



General Meeting of the Board of Trustees
Virtual Platform via Zoom
Sandwich Public Library District
Tuesday, December 8th, 2020 at 6:30pm
Sandwich Public Library

AGENDA

In order to more fully follow the stay-at-home order issued by Governor Pritzker, the Sandwich Public Library District Board of Trustees is holding a virtual meeting to perform essential business. Below are links to connect or call into the meeting. This meeting will be recorded.

Connect via Webinar:

<https://us02web.zoom.us/j/81854572947?pwd=d0k5a1hicDMwdXFGYXJhMThlVndLQT09>
Meeting ID: 818 5457 2947
Passcode: 813993

Connect via Phone:

Phone: +1 312 626 6799 US (Chicago)
Meeting ID: 818 5457 2947
Passcode: 813993

In lieu of in-person public comments, participants can submit written questions or statements ahead of time to the Director at posingerb@sandwichpld.org. These will be read aloud by the Director during the public comment portion of the meeting. Participants will also be able to submit questions or comments via the chat or Q&A functionality of the Zoom meeting software.

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- I. Call to Order/Roll Call
 - II. Additions/Deletions/Changes to Agenda
 - III. Public Comment
 - IV. Consent Agenda
 - a. Treasurer's Report
 - b. Minutes for the General Meeting of the Library Board of Trustees: November 11th, 2020
 - c. Minutes for the Special Meeting of the Library Board of Trustees: November 17th, 2020
 - d. Department Reports:
 - i. Adult Services Manager
 - ii. Youth Services Coordinator
 - e. Monthly Statistics

Motion Requested: Approval of Consent Agenda
 - V. Old Business
 - a. Levy – Filed

(Action)

All Items on the agenda are potential action items.

- b. Per Capita
 - i. Standards Reading Updates
 - ii. News on Extension

VI. New Business

- a. Director's Report
- b. General Fund Transfer to Reserves
- c. Director Evaluation
- d. Prairiecat Mobile App
- e. Princh
- f. E-Rate
- g. Committee Reports
 - i. Finance
 - ii. Personnel
 - iii. Policy
 - iv. Building & Grounds
 - v. Fundraising

(Action)

VII. Other Business

- a. General Meeting of the Library Board of Trustees: Tuesday, January 12th, 2020 at 6:30pm

VIII. Executive Session

IX. Results of Executive Session

(Action)

X. Adjournment

All Items on the agenda are potential action items.

12/01/20
Cash Basis

Sandwich Public Library District
FY 2020-21 Budget FYTD
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Donations Income				
Donations Income	3.20	1,500.00	-1,496.80	0.2%
Total Donations Income	3.20	1,500.00	-1,496.80	0.2%
Emergency/Disaster Funds/Grants				
Grants Income	0.00	100.00	-100.00	0.0%
IL Per Capita Grant	10,200.00	0.00	10,200.00	100.0%
Grants Income - Other	0.00	10,200.00	-10,200.00	0.0%
Total Grants Income	10,200.00	10,200.00	0.00	100.0%
Interest Income	143.18	2,500.00	-2,356.82	5.7%
Miscellaneous Income				
Booksale	100.29	1,000.00	-899.71	10.0%
Fines & Fees	160.16	2,000.00	-1,839.84	8.0%
Fundraising	105.00	2,000.00	-1,895.00	5.3%
Library Service Fees	746.30	7,000.00	-6,253.70	10.7%
Miscellaneous	555.00	500.00	55.00	111.0%
Over/Under	0.10			
Program Fees	90.00	1,000.00	-910.00	9.0%
Miscellaneous Income - Other	150.00			
Total Miscellaneous Income	1,906.85	13,500.00	-11,593.15	14.1%
Tax Receipts				
Receipts-Impact Fees	0.00	1,000.00	-1,000.00	0.0%
Receipts-Property Tax				
Tax Receipts-Audit	1,578.79	3,682.68	-2,103.89	42.9%
Tax Receipts-Bonds and Interest	97,628.19	227,757.99	-130,129.80	42.9%
Tax Receipts-Corporate Fund	154,810.65	361,104.57	-206,293.92	42.9%
Tax Receipts-Equip & Maint	13,632.35	31,798.15	-18,165.80	42.9%
Tax Receipts-IMRF	8,406.96	19,609.80	-11,202.84	42.9%
Tax Receipts-Social Security	5,361.65	12,506.15	-7,144.50	42.9%
Total Receipts-Property Tax	281,418.59	656,459.34	-375,040.75	42.9%
Receipts-Replacement Tax	2,292.43	4,000.00	-1,707.57	57.3%
Total Tax Receipts	283,711.02	661,459.34	-377,748.32	42.9%
Total Income	295,964.25	689,259.34	-393,295.09	42.9%
Gross Profit	295,964.25	689,259.34	-393,295.09	42.9%
Expense				
Building Maintenance Expense				
Audit & Bond Expense				
Audit Expense	0.00	3,800.00	-3,800.00	0.0%
Bond Interest Expense	35,337.50	70,675.00	-35,337.50	50.0%
Bond Issuing Expense	400.00	1,200.00	-800.00	33.3%
Bond Principle Expense	0.00	155,000.00	-155,000.00	0.0%
Total Audit & Bond Expense	35,737.50	230,675.00	-194,937.50	15.5%
Building Maintenance Expense				
Building Supplies	1,145.04	7,000.00	-5,854.96	16.4%
Contingency	0.00	7,500.00	-7,500.00	0.0%
Custodial & Contracted Serv.	4,202.50	12,000.00	-7,797.50	35.0%
General Maintenance	1,154.83	4,000.00	-2,845.17	28.9%
Landscaping	3,207.00	11,823.96	-8,616.96	27.1%
Snow Removal	0.00	5,000.04	-5,000.04	0.0%
Total Building Maintenance Expense	9,709.37	47,324.00	-37,614.63	20.5%

Sandwich Public Library District
FY 2020-21 Budget FYTD
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Equipment & Maintenance				
Copier	2,003.84	7,000.00	-4,996.16	28.6%
Equipment Maintenance	805.00	5,000.00	-4,195.00	16.1%
Equipment Purchases	0.00	1,000.00	-1,000.00	0.0%
Furnishings	0.00	100.00	-100.00	0.0%
Security Maintenance	4,119.42	8,200.00	-4,080.58	50.2%
Total Equipment & Maintenance	6,928.26	21,300.00	-14,371.74	32.5%
Technology & Maintenance				
Software	97.50	1,200.00	-1,102.50	8.1%
Technology Equipment	0.00	6,500.00	-6,500.00	0.0%
Technology Maintenance	3,739.71	16,800.00	-13,060.29	22.3%
Technology & Maintenance - Other	975.00			
Total Technology & Maintenance	4,812.21	24,500.00	-19,687.79	19.6%
Utilities				
Dataline/Telephone	2,604.21	4,000.00	-1,395.79	65.1%
Drainage District	0.00	120.00	-120.00	0.0%
Electricity	5,956.52	16,500.00	-10,543.48	36.1%
Gas	274.12	1,600.00	-1,325.88	17.1%
Pest Control	240.00	600.00	-360.00	40.0%
Refuse Collection	240.00	750.00	-510.00	32.0%
Water	576.53	650.00	-73.47	88.7%
Total Utilities	9,891.38	24,220.00	-14,328.62	40.8%
Total Building Maintenance Expense	67,078.72	348,019.00	-280,940.28	19.3%
General Corporate Expense				
Accounting				
Accounting	2,000.00	5,000.00	-3,000.00	40.0%
Bank Service Charges	126.98	750.00	-623.02	16.9%
Total Accounting	2,126.98	5,750.00	-3,623.02	37.0%
Materials Expenses				
Audiovisual Expense				
Audiovisual-Adult	2,477.56	9,500.00	-7,022.44	26.1%
Total Audiovisual Expense	2,477.56	9,500.00	-7,022.44	26.1%
Books Expense				
Books - Adult	5,550.57	13,000.00	-7,449.43	42.7%
Books - Youth	3,832.53	8,500.00	-4,667.47	45.1%
Total Books Expense	9,383.10	21,500.00	-12,116.90	43.6%
Library Resource Expense				
Contingency	771.98	5,000.00	-4,228.02	15.4%
Library Materials Processing	740.07	1,800.00	-1,059.93	41.1%
Online resources	2,204.77	6,000.00	-3,795.23	36.7%
Periodicals	402.85	1,500.00	-1,097.15	26.9%
PrairieCat	5,011.50	10,000.00	-4,988.50	50.1%
Total Library Resource Expense	9,131.17	24,300.00	-15,168.83	37.6%
Total Materials Expenses	20,991.83	55,300.00	-34,308.17	38.0%

12/01/20
Cash Basis

Sandwich Public Library District
FY 2020-21 Budget FYTD
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Misc. Corporate Expense				
Conferences/Inservice	100.00	4,000.00	-3,900.00	2.5%
Contingency	149.25	4,000.00	-3,850.75	3.7%
Legal and Professional Fees	931.10	3,000.00	-2,068.90	31.0%
Library & Office Supplies	1,340.22	5,000.00	-3,659.78	26.8%
Library Memberships	750.00	1,500.00	-750.00	50.0%
Mileage & Travel Expense	0.00	750.00	-750.00	0.0%
Other Admin Expenses	38.13	500.00	-461.87	7.6%
Postage	132.78	1,000.00	-867.22	13.3%
Programming-Adult	983.74	4,000.00	-3,016.26	24.6%
Programming-Summer Reading	0.00	2,500.00	-2,500.00	0.0%
Programming-Youth	2,674.29	5,000.00	-2,325.71	53.5%
Publishing & Promotion	4,092.28	12,000.00	-7,907.72	34.1%
Total Misc. Corporate Expense	11,191.79	43,250.00	-32,058.21	25.9%
Payroll Expense				
Aflac EE	541.31			
Contingency	0.00	3,000.00	-3,000.00	0.0%
FICA EXPENSE				
Medicare ER	1,034.96	3,000.00	-1,965.04	34.5%
Social Security Expense ER	4,401.62	11,500.00	-7,098.38	38.3%
Total FICA EXPENSE	5,436.58	14,500.00	-9,063.42	37.5%
IMRF ER	5,483.12	16,180.00	-10,696.88	33.9%
Staff Wages	71,059.91	188,000.00	-116,940.09	37.8%
SUTA/FUTA (Unemployment Taxes)	1,144.23	5,000.00	-3,855.77	22.9%
Total Payroll Expense	83,665.15	226,680.00	-143,014.85	36.9%
Total General Corporate Expense	117,975.75	330,980.00	-213,004.25	35.6%
Liability Insurance Expense				
General Insurance	4,727.50	8,744.00	-4,016.50	54.1%
Workmans Compensation Insurance	445.00	1,500.00	-1,055.00	29.7%
Total Liability Insurance Expense	5,172.50	10,244.00	-5,071.50	50.5%
Merchant account Fees	624.00			
Total Expense	190,850.97	689,243.00	-498,392.03	27.7%
Net Ordinary Income	105,113.28	16.34	105,096.94	643,288.1%
Other Income/Expense				
Other Expense				
COVID-19 Expense	696.00			
Total Other Expense	696.00			
Net Other Income	-696.00			
Net Income	104,417.28	16.34	104,400.94	639,028.6%

Sandwich Public Library District
Monthly Budget
November 2020

12/01/20
Cash Basis

	Nov 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Donations Income			
Donations Income	0.60	125.00	-124.40
Total Donations Income	0.60	125.00	-124.40
Emergency/Disaster Funds/Grants	0.00	8.33	-8.33
Grants Income	0.00	850.00	-850.00
Interest Income	0.00	208.33	-208.33
Miscellaneous Income			
Booksale	2.00	83.34	-81.34
Fines & Fees	14.30	166.67	-152.37
Fundraising	0.00	166.67	-166.67
Library Service Fees	151.65	583.33	-431.68
Miscellaneous	0.00	41.67	-41.67
Program Fees	0.00	83.33	-83.33
Total Miscellaneous Income	167.95	1,125.01	-957.06
Tax Receipts			
Receipts-Impact Fees	0.00	83.34	-83.34
Receipts-Replacement Tax	802.59	333.33	469.26
Total Tax Receipts	802.59	416.67	385.92
Total Income	971.14	2,733.34	-1,762.20
Gross Profit	971.14	2,733.34	-1,762.20
Expense			
Building Maintenance Expense			
Audit & Bond Expense			
Bond Interest Expense	0.00	5,889.58	-5,889.58
Bond Issuing Expense	0.00	100.00	-100.00
Bond Principle Expense	0.00	12,916.67	-12,916.67
Total Audit & Bond Expense	0.00	18,906.25	-18,906.25
Building Maintenance Expense			
Building Supplies	358.05	583.33	-225.28
Contingency	0.00	625.00	-625.00
Custodial & Contracted Serv.	937.50	1,000.00	-62.50
General Maintenance	0.00	333.34	-333.34
Landscaping	0.00	985.33	-985.33
Snow Removal	0.00	416.67	-416.67
Total Building Maintenance Expense	1,295.55	3,943.67	-2,648.12
Equipment & Maintenance			
Copier	500.96	583.33	-82.37
Equipment Maintenance	0.00	416.67	-416.67
Equipment Purchases	0.00	83.33	-83.33
Furnishings	0.00	8.34	-8.34
Security Maintenance	0.00	683.33	-683.33
Total Equipment & Maintenance	500.96	1,775.00	-1,274.04
Technology & Maintenance			
Software	65.00	100.00	-35.00
Technology Equipment	0.00	541.67	-541.67
Technology Maintenance	0.00	1,400.00	-1,400.00
Technology & Maintenance - Other	975.00		
Total Technology & Maintenance	1,040.00	2,041.67	-1,001.67

Sandwich Public Library District
Monthly Budget
November 2020

12/01/20
Cash Basis

	Nov 20	Budget	\$ Over Budget
Utilities			
Dataline/Telephone	275.23	333.33	-58.10
Drainage District	0.00	10.00	-10.00
Electricity	1,281.34	1,375.00	-93.66
Gas	132.45	133.33	-0.88
Pest Control	48.00	50.00	-2.00
Refuse Collection	60.00	62.50	-2.50
Water	544.47	54.17	490.30
Total Utilities	2,341.49	2,018.33	323.16
Total Building Maintenance Expense	5,178.00	28,684.92	-23,506.92
General Corporate Expense			
Accounting			
Accounting	800.00	416.66	383.34
Bank Service Charges	0.00	62.50	-62.50
Total Accounting	800.00	479.16	320.84
Materials Expenses			
Audiovisual Expense			
Audiovisual-Adult	451.29	791.67	-340.38
Total Audiovisual Expense	451.29	791.67	-340.38
Books Expense			
Books - Adult	1,456.02	1,083.33	372.69
Books - Youth	850.94	708.34	142.60
Total Books Expense	2,306.96	1,791.67	515.29
Library Resource Expense			
Contingency	275.00	416.67	-141.67
Library Materials Processing	204.03	150.00	54.03
Online resources	1,467.77	500.00	967.77
Periodicals	0.00	125.00	-125.00
PrairieCat	0.00	833.33	-833.33
Total Library Resource Expense	1,946.80	2,025.00	-78.20
Total Materials Expenses	4,705.05	4,608.34	96.71
Misc. Corporate Expense			
Conferences/Inservice	0.00	333.33	-333.33
Contingency	52.02	333.34	-281.32
Legal and Professional Fees	368.95	250.00	118.95
Library & Office Supplies	20.69	416.66	-395.97
Library Memberships	600.00	125.00	475.00
Mileage & Travel Expense	0.00	62.50	-62.50
Other Admin Expenses	0.00	41.67	-41.67
Postage	77.78	83.33	-5.55
Programming-Adult	153.20	333.34	-180.14
Programming-Summer Reading	0.00	208.33	-208.33
Programming-Youth	189.61	416.67	-227.06
Publishing & Promotion	1,688.23	1,000.00	688.23
Total Misc. Corporate Expense	3,150.48	3,604.17	-453.69
Payroll Expense			
Aflac EE	98.42		
Contingency	0.00	250.00	-250.00
FICA EXPENSE			
Medicare ER	184.84	250.00	-65.16
Social Security Expense ER	766.55	958.33	-191.78
Total FICA EXPENSE	951.39	1,208.33	-256.94

Sandwich Public Library District
Monthly Budget
November 2020

12/01/20
Cash Basis

	<u>Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
IMRF ER	985.16	1,348.34	-363.18
Staff Wages	12,120.28	15,666.66	-3,546.38
SUTA/FUTA (Unemployment Taxes)	198.15	416.67	-218.52
Total Payroll Expense	<u>14,353.40</u>	<u>18,890.00</u>	<u>-4,536.60</u>
Total General Corporate Expense	23,008.93	27,581.67	-4,572.74
Liability Insurance Expense			
General Insurance	0.00	728.67	-728.67
Workmans Compensation Insurance	0.00	125.00	-125.00
Total Liability Insurance Expense	<u>0.00</u>	<u>853.67</u>	<u>-853.67</u>
Total Expense	<u>28,186.93</u>	<u>57,120.26</u>	<u>-28,933.33</u>
Net Ordinary Income	-27,215.79	-54,386.92	27,171.13
Other Income/Expense			
Other Expense			
COVID-19 Expense	696.00		
Total Other Expense	<u>696.00</u>		
Net Other Income	-696.00		
Net Income	<u><u>-27,911.79</u></u>	<u><u>-54,386.92</u></u>	<u><u>26,475.13</u></u>

Sandwich Public Library District Transaction Detail by Account November 2020

Type	Date	Name	Memo	Split	Paid Amount
Checking XXXX51 Csl					
Liability C...	11/02/2020	Director of Employmen...	0806721-1	-SPLIT-	(559.95)
Liability C...	11/04/2020	United States Treasury	36-6006445 QB Tracking # ...	-SPLIT-	(1,539.16)
Liability C...	11/04/2020	Illinois Dept. of Revenue	36-6006445 0006 QB Tracki...	Payroll Liabilities	(315.08)
Check	11/09/2020	Molly Fraser	Cooking Program on 11/03/...	Programming-Adult	(50.00)
Check	11/09/2020	First National Bank Om...	ACCT # 4988 6562 9353 49...	-SPLIT-	(648.98)
Check	11/09/2020	Village Ace Hardware	ACCT # 1488; October Stat...	Building Supplies	(16.97)
Check	11/09/2020	De Lage Laden Financi...	ACCT # 1248089; INV # 700...	Copier	(500.96)
Check	11/09/2020	Community Disposal S...	ACCT # 111810; INV # 2010...	Refuse Collection	(60.00)
Check	11/09/2020	City of Sandwich	ACCT # 1050035001; Servic...	Water	(544.47)
Check	11/09/2020	Kavanagh, Scully	ACCT # 15462.0010; INV # ...	Legal and Professional Fees	(360.00)
Check	11/09/2020	Frontier	ACCT # 815-786-8308-0101...	Dataline/Telephone	(275.23)
Check	11/09/2020	BFC	INV # 544377; Postcards	Publishing & Promotion	(1,663.24)
Check	11/09/2020	Nicor Gas	ACCT # 34-22-98-49725 3; ...	Gas	(132.45)
Check	11/09/2020	Robert Asleson	Custodial from 9/01-10/11, 2...	Custodial & Contracted Serv.	(937.50)
Check	11/09/2020	PeopleFacts	ACCT # 34606; E. Wittke	Contingency	(37.03)
Check	11/09/2020	Runco Office Supply	ACCT # 7791	Building Supplies	(75.98)
Check	11/09/2020	OverDrive Inc	ACCT # 1647-0024; INV # 0...	Audiovisual-Adult	(140.92)
Check	11/09/2020	ProQuest LLC	INV # 70648685	Online resources	(1,467.77)
Check	11/09/2020	Basecamp Web Soluti...	INV # 3075	Software	(65.00)
Check	11/09/2020	Stateline Technologies	INV # 2010SPLD	Technology & Maintenance	(975.00)
Check	11/09/2020	Ingram L brary Services	ACCT # 20P9105	-SPLIT-	(873.23)
Check	11/09/2020	Baker & Taylor	ACCT # 204414 L033712 2 ...	-SPLIT-	(254.35)
Check	11/09/2020	Association for Rural & ...	INV # 59153; Membership th...	Library Memberships	(150.00)
Check	11/09/2020	Illinois Library Associat...	INV # 185534, 185531, 1855...	-SPLIT-	(450.00)
Deposit	11/10/2020		Deposit	L brary Service Fees	52.60
Transfer	11/13/2020		11/13/20 Net Payroll	Net Payroll Paid	(4,769.61)
Check	11/16/2020	SYNCHRONY BANK/A...	ACCT # 6045 7817 0014 67...	-SPLIT-	(507.17)
Check	11/16/2020	Newkirk & Associates, ...	INV # 8752	Accounting	(400.00)
Check	11/16/2020	Jane Wolf	Gift Cards	Contingency	(225.00)
Check	11/16/2020	Denise Curran	Gift Cards	Contingency	(50.00)
Check	11/16/2020	Aaren Pest Control Inc	INV # 33614	Pest Control	(48.00)
Check	11/16/2020	Ingram L brary Services	INV # 49367678	Books - Youth	(21.08)
Check	11/16/2020	Ingram L brary Services	INV # 49309638	Books - Youth	(35.24)
Check	11/16/2020	Unique Management S...	INV # 597263	Legal and Professional Fees	(8.95)
Deposit	11/17/2020		Deposit	-SPLIT-	953.54
Liability C...	11/18/2020	Illinois Dept. of Revenue	36-6006445 0006 QB Tracki...	Payroll Liabilities	(301.38)
Liability C...	11/18/2020	United States Treasury	36-6006445 QB Tracking # ...	-SPLIT-	(1,479.58)
Transfer	11/27/2020		11/27/20 Net Payroll	Net Payroll Paid	(4,771.71)
Check	11/30/2020	Sandwich Public Librar...	Petty Cash	-SPLIT-	(39.75)
Check	11/30/2020	ComEd	ACCT # 3983072316; STMT...	Electricity	(1,281.34)
Check	11/30/2020	Newkirk & Associates, ...	INV # 8794	Accounting	(400.00)
Check	11/30/2020	Aflac	ACCT # HKS01; INV # 4733...	Aflac EE	(98.42)
Check	11/30/2020	Baker & Taylor	ACCT # 204414 L033712 2 ...	-SPLIT-	(1,137.92)
Check	11/30/2020	Jennifer Goldman	Refund of replacement cost	Fines & Fees	(35.00)

Total Checking XXXX51 Csl

(26,697.28)

Net Payroll Paid

Transfer	11/13/2020	11/13/20 Net Payroll	Checking XXXX51 Csl	4,769.61

1:50 PM
12/01/20
Cash Basis

Sandwich Public Library District
Transaction Detail by Account
November 2020

Type	Date	Name	Memo	Split	Paid Amount
Transfer	11/27/2020		11/27/20 Net Payroll	Checking XXXX51 Csl	4,771.71
			Total Net Payroll Paid		0.00
TOTAL					(26,697.28)

Minutes

Regular Meeting of the Board of Trustees of the Sandwich Public Library District
Virtual Platform via Zoom

925 S. Main Street – Sandwich, IL 60548

Tuesday, November 10, 2020 @ 6:30 PM

- I. **Call to Order/Roll Call:** Meeting called to order at 6:32 PM by President Jane Wolf
Present: Trustees Jennifer Boring, Nancy Sanders, Ruth Fish, Jennifer Penn, Library Director, Barb Posinger. Trustee Denise Curran joined at 6:41 PM
Absent: Denise Ii
Also joining was Circulation Manager, Lauree Zielezinski and Public Service Assistant, Emeri Smoot
- II. **Addition/Deletion/Changes to Agenda:** Add reopening under old business (c); Add under other business (b) Bob Knight; add under other business (c) Bob Asleson.
- III. **Public Comment:** None.
- IV. **Consent Agenda:**
 - a. Treasurer's Report
 - b. Minutes for Regular Meeting of the Library Board of Trustees: October 13, 2020
 - c. Department Reports: Adult Service Manager and Youth Service Coordinator
 - d. Monthly Statistics

A motion was made by Nancy Sanders and seconded by Ruth Fish to approve the Consent Agenda. Roll Call: Jennifer Boring, Nancy Sanders, Jennifer Penn, Ruth Fish, Denise Curran, Jane Wolf Aye: 6 Nay: 0

- V. **Old Business:**
 - a.) Per Capita – Standards Reading Updates. All Trustees need to read it before the December meeting.
 - b.) Board Retreat – Due to Covid, it was suggested to revisit at a later date. Jennifer Penn suggested that maybe schedule it after the Board elections.
 - c.) Reopening – to the public. We now have staff in the building and are offering curbside services. It was suggested to have appointments available for the public to come into the library. Use social media as a promotion tool. The state is at tier 2 now.
- VI. **New Business:**

- a.) Director's Report highlights included reopening the library to curbside services, library membership to ARSL (Association for Rural & Small Libraries), ILLNET survey completed, sprinkler system turned off and winterized, switched to Keep It Green which saved us some money, received the hydrangeas from Redbud and they were planted, still working with A&B on work bid.
- b.) Audit Presentation – Auditor Brian Zabel presented the annual audit with comments of “everything in good order”. No accounting deficiencies were noted, and revenues are steady. Expenditures were down from \$631,172 to \$570,968, debt reduction was \$2,400,000, net pension liability was 4.5%, the employer IMRF is 13.3%. Brian recommended to have from six to twelve months surplus. Sandwich Public Library District is doing well.
- c.) Library Paypal account – Barb is working on this for donations or for staff to purchase books.
- d.) Inservice Closing – ½ day closing on Wednesday, December 2, 2020. The staff will attend a virtual training through Waubensee Community College. Title is Managing Stress for Library Professionals. Library will be open from 10-3 pm and the staff training will be from 3:30-5 pm. We will need to publicize the closure.

Approved unanimously by voice vote

- e.) Holiday Recognition – We will recognize the staff with a gift card from Amazon. It was decided to give a \$50 card for each staff member. Barb Posinger will purchase the cards.

Motion made by Jennifer Penn, and seconded by Jennifer Boring. Aye: Jennfer Penn, Jennifer Boring, Nancy Sanders, Denise Curran, Ruth Fish, Jane Wolf, Aye:6 Nay 0. Motion carried.

- f.) Library Board Trustee Elections Petition – Barb Posinger has the petitions. Jane Wolf, Jennifer Boring and Denise Curran are up for election. They will need 12 signatures. Last date to submit petition is December 21, 2020. Jennifer Penn requested that it be publicized that petitions are available to the public.
- g.) Schedule Special Meeting for Levy Approval – This will be a quick special meeting and will be a Zoom meeting on Tuesday, November 17, 2020 at 6:30 pm.
- h.) Committee Reports
 - 1.) Finance – No Report
 - 2.) Personnel – on hold at this time
 - 3.) Policy – on hold at this time

- 4.) Building & Grounds – Hydrangea donations purchased and planted
A & B Exterior still working on this
- 5.) Fundraising – No Repoort

VII. Other Business

- a.) General Meeting of the Library Board of Trustees: Tuesday, December 8, 2020 at 6:30 pm
- b.) Bob Knight – is our Insurance Agent. Bob and his wife were in a bad accident and it was requested that we send a get well card to them. Barb Posinger will send a card.
- c.) Bob Asleson – Jane Wolf stated that Bob’s brother passed and she will send a sympathy card.

VIII. Executive Session – None

IX. Adjournment – Motion made by Jennifer Boring and seconded by Nancy Sanders to adjourn at 8:04 PM. Motion carried by viva voce vote.

Submitted by:
Ruth Fish

Special Meeting Minutes

Regular Meeting of the Board of Trustees of the Sandwich Public Library District
925 S. Main Street – Sandwich, IL 60548
Tuesday, November 17th, 2020 @ 6:30 PM

Due to COVID-19, meeting was conducted via Zoom video conferencing

I. Call to Order / Roll Call: Meeting called to order at 6:30 PM by President Jane Wolf.

Present: Library Director Barb Posinger

Present via video conferencing: Trustees Jennifer Boring, Denise Curran, Ruth Fish, Jennifer Penn, Nancy Sanders & Jane Wolf

Present via telephone conferencing: Trustee Denise li

II. Addition / Amendments to Agenda: Library Director Barb Posinger requested that a short discussion on the Governor's recent announcement of Tier 3 mitigations be added to "Other Business".

III. Public Comment: Due to COVID-19, public comments were encouraged via e-mail prior to the meeting or chat feature during the video conference. There were no comments via email or from chat during the Zoom meeting.

IV. New Business: Review & Approval of 2020 Levy Ordinance, Certificate of Levy and Truth-in-Taxation Certificate of Compliance

**Motion made by Nancy Sanders approving the 2020 Levy Ordinance, Certificate of Levy and Truth-in-Taxation Certificate of Compliance. Motion was seconded by Jennifer Boring
Aye: Trustees Jennifer Boring, Denise Curran, Ruth Fish, Denise li, Jennifer Penn, Nancy Sanders & Jane Wolf Nay:0 Motion carried**

V. Other Business: Governor's Tier 3 Mitigations effective Friday, November 20th, 2020

Director Barb Posinger said the library reopened on Monday, November 16th, after a shutdown to Covid exposure. Governor Pritzker announced earlier today (November 17th) that Illinois will be entering Tier 3 mitigations that are more restrictive than what had been planned for the library's reopening. Several scenarios were discussed on how to best service the community that included continued total shutdown or modifying library operations. Due to the daily Covid updates and rules in place, Board agreed to offer curbside service but allow, by reservation, services limited to notary, voter registration and limited computer use. No in-person browsing will be allowed.

VI. Adjournment: Motion made by Denise Curran and seconded by Nancy Sanders to adjourn at 6:56 PM. Aye: Trustees Jennifer Boring, Denise Curran, Ruth Fish, Denise li, Jennifer Penn, Nancy Sanders & Jane Wolf Nay:0 Motion carried unanimously

Denise li, Secretary

To: Sandwich Library Board of Trustees

Prepared By: Barbara Posinger

Date: 12.03.2020

Training & Meetings:

- 11.04 – Virtual meeting with Jane
- 11.05 – Phone meeting with Lauree
- 11.06 – Virtual training for Ingram
- 11.10 – Virtual Board meeting
- 11.11 – Leadership Consulting meeting with Audie Penn
- 11.12 – Library Reopened for staff
- 11.13 – Libraries Working Together Virtual Meeting
- 11.16 – Library Reopening
- 11.17 – Winning Library Grants Webinar
- 11.17 – Special Board Meeting – Levy
- 11.18 – Leadership Consulting meeting with Audie Penn
- 11.18 – Prairiecat Member Update meeting
- 11.30 – Virtual Princh Demo

General Updates:

- Planned and reopened the library post-quarantine caused shut down
- Transitioned to Ingram for material ordering
- Researched Illinois Statues for public libraries
- Prepared and filed Levy with DeKalb, LaSalle and Kendall counties
- Readjusted library services for Tier 3 mitigations
- Put together care package for sick employee
- Created library Paypal account & added to website
- Signed on for Prairiecat Mobile App Integration

Topical Updates:

Building & Grounds:

- Massive storm front knocked loose wood panels on garbage bay- Bob fixed.

Marketing:

- Marketed re-opening to public via press release, website and social media
- Marketed election packets to public via press release, website and social media

Personnel:

- Scheduled in-service training day

Grants:

- Finished reading *Standards for Illinois Libraries* requirement for Per Capita Grant

Policy:

- Edited & Updated Personnel Policy

Upcoming:

- Per Capita Grant – new deadline is March 15th
- Mobile App Integration
- Princh wireless printing integration
- E-rate
 - "Eligible schools and libraries may receive discounts on telecommunications, telecommunications services, and Internet access, as well as internal connections, managed internal broadband services and basic maintenance of internal connections. Discounts range from 20 to 90 percent and are based on the poverty level of the schools. Rural schools and libraries may also receive a higher discount. Recipients must pay some portion of the service costs." - <https://www.fcc.gov/consumers/guides/universal-service-program-schools-and-libraries-e-rate>
 - I have a consultant working on this for us right now. We pay them a fee to conduct the service for us and we will (hopefully) end up saving thousands.

Strategic Plan Integration

Goals achieved relating to the library's Strategic Plan Goals.

Financial Strength & Stability

- Hiring out for E-rate services may seem like a negative cost at first, but the resulting savings should greatly impact the library's annual budget in a positive manner by freeing up expenses that will allow us to provide more services/materials/databases/programming to our patrons.

Community Outreach & Engagement

- Been updating social media more frequently with interactive programming and resourceful information.
- The integration of both Princh & the Prairecat Mobile app will make our library more accessible to all patrons. It will also work towards keeping the library up-to-date with modern technology.

Physical Assets

- Reopened the library with limited services to provide access for the community.
- Keeping the building & grounds up to date post storms