



General Meeting of the Board of Trustees
Virtual Platform via Zoom
Sandwich Public Library District
Tuesday, January 12th, 2021 at 6:30pm
Sandwich Public Library

AGENDA

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/85104851816?pwd=S_GJPaGFda3B0S0hwUW9mdVA3VTk5dz0

[GJPaGFda3B0S0hwUW9mdVA3VTk5dz0](https://us02web.zoom.us/j/85104851816?pwd=S_GJPaGFda3B0S0hwUW9mdVA3VTk5dz0)

Meeting ID: 851 0485 1816

Passcode: 211091

Connect via Phone:

Phone: +1 312 626 6799 US (Chicago)

Meeting ID: 851 0485 1816

Passcode: 211091

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.

-
- 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: December 8th, 2020
 - c. Department Reports:
 - i. Adult Services Manager
 - ii. Youth Services Coordinator
 - iii. Marketing & Outreach Coordinator
 - d. Monthly Statistics

Motion Requested: Approval of Consent Agenda
 - V. Old Business
 - a. Fund Transfer to Reserves

(Action)

All Items on the agenda are potential action items.

- b. Princh Update
- c. PrCat App Update

VI. New Business

- a. Director's Report
- b. Director Evaluation
- c. Committee Reports
 - i. Finance
 - ii. Personnel
 - iii. Policy
 - iv. Building & Grounds
 - v. Fundraising

(Action)

VII. Other Business

- a. Special Meeting of the Personnel & Policy Committees: Friday, January 15th at 2:00pm
- b. General Meeting of the Library Board of Trustees: Tuesday, February 9th, 2020 at 6:30pm
- c. Plan date for Finance Committee Meeting in February
- d. Plan date for Building & Grounds Committee Meeting in February

VIII. Executive Session

IX. Results of Executive Session

(Action)

X. Adjournment

All Items on the agenda are potential action items.

Minutes

Regular Meeting of the Board of the Sandwich Public Library District
Virtual Platform via Zoom
925 S. Main Street – Sandwich, IL 60548
Tuesday, December 8, 2020 @ 6:30 PM

- I. **Call to Order/Roll Call:** Meeting called to order at 6:30 PM by President Jane Wolf
Present: Trustees Nancy Sanders, Jennifer Boring, Jennifer Penn, Ruth Fish, Denise Curran, Director Barb Posinger.
Absent: Denise Ii

- II. **Addition/Deletion/Changes to Agenda:** Add to Old Business (C) Social Media and add to New Business (H) Personnel email.

- III. **Public Comment:** None

- IV. **Consent Agenda:**
 - a. Treasurer's Report
 - b. Minutes for the General Meeting of the Library Board of Trustees: November 11, 2020
 - c. Minutes for the Special Meeting of the Library Board of Trustees: November 17, 2020
 - d. Department Reports:
 - I. Adult Services Manager
 - II. Youth Services Coordinator
 - e. Monthly Statistics

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

- V. **Old Business:**
 - a. Levy – It has been filed and the return letter has been received.

 - b. Per Capita –
 - I. Standards Reading Updates – All Board members have read the book.

 - II. New Extension – Barb received word of an extension until March 15, 2021. However, since we have completed the reading, we will discuss periodically on the different topics. We will start with Building and Grounds.

- c. Social Media – Last month we asked for more Social Media promotion and increase in the topics. Barb checked our Facebook and found that from November 6 thru December 3 we had 220% increase in people reading our posts. 124% more post engagements, and 43% in page likes.

VI. **New Business:**

- a. Director's Report – Highlights for the past month were: the shut down and reopening of the library. PayPal account has been implemented. Storm knocked loose wood panels on garbage bay and Bob fixed it. The training with Waubonsee was ok but hope for more intensive training next year.
- b. General Fund Transfer – We have \$250,000.00 that we can transfer out of checking, either to a savings account or money market account. It was suggested to build a Capital Project Fund for in the future. Barb will work with Newkirk and get the money transferred.
- c. Director Evaluation – Jane will send the evaluation form to the Personnel Committee for review. Then we will get the form to all Board members. The evaluation will be a Zoom meeting within the next month.
- d. Prairiecat Mobile App – There is a fee of \$600. per year. We have signed up and it should launch by the end of December. There are many benefits for our library as well as working with other libraries.
- e. Princh – Is a library only printing service they design the program for the library. It is affordable at \$400.00. It allows wireless printing services to clients. There is a privacy code to it. You can pay with PayPal or card.
- f. E-Rate – Barb checked into this, but we already have a better internet coverage now. We won't use this company at this time.
- g. Committee Reports –
 - I. Finance – No Report
 - II. Personnel – No Report
 - III. Policy – No Report
 - IV. Building and Grounds – No Report. A & B holding
 - V. Fundraising – No Report.

- h. Personnel Email – Barb sent out an email about an employee who will be working from home starting tomorrow. Direct your input to Barb within the next couple of days.

VII. **Other Business:**

- a.) General Meeting of the Library Board of Trustees: Tuesday, January 12, 2021 at 6:30 pm

VIII. **Executive Session:** None

- IX. **Adjournment:** Motion was made by Ruth Fish and seconded by Jennifer Boring to adjourn at 7:13 pm. Motion carried by viva voce vote.

Submitted by Ruth Fish

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	170.72	1,500.00	-1,329.28	11.4%
Total Donations Income	170.72	1,500.00	-1,329.28	11.4%
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	175.72	2,500.00	-2,324.28	7.0%
Miscellaneous Income				
Booksale	100.29	1,000.00	-899.71	10.0%
Fines & Fees	338.31	2,000.00	-1,661.69	16.9%
Fundraising	105.00	2,000.00	-1,895.00	5.3%
Library Service Fees	884.30	7,000.00	-6,115.70	12.6%
Miscellaneous	555.00	500.00	55.00	111.0%
Over/Under	0.10			
Program Fees	125.00	1,000.00	-875.00	12.5%
Miscellaneous Income - Other	150.00			
Total Miscellaneous Income	2,258.00	13,500.00	-11,242.00	16.7%
Tax Receipts				
Receipts-Impact Fees	0.00	1,000.00	-1,000.00	0.0%
Receipts-Property Tax				
Tax Receipts-Audit	1,692.11	3,682.68	-1,990.57	45.9%
Tax Receipts-Bonds and Interest	104,698.33	227,757.99	-123,059.66	46.0%
Tax Receipts-Corporate Fund	165,919.66	361,104.57	-195,184.91	45.9%
Tax Receipts-Equip & Maint	14,610.58	31,798.15	-17,187.57	45.9%
Tax Receipts-IMRF	9,010.23	19,609.80	-10,599.57	45.9%
Tax Receipts-Social Security	5,746.41	12,506.15	-6,759.74	45.9%
Total Receipts-Property Tax	301,677.32	656,459.34	-354,782.02	46.0%
Receipts-Replacement Tax	2,500.15	4,000.00	-1,499.85	62.5%
Total Tax Receipts	304,177.47	661,459.34	-357,281.87	46.0%
Total Income	316,981.91	689,259.34	-372,277.43	46.0%
Gross Profit	316,981.91	689,259.34	-372,277.43	46.0%
Expense				
Building Maintenance Expense				
Audit & Bond Expense				
Audit Expense	0.00	3,800.00	-3,800.00	0.0%
Bond Interest Expense	70,675.00	70,675.00	0.00	100.0%
Bond Issuing Expense	1,150.00	1,200.00	-50.00	95.8%
Bond Principle Expense	155,000.00	155,000.00	0.00	100.0%
Total Audit & Bond Expense	226,825.00	230,675.00	-3,850.00	98.3%
Building Maintenance Expense				
Building Supplies	1,318.08	7,000.00	-5,681.92	18.8%
Contingency	0.00	7,500.00	-7,500.00	0.0%
Custodial & Contracted Serv.	5,057.50	12,000.00	-6,942.50	42.1%
General Maintenance	1,154.83	4,000.00	-2,845.17	28.9%
Landscaping	4,077.00	11,823.96	-7,746.96	34.5%
Snow Removal	0.00	5,000.04	-5,000.04	0.0%
Total Building Maintenance Expense	11,607.41	47,324.00	-35,716.59	24.5%

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	3,355.26	7,000.00	-3,644.74	47.9%
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	8,279.68	21,300.00	-13,020.32	38.9%
Technology & Maintenance				
Software	260.00	1,200.00	-940.00	21.7%
Technology Equipment	0.00	6,500.00	-6,500.00	0.0%
Technology Maintenance	4,714.71	16,800.00	-12,085.29	28.1%
Technology & Maintenance - Other	975.00			
Total Technology & Maintenance	5,949.71	24,500.00	-18,550.29	24.3%
Utilities				
Dataline/Telephone	2,896.20	4,000.00	-1,103.80	72.4%
Drainage District	0.00	120.00	-120.00	0.0%
Electricity	7,177.57	16,500.00	-9,322.43	43.5%
Gas	460.80	1,600.00	-1,139.20	28.8%
Pest Control	288.00	600.00	-312.00	48.0%
Refuse Collection	346.00	750.00	-404.00	46.1%
Water	576.53	650.00	-73.47	88.7%
Total Utilities	11,745.10	24,220.00	-12,474.90	48.5%
Total Building Maintenance Expense	264,406.90	348,019.00	-83,612.10	76.0%
General Corporate Expense				
Accounting				
Accounting	2,400.00	5,000.00	-2,600.00	48.0%
Bank Service Charges	202.23	750.00	-547.77	27.0%
Total Accounting	2,602.23	5,750.00	-3,147.77	45.3%
Materials Expenses				
Audiovisual Expense				
Audiovisual-Adult	2,833.60	9,500.00	-6,666.40	29.8%
Total Audiovisual Expense	2,833.60	9,500.00	-6,666.40	29.8%
Books Expense				
Books - Adult	6,421.92	13,000.00	-6,578.08	49.4%
Books - Youth	4,684.19	8,500.00	-3,815.81	55.1%
Total Books Expense	11,106.11	21,500.00	-10,393.89	51.7%
Library Resource Expense				
Contingency	790.13	5,000.00	-4,209.87	15.8%
Library Materials Processing	891.16	1,800.00	-908.84	49.5%
Online resources	4,377.77	6,000.00	-1,622.23	73.0%
Periodicals	1,387.66	1,500.00	-112.34	92.5%
PrairieCat	5,011.50	10,000.00	-4,988.50	50.1%
Total Library Resource Expense	12,458.22	24,300.00	-11,841.78	51.3%
Total Materials Expenses	26,397.93	55,300.00	-28,902.07	47.7%

01/06/21
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	450.00	4,000.00	-3,550.00	11.3%
Contingency	179.57	4,000.00	-3,820.43	4.5%
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	1,100.00	1,500.00	-400.00	73.3%
Mileage & Travel Expense	23.92	750.00	-726.08	3.2%
Other Admin Expenses	92.73	500.00	-407.27	18.5%
Postage	210.58	1,000.00	-789.42	21.1%
Programming-Adult	1,138.80	4,000.00	-2,861.20	28.5%
Programming-Summer Reading	0.00	2,500.00	-2,500.00	0.0%
Programming-Youth	2,922.89	5,000.00	-2,077.11	58.5%
Publishing & Promotion	4,397.27	12,000.00	-7,602.73	36.6%
Total Misc. Corporate Expense	12,787.08	43,250.00	-30,462.92	29.6%
Payroll Expense				
Aflac EE	639.73			
Contingency	0.00	3,000.00	-3,000.00	0.0%
FICA EXPENSE				
Medicare ER	1,325.20	3,000.00	-1,674.80	44.2%
Social Security Expense ER	5,678.30	11,500.00	-5,821.70	49.4%
Total FICA EXPENSE	7,003.50	14,500.00	-7,496.50	48.3%
IMRF ER	7,065.15	16,180.00	-9,114.85	43.7%
Staff Wages	91,874.43	188,000.00	-96,125.57	48.9%
SUTA/FUTA (Unemployment Taxes)	1,460.01	5,000.00	-3,539.99	29.2%
Total Payroll Expense	108,042.82	226,680.00	-118,637.18	47.7%
Total General Corporate Expense	149,830.06	330,980.00	-181,149.94	45.3%
Liability Insurance Expense				
General Insurance	6,216.25	8,744.00	-2,527.75	71.1%
Workmans Compensation Insurance	445.00	1,500.00	-1,055.00	29.7%
Total Liability Insurance Expense	6,661.25	10,244.00	-3,582.75	65.0%
Merchant account Fees	930.36			
Total Expense	421,828.57	689,243.00	-267,414.43	61.2%
Net Ordinary Income	-104,846.66	16.34	-104,863.00	-641,656.4%
Net Income	-104,846.66	16.34	-104,863.00	-641,656.4%

Sandwich Public Library District
Monthly Budget
December 2020

01/06/21
Cash Basis

	Dec 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Donations Income			
Donations Income	155.05	125.00	30.05
Total Donations Income	155.05	125.00	30.05
Emergency/Disaster Funds/Grants			
Grants Income	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	0.00	83.34	-83.34
Fines & Fees	178.15	166.67	11.48
Fundraising	0.00	166.67	-166.67
Library Service Fees	108.40	583.33	-474.93
Miscellaneous	0.00	41.67	-41.67
Program Fees	35.00	83.33	-48.33
Total Miscellaneous Income	321.55	1,125.01	-803.46
Tax Receipts			
Receipts-Impact Fees	0.00	83.34	-83.34
Receipts-Replacement Tax	0.00	333.33	-333.33
Total Tax Receipts	0.00	416.67	-416.67
Total Income	476.60	2,733.34	-2,256.74
Gross Profit	476.60	2,733.34	-2,256.74
Expense			
Building Maintenance Expense			
Audit & Bond Expense			
Bond Interest Expense	35,337.50	5,889.58	29,447.92
Bond Issuing Expense	750.00	100.00	650.00
Bond Principle Expense	155,000.00	12,916.67	142,083.33
Total Audit & Bond Expense	191,087.50	18,906.25	172,181.25
Building Maintenance Expense			
Building Supplies	157.57	583.33	-425.76
Contingency	0.00	625.00	-625.00
Custodial & Contracted Serv.	375.00	1,000.00	-625.00
General Maintenance	0.00	333.34	-333.34
Landscaping	870.00	985.33	-115.33
Snow Removal	0.00	416.67	-416.67
Total Building Maintenance Expense	1,402.57	3,943.67	-2,541.10
Equipment & Maintenance			
Copier	1,351.42	583.33	768.09
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	1,351.42	1,775.00	-423.58
Technology & Maintenance			
Software	162.50	100.00	62.50
Technology Equipment	0.00	541.67	-541.67
Technology Maintenance	975.00	1,400.00	-425.00
Total Technology & Maintenance	1,137.50	2,041.67	-904.17

Sandwich Public Library District
Monthly Budget
December 2020

01/06/21
Cash Basis

	Dec 20	Budget	\$ Over Budget
Utilities			
Dataline/Telephone	291.99	333.33	-41.34
Drainage District	0.00	10.00	-10.00
Electricity	1,221.05	1,375.00	-153.95
Gas	186.68	133.33	53.35
Pest Control	48.00	50.00	-2.00
Refuse Collection	46.00	62.50	-16.50
Water	0.00	54.17	-54.17
Total Utilities	<u>1,793.72</u>	<u>2,018.33</u>	<u>-224.61</u>
Total Building Maintenance Expense	196,772.71	28,684.92	168,087.79
General Corporate Expense			
Accounting			
Accounting	400.00	416.66	-16.66
Bank Service Charges	0.00	62.50	-62.50
Total Accounting	<u>400.00</u>	<u>479.16</u>	<u>-79.16</u>
Materials Expenses			
Audiovisual Expense			
Audiovisual-Adult	356.04	791.67	-435.63
Total Audiovisual Expense	<u>356.04</u>	<u>791.67</u>	<u>-435.63</u>
Books Expense			
Books - Adult	623.85	1,083.33	-459.48
Books - Youth	765.45	708.34	57.11
Total Books Expense	<u>1,389.30</u>	<u>1,791.67</u>	<u>-402.37</u>
Library Resource Expense			
Contingency	18.15	416.67	-398.52
Library Materials Processing	120.00	150.00	-30.00
Online resources	2,173.00	500.00	1,673.00
Periodicals	182.00	125.00	57.00
PrairieCat	0.00	833.33	-833.33
Total Library Resource Expense	<u>2,493.15</u>	<u>2,025.00</u>	<u>468.15</u>
Total Materials Expenses	<u>4,238.49</u>	<u>4,608.34</u>	<u>-369.85</u>
Misc. Corporate Expense			
Conferences/Inservice	350.00	333.33	16.67
Contingency	30.32	333.34	-303.02
Legal and Professional Fees	0.00	250.00	-250.00
Library & Office Supplies	0.00	416.66	-416.66
Library Memberships	250.00	125.00	125.00
Mileage & Travel Expense	23.92	62.50	-38.58
Other Admin Expenses	54.60	41.67	12.93
Postage	77.80	83.33	-5.53
Programming-Adult	155.06	333.34	-178.28
Programming-Summer Reading	0.00	208.33	-208.33
Programming-Youth	248.60	416.67	-168.07
Publishing & Promotion	304.99	1,000.00	-695.01
Total Misc. Corporate Expense	<u>1,495.29</u>	<u>3,604.17</u>	<u>-2,108.88</u>
Payroll Expense			
Aflac EE	98.42		
Contingency	0.00	250.00	-250.00
FICA EXPENSE			
Medicare ER	193.59	250.00	-56.41
Social Security Expense ER	820.27	958.33	-138.06
Total FICA EXPENSE	<u>1,013.86</u>	<u>1,208.33</u>	<u>-194.47</u>

Sandwich Public Library District
Monthly Budget
December 2020

01/06/21
Cash Basis

	<u>Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
IMRF ER	1,004.41	1,348.34	-343.93
Staff Wages	13,418.63	15,666.66	-2,248.03
SUTA/FUTA (Unemployment Taxes)	190.65	416.67	-226.02
Total Payroll Expense	<u>15,725.97</u>	<u>18,890.00</u>	<u>-3,164.03</u>
Total General Corporate Expense	21,859.75	27,581.67	-5,721.92
Liability Insurance Expense			
General Insurance	1,488.75	728.67	760.08
Workmans Compensation Insurance	0.00	125.00	-125.00
Total Liability Insurance Expense	<u>1,488.75</u>	<u>853.67</u>	<u>635.08</u>
Total Expense	<u>220,121.21</u>	<u>57,120.26</u>	<u>163,000.95</u>
Net Ordinary Income	<u>-219,644.61</u>	<u>-54,386.92</u>	<u>-165,257.69</u>
Net Income	<u><u>-219,644.61</u></u>	<u><u>-54,386.92</u></u>	<u><u>-165,257.69</u></u>

Sandwich Public Library District Transaction Detail by Account December 2020

Type	Date	Name	Memo	Split	Paid Amount
Checking XXXX51 Csl					
Deposit	12/01/2020		Deposit	-SPLIT-	194.10
Liability C...	12/02/2020	Illinois Dept. of Revenue	36-6006445 0006 QB Tracki...	Payroll Liabilities	(301.16)
Liability C...	12/02/2020	United States Treasury	36-6006445 QB Tracking # ...	-SPLIT-	(1,449.01)
Check	12/07/2020	Stateline Technologies	INV # 2011SPLD	Technology Maintenance	(975.00)
Check	12/07/2020	Basecamp Web Soluti...	INV # 3100	Software	(162.50)
Check	12/07/2020	Newkirk & Associates, ...	INV # 8816	Accounting	(400.00)
Check	12/07/2020	ImageTec LP	ACCT # SP23; INV # 613656	Copier	(349.50)
Check	12/07/2020	LACONI, INC	2021 Annual Membership	Library Memberships	(100.00)
Check	12/07/2020	Robert Asleson	Reimbursement	Building Supplies	(8.55)
Check	12/07/2020	Robert Asleson	Custodial	Custodial & Contracted Serv.	(375.00)
Check	12/07/2020	Community Disposal S...	ACCT # 111810; INV # 2011...	Refuse Collection	(46.00)
Check	12/07/2020	Ingram L brary Services	INV # 49585054, 49437313, ...	-SPLIT-	(52.25)
Check	12/07/2020	NewsBank	ACCT # 15881	Online resources	(2,098.00)
Check	12/07/2020	De Lage Laden Financi...	ACCT # 1248089; INV # 703...	Copier	(500.96)
Transfer	12/11/2020		12/11/20 Net Payroll	Net Payroll Paid	(5,024.74)
Check	12/14/2020	Ingram L brary Services	ACCT # 20P9105; INV # 49...	-SPLIT-	(195.74)
Check	12/14/2020	Baker & Taylor	INV # 2035658480, 2035658...	Audiovisual-Adult	(163.97)
Check	12/14/2020	Lauree Zielezinski.	Mileage and Gift Bags	-SPLIT-	(54.24)
Check	12/14/2020	Aaren Pest Control Inc	INV # 33711	Pest Control	(48.00)
Check	12/14/2020	Libraries First	INV # 7850	Online resources	(75.00)
Check	12/14/2020	SYNCHRONY BANK/A...	ACCT # 6045 7817 0014 67...	-SPLIT-	(250.05)
Check	12/14/2020	First National Bank Om...	ACCT # 4988 6562 9353 49...	-SPLIT-	(746.41)
Check	12/14/2020	Chicago Tribune	ACCT # 70290702; Pays Th...	Periodicals	(182.00)
Check	12/14/2020	Ehlers Investment Part...	INV # 85449	Bond Issuing Expense	(750.00)
Check	12/14/2020	Jim Yingling Landscap...	INV # 4385	Landscaping	(870.00)
Check	12/14/2020	Nelson Enterprise, Inc.	ACCT # 7402; INV # 201102...	Publishing & Promotion	(279.00)
Check	12/14/2020	Nicor Gas	ACCT # 34-22-98-4972 3; S...	Gas	(186.68)
Check	12/14/2020	Frontier	ACCT # 815-786-8308-0101...	Dataline/Telephone	(291.99)
Check	12/15/2020	Waubonsee Communit...	INV # 109517	Conferences/Inservice	(350.00)
Check	12/15/2020	Ehlers Investment Part...	INV # 61132; REF: 38932	-SPLIT-	(190,337.50)
Liability C...	12/16/2020	Illinois Dept. of Revenue	36-6006445 0006 QB Tracki...	Payroll Liabilities	(316.47)
Liability C...	12/16/2020	United States Treasury	36-6006445 QB Tracking # ...	-SPLIT-	(1,511.52)
Deposit	12/17/2020		Deposit	-SPLIT-	282.50
Liability C...	12/18/2020	United States Treasury	36-6006445	-SPLIT-	(43.15)
Liability C...	12/18/2020	United States Treasury	36-6006445	-SPLIT-	(16.37)
Transfer	12/24/2020		12/25/20 Net Payroll	Net Payroll Paid	(4,976.47)
Check	12/28/2020	Baker & Taylor	INV # 2035653350, 2035521...	-SPLIT-	(730.77)
Check	12/28/2020	ComEd	ACCT # 3983072316; STMT...	Electricity	(1,221.05)
Check	12/28/2020	Aflac	ACCT # HKS01; INV # 8684...	Aflac EE	(98.42)
Check	12/28/2020	Ingram L brary Services	ACCT # 20P9105	-SPLIT-	(605.37)
Check	12/29/2020	De Lage Laden Financi...	INV # 70778567	Copier	(500.96)
Check	12/29/2020	Hanover Insurance Gro...	ACCT # 1516813569-001-000	General Insurance	(1,488.75)
Liability C...	12/30/2020	Illinois Dept. of Revenue	36-6006445 0006 QB Tracki...	Payroll Liabilities	(315.50)
Liability C...	12/30/2020	United States Treasury	36-6006445 QB Tracking # ...	-SPLIT-	(1,551.26)

Total Checking XXXX51 Csl

(219,522.71)

Net Payroll Paid

Transfer	12/11/2020		12/11/20 Net Payroll	Checking XXXX51 Csl	5,024.74

10:46 AM

01/06/21

Cash Basis

**Sandwich Public Library District
Transaction Detail by Account
December 2020**

Type	Date	Name	Memo	Split	Paid Amount
Transfer	12/24/2020		12/25/20 Net Payroll	Checking XXXX51 Csl	4,976.47
			Total Net Payroll Paid		0.00
TOTAL					(219,522.71)

**Sandwich Public Library District Monthly Statistics
December 2020 • FY July 2020- June 2021**

CIRCULATION

Monthly Statistics	Total		
Items Added	211	Registrations	0
Items Deleted	83		
Total items	42206	Total Patrons	3483

Circulation Activity	Total
Items Checked Out	1025
Item Renewals	54
Total	1079

Interlibrary Loan Activity	Total
ILL Lent	516
ILL Borrowed	544
Total	1060

Circulation Statistics - MATERIALS	Check Outs	Percentage
Books	733	70.01%
Periodicals/Magazines	8	0.76%
Audiorecordings- Books	43	4.11%
Audiorecordings- Music	46	4.39%
Videorecordings	207	19.77%
Videogames	10	0.96%
Total	1047	100.00%

Circulation Statistics - AGE GROUP	Check Outs	Percentage
Adults	707	65.89%
Juvenile	321	29.92%
Young Adult	45	4.19%
Total	1073	100.00%

Reference Statistics	Total	
In-Person Queries	n/a	public closure
Phone Queries	141	
Technology Queries / Use	22	
Study Room/PMR Usage	n/a	public closure
Curbside/Book Locker	273	
Voter Registration	0	
Notary	7	
Total	443	

Digital Resources	Check Outs	Percent
OMNI Books- ebooks	234	40.63%

OMNI Audio- Audio	127	22.05%	
eRead Illinois- eBook	78	13.54%	
eRead Illinois- Audio	43	7.47%	
Newsbank	94	16.32%	
Museum Adventure Pass	0	0.00%	Shut down from COVID
Ancestry	0	0.00%	in library only
Heritage Quest	0	0.00%	
Explore More Illinois	0	0.00%	Shut down from COVID
		0.00%	
		0.00%	
		0.00%	
Total	576	100.00%	

Computer Usage	Adult	Youth	Total
Website Visits	n/a	n/a	13267
Wi-fi Sessions	n/a	n/a	72
Public Computer Use	16	0	16

Patron Door Count	n/a
--------------------------	------------

PROGRAMMING

Adult Programs	Attendance	Sessions	
Vocab Club	7	3	
Online Book Club	2	1	
Art Club	4	n/a	Passive
Christmas Carol Reading	53	3	Passive
Book Bundles - Adult (Bailey)	4	n/a	Passive
Total	70	7	

Children Programs	Attendance	Sessions	
At-home story time	16	n/a	Passive
Big Kids Storytime	12	3	
Creative Club Pick-Up	24	n/a	Passive
Craft Kits	77	n/a	Passive

Letters to Santa	51	n/a	Passive
Creative Writing Share	0	n/a	Passive
Book Bundles - Youth	11	n/a	Passive
Total	191	3	

Teen Programs	Attendance	Sessions	
Teen Anime Club	4	1	
Teen Gaming Club	7	1	
DIY Club Pick-up	7	n/a	Passive
Dungeons and Dragons	8	2	
Teen Trivia Night	5	1	
		1	
Total	31	6	

Family Programs	Attendance	Sessions	
Mystery Book Bags	10	n/a	Passive
Total	10	0	

Programming Totals	Attendance	Sessions
	302	16

To: Sandwich Library Board of Trustees

Prepared By: Barbara Posinger

Date: 01.06.21

Training & Meetings:

- 12.01 – Meeting with Jane Wolf
- 12.02 – Leadership Consulting with Audie Penn
- 12.02 – Staff In-service
- 12.04 – Atlas EDI (Equity, Diversity, Inclusion) Webinar
- 12.07 – Virtual Meeting with Jessica
- 12.08 – PrCat Member Update Webinar
- 12.08 – Board Meeting
- 12.09 – Leadership Consulting with Audie Penn
- 12.11 – Virtual Meeting with Jess
- 12.11 – Librarians Working Together Virtual Meeting
- 12.14 – Virtual Meeting with Jessica
- 12.16 – OSHA Webinar
- 12.16 – Leadership Consulting with Audie Penn
- 12.17 – Meeting with Jane Wolf
- 12.29 – Meeting with Jennifer Boring

General Updates:

- Princh Wireless Printing set-up currently in-process with Stateline
- COHS Phone interview with candidate.
- Implemented Basecamp with senior staff – a resource to aid in project management across all staffing levels.
- Created and organized an interactive Excel document to reflect Illinois Library Standards Checklists. This will help us determine areas that need attention and organize process planning techniques to aid us in meeting those standards.
- Began building a capital improvement plan for the library. This is a huge project that I am starting from scratch. It will take time to complete, but once it is done will be hugely beneficial in aiding the library with organized, scheduled, and effective planning for budgets and future capital improvements.
- Updated broken links on website.

Topical Updates:

Finance:

- Began process of fund transfer to savings as recommended by Newkirk and approved by the board. Not completed as of yet.

Marketing:

- Increased marketing on social media platforms reflecting more than programming.

- Delegated marketing responsibilities back to Jessica upon return to work.

Personnel:

- Created a new project with Bailey and Matt with the goal to increase circulation numbers. We discussed and created a measurable process to map out various strategies aimed to increase numbers which will be reviewed monthly.
- Worked with Jessica to prepare her schedule in returning to work. Also worked with her on readjustment of job responsibilities.

Grants:

- Purchased supplies with funds provided from PPE Grant.

Policy:

- The Standards reading uncovered some policy topics that are required for us to have, yet we don't. These were organized into a list to work on.

Upcoming:

- Personnel + Policy Meeting
- Mobile App Integration
- Princh wireless printing integration
- Capital Improvement Plan Draft

Strategic Plan Integration

ISSUES, GOALS & VALUES

Financial Strength & Stability / Responsibilities

- Implementing a capital improvement plan will help us manage our finances in a more fiscally responsible way and allow us to properly and effectively plan for future updates/upgrades/repairs for both minor and major capital improvements.

Community Outreach & Engagement

- 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.
- Matthew, Jessica and myself have been implementing new techniques to promote the library's collections to patrons. Thus far, these techniques have been showing a growth in circulation numbers and community engagement.