services, Circulation Services, Adult Services and Youth Services) will assume responsibility for library operations in the absence of the library director. They will meet and discuss any situation that arises that may alter library functions. When building closure is in question, the Management Team will may consult with ~~the City Building Inspector, the Director of Human Resources, the City Administrator~~ appropriate City Department personnel and the Library Board President to determine the best course of action.
- B. Major decisions shall be delayed until the director's return whenever possible. If such delay is not possible, the Management Team will make the necessary decisions after consulting with the above-mentioned bodies when appropriate.
- C. Established precedent and existing policies and procedures shall guide the decisions made in the absence of the director. Changes in library policies and procedures will not be introduced in the absence of the director unless authorized by the Library Board.

Adopted: April 11, 2002

Amended: January 8, 2009

Reviewed: February 10, 2011

Formatted: September 19, 2011

Amended: March 14, 2013

Amended: March 12, 2015