



General Meeting of the Board of Trustees
Virtual Platform via Zoom
Sandwich Public Library District
Tuesday, February 09th, 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/85292270106?pwd=RGtpUWZ2cDhBbkdsQXlQd01QREI2dz09>

Meeting ID: 852 9227 0106

Passcode: 949310

Connect via Phone:

Phone: +1 312 626 6799 US (Chicago)

Meeting ID: 852 9227 0106

Passcode: 949310

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: 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. Princh Update

(Action)

All Items on the agenda are potential action items.

- b. PrCat App Update
- c. Director Evaluation

VI. New Business

- a. Director's Report
- b. IMRF Appointment of Authorization Agent Resolution (*action*)
- c. Extension of FMLA Leave Expansion & Emergency Paid Sick Leave Policy Due to COVID-19 (*action*)
- d. Account Listing Report
- e. Employee Wages
- f. Library Mailer
- g. Reopening
- h. Committee Reports
 - i. Finance
 - ii. Personnel
 - iii. Policy
 - iv. Building & Grounds
 - v. Fundraising

(Action)

VII. Other Business

- a. Meeting of the Building & Grounds Committee: February 11th at 2:00pm
- b. Special Meeting of the Personnel & Policy Committees: Friday, February 17th at 1:00pm
- c. Meeting of the Fundraising Committee: Monday, February 22nd at 3:00pm
- d. General Meeting of the Library Board of Trustees: Tuesday, March 9th, 2020 at 6:30pm

VIII. Executive Session

IX. Results of Executive Session

(Action)

X. Adjournment

All Items on the agenda are potential action items.

Minutes of the General Meeting
of the Board of Trustees of the Sandwich Public Library District
Tuesday, January 12, 2021 @ 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, Denise li, Nancy Sanders & Jane Wolf

Absent: Jennifer Penn

II. Addition / Amendments to Agenda: Director Barb Posinger requested a short discussion on "Local Health Department Letter" regarding COVID-19 vaccines be added under New Business as Item "d".

III. Public Comment: An email from Scott Harrod made two comments related to finances. The first comment was from the December meeting whereby library trustees had discussed transferring funds from the general account to a designated capital project fund account. He noted there was already a similar account in existence and suggested either spending funds on capital projects or move funds to a special reserve fund.

The second comment pertained to \$61.07 in interest that has been received from property taxes. He noted an inconsistency in posting of the funds. Some years the interest has been shown independently and other years any interest had been shown separately. Trustees indicated they will take his comments under advisement.

IV. Consent Agenda

- a. Treasurer's Report
- b. Minutes for the General Meeting of December 8, 2020
- c. Department Reports:
 - i. Adult Services Manager
 - ii. Youth Services Coordinator
 - iii. Marketing & Outreach Coordinator
- d. Monthly Statistics

Denise li moved to approve the Consent Agenda as presented. Motion was seconded by Ruth Fish. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise li & Nancy Sanders Nay:0 Motion carried unanimously

V. Old Business

- a. Fund Transfer to Reserves – In checking with auditors after the December discussion on moving \$250,000.00 from the general fund, it was the consensus to transfer said funds to the Special Reserve Commercial Class Savings Fund at FNB Omaha.

So moved by Jennifer Boring, and seconded by Nancy Sanders. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise Li, and Nancy Sanders Nay:0 Motion carried unanimously

- b. Princh Update – IT personnel will be completing the setup by Friday for the wireless printing software that affords residents the availability to print from home and their own personal devices on-site. Once operational, notice will be posted on the library's Facebook and website.
- c. PrCAT App Update – Barb reported she had no update to report and is still waiting to for the app setup from PrairieCat. She is hoping to launch by the end of January.

VI. New Business

- a. Director's Report – Highlight of Barb's report was the creation of a capital improvement plan to help manage finances on capital maintenance, upgrades and replacement. She also shared that personnel staff, Matt & Bailey, have been creating a new project that will hopefully increase circulation numbers and also create a browsing market via a virtual environment.
- b. Director Evaluation – Ruth Fish reported that Director evaluation forms have been emailed to trustees for input. She requested that they be returned to her by January 19th and anticipates a review by the end of the month.
- c. Committee Reports
 - i. Finance – No report; will re-evaluate the need for a mid-year review meeting in February. Jennifer Boring shared that because of COVID-19 and the subsequent closure, the library is currently underbudget for the current fiscal year.
 - ii. Personnel – Will be meeting January 15th with Policy Committee
 - iii. Policy – Will be meeting January 15th with Personnel Committee
 - iv. Building & Grounds – A&B waiting for better weather to move forward with maintenance repairs. Barb is hoping to have more information on proposed capital projects for review by the Committee
 - v. Fundraising – No report
- d. Local Health Department Letter: Barb explained that Governor Pritzker should provide an update this week on when the State will move to Phase 1B for COVID-19 vaccinations. The eligibility list includes frontline essential workers such as retail and educational staff, but not librarians. The ILA (Illinois Library Association) has prepared a template letter to be directed to the local health department requesting that library staff be included in Phase 1B vaccinations. Sandwich library will be participating in the mass mailing.

VII. Other Business

- a. Special Meeting of the Personnel & Police Committees will be held on Friday, January 15th, 2021 at 2 PM
- b. General Meeting of the Library Board will be Tuesday, February 9th, 2021 at 6:30 PM
- c. Finance Committee Meeting will re-evaluate need of meeting in February

- d. Building & Ground Committee Meeting will re-evaluate need of meeting in February

VIII. Executive Session: None

IX. Adjournment: Motion made by Jennifer Boring and seconded by Denise Curran to adjourn at 7:15 PM. Aye: Trustees Jennifer Boring, Denise Curran, Ruth Fish, Denise li, & Nancy Sanders Nay:0 Motion carried unanimously

Denise li, Secretary

02/05/21
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
Ordinary Income/Expense				
Income				
Donations Income				
Donations Income	221.62	1,500.00	-1,278.38	14.8%
Total Donations Income	221.62	1,500.00	-1,278.38	14.8%
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	231.22	2,500.00	-2,268.78	9.2%
Miscellaneous Income				
Booksale	100.29	1,000.00	-899.71	10.0%
Fines & Fees	313.11	2,000.00	-1,686.89	15.7%
Fundraising	105.00	2,000.00	-1,895.00	5.3%
Library Service Fees	969.00	7,000.00	-6,031.00	13.8%
Miscellaneous	555.00	500.00	55.00	111.0%
Over/Under	0.10			
Program Fees	175.00	1,000.00	-825.00	17.5%
Miscellaneous Income - Other	150.00			
Total Miscellaneous Income	2,367.50	13,500.00	-11,132.50	17.5%
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	3,488.05	4,000.00	-511.95	87.2%
Total Tax Receipts	305,165.37	661,459.34	-356,293.97	46.1%
Total Income	318,185.71	689,259.34	-371,073.63	46.2%
Gross Profit	318,185.71	689,259.34	-371,073.63	46.2%
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	1,745.41	7,000.00	-5,254.59	24.9%
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	12,034.74	47,324.00	-35,289.26	25.4%

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	3,856.22	7,000.00	-3,143.78	55.1%
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	8,780.64	21,300.00	-12,519.36	41.2%
Technology & Maintenance				
Software	477.30	1,200.00	-722.70	39.8%
Technology Equipment	0.00	6,500.00	-6,500.00	0.0%
Technology Maintenance	6,844.59	16,800.00	-9,955.41	40.7%
Technology & Maintenance - Other	975.00			
Total Technology & Maintenance	8,296.89	24,500.00	-16,203.11	33.9%
Utilities				
Dataline/Telephone	3,193.85	4,000.00	-806.15	79.8%
Drainage District	0.00	120.00	-120.00	0.0%
Electricity	8,495.90	16,500.00	-8,004.10	51.5%
Gas	796.66	1,600.00	-803.34	49.8%
Pest Control	336.00	600.00	-264.00	56.0%
Refuse Collection	406.00	750.00	-344.00	54.1%
Water	576.53	650.00	-73.47	88.7%
Total Utilities	13,804.94	24,220.00	-10,415.06	57.0%
Total Building Maintenance Expense	269,742.21	348,019.00	-78,276.79	77.5%
General Corporate Expense				
Accounting				
Accounting	2,400.00	5,000.00	-2,600.00	48.0%
Bank Service Charges	276.53	750.00	-473.47	36.9%
Total Accounting	2,676.53	5,750.00	-3,073.47	46.5%
Materials Expenses				
Audiovisual Expense				
Audiovisual-Adult	4,153.08	9,500.00	-5,346.92	43.7%
Total Audiovisual Expense	4,153.08	9,500.00	-5,346.92	43.7%
Books Expense				
Books - Adult	6,822.46	13,000.00	-6,177.54	52.5%
Books - Youth	5,109.30	8,500.00	-3,390.70	60.1%
Total Books Expense	11,931.76	21,500.00	-9,568.24	55.5%
Library Resource Expense				
Contingency	790.13	5,000.00	-4,209.87	15.8%
Library Materials Processing	960.63	1,800.00	-839.37	53.4%
Online resources	5,877.77	6,000.00	-122.23	98.0%
Periodicals	1,387.66	1,500.00	-112.34	92.5%
PrairieCat	7,517.25	10,000.00	-2,482.75	75.2%
Total Library Resource Expense	16,533.44	24,300.00	-7,766.56	68.0%
Total Materials Expenses	32,618.28	55,300.00	-22,681.72	59.0%

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	694.56	4,000.00	-3,305.44	17.4%
Legal and Professional Fees	931.10	3,000.00	-2,068.90	31.0%
Library & Office Supplies	1,658.14	5,000.00	-3,341.86	33.2%
Library Memberships	1,225.00	1,500.00	-275.00	81.7%
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	1,472.17	4,000.00	-2,527.83	36.8%
Programming-Summer Reading	0.00	2,500.00	-2,500.00	0.0%
Programming-Youth	3,369.39	5,000.00	-1,630.61	67.4%
Publishing & Promotion	6,467.39	12,000.00	-5,532.61	53.9%
Total Misc. Corporate Expense	16,594.98	43,250.00	-26,655.02	38.4%
Payroll Expense				
Aflac EE	738.15			
Contingency	0.00	3,000.00	-3,000.00	0.0%
FICA EXPENSE				
Medicare ER	1,532.69	3,000.00	-1,467.31	51.1%
Social Security Expense ER	6,565.55	11,500.00	-4,934.45	57.1%
Total FICA EXPENSE	8,098.24	14,500.00	-6,401.76	55.8%
IMRF ER	8,294.21	16,180.00	-7,885.79	51.3%
Staff Wages	106,253.62	188,000.00	-81,746.38	56.5%
SUTA/FUTA (Unemployment Taxes)	1,728.42	5,000.00	-3,271.58	34.6%
Unemployment Insurance	-0.01			
Total Payroll Expense	125,112.63	226,680.00	-101,567.37	55.2%
Total General Corporate Expense	177,002.42	330,980.00	-153,977.58	53.5%
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	1,090.86			
Reconciliation Discrepancies	132.05			
Total Expense	454,628.79	689,243.00	-234,614.21	66.0%
Net Ordinary Income	-136,443.08	16.34	-136,459.42	-835,025.0%
Net Income	-136,443.08	16.34	-136,459.42	-835,025.0%

Sandwich Public Library District
Monthly Budget
January 2021

02/04/21
Cash Basis

	Jan 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Donations Income			
Donations Income	12.77	125.00	-112.23
Total Donations Income	12.77	125.00	-112.23
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	0.00	83.34	-83.34
Fines & Fees	13.00	166.67	-153.67
Fundraising	0.00	166.67	-166.67
Library Service Fees	99.20	583.33	-484.13
Miscellaneous	0.00	41.67	-41.67
Program Fees	45.00	83.33	-38.33
Total Miscellaneous Income	157.20	1,125.01	-967.81
Tax Receipts			
Receipts-Impact Fees	0.00	83.34	-83.34
Receipts-Replacement Tax	1,195.62	333.33	862.29
Total Tax Receipts	1,195.62	416.67	778.95
Total Income	1,365.59	2,733.34	-1,367.75
Gross Profit	1,365.59	2,733.34	-1,367.75
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	442.80	583.33	-140.53
Contingency	0.00	625.00	-625.00
Custodial & Contracted Serv.	480.00	1,000.00	-520.00
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	922.80	3,943.67	-3,020.87
Equipment & Maintenance			
Copier	0.00	583.33	-583.33
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	0.00	1,775.00	-1,775.00
Technology & Maintenance			
Software	152.30	100.00	52.30
Technology Equipment	0.00	541.67	-541.67
Technology Maintenance	1,154.88	1,400.00	-245.12
Total Technology & Maintenance	1,307.18	2,041.67	-734.49

Sandwich Public Library District
Monthly Budget
January 2021

02/04/21
Cash Basis

	Jan 21	Budget	\$ Over Budget
Utilities			
Dataline/Telephone	297.65	333.33	-35.68
Drainage District	0.00	10.00	-10.00
Electricity	0.00	1,375.00	-1,375.00
Gas	335.86	133.33	202.53
Pest Control	48.00	50.00	-2.00
Refuse Collection	60.00	62.50	-2.50
Water	0.00	54.17	-54.17
Total Utilities	741.51	2,018.33	-1,276.82
Total Building Maintenance Expense	2,971.49	28,684.92	-25,713.43
General Corporate Expense			
Accounting			
Accounting	0.00	416.66	-416.66
Bank Service Charges	0.00	62.50	-62.50
Total Accounting	0.00	479.16	-479.16
Materials Expenses			
Audiovisual Expense			
Audiovisual-Adult	1,240.03	791.67	448.36
Total Audiovisual Expense	1,240.03	791.67	448.36
Books Expense			
Books - Adult	648.04	1,083.33	-435.29
Books - Youth	171.72	708.34	-536.62
Total Books Expense	819.76	1,791.67	-971.91
Library Resource Expense			
Contingency	0.00	416.67	-416.67
Library Materials Processing	70.94	150.00	-79.06
Online resources	1,500.00	500.00	1,000.00
Periodicals	802.81	125.00	677.81
PrairieCat	2,505.75	833.33	1,672.42
Total Library Resource Expense	4,879.50	2,025.00	2,854.50
Total Materials Expenses	6,939.29	4,608.34	2,330.95
Misc. Corporate Expense			
Conferences/Inservice	0.00	333.33	-333.33
Contingency	514.99	333.34	181.65
Legal and Professional Fees	0.00	250.00	-250.00
Library & Office Supplies	317.92	416.66	-98.74
Library Memberships	100.00	125.00	-25.00
Mileage & Travel Expense	0.00	62.50	-62.50
Other Admin Expenses	0.00	41.67	-41.67
Postage	0.00	83.33	-83.33
Programming-Adult	333.37	333.34	0.03
Programming-Summer Reading	0.00	208.33	-208.33
Programming-Youth	446.50	416.67	29.83
Publishing & Promotion	2,070.12	1,000.00	1,070.12
Total Misc. Corporate Expense	3,782.90	3,604.17	178.73
Payroll Expense			
Contingency	0.00	250.00	-250.00
FICA EXPENSE			
Medicare ER	203.69	250.00	-46.31
Social Security Expense ER	870.93	958.33	-87.40
Total FICA EXPENSE	1,074.62	1,208.33	-133.71

Sandwich Public Library District
Monthly Budget
January 2021

02/04/21
Cash Basis

	<u>Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
IMRF ER	1,201.79	1,348.34	-146.55
Staff Wages	14,115.94	15,666.66	-1,550.72
SUTA/FUTA (Unemployment Taxes)	263.46	416.67	-153.21
Unemployment Insurance	-0.01		
Total Payroll Expense	<u>16,655.80</u>	<u>18,890.00</u>	<u>-2,234.20</u>
Total General Corporate Expense	27,377.99	27,581.67	-203.68
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>30,349.48</u>	<u>57,120.26</u>	<u>-26,770.78</u>
Net Ordinary Income	<u>-28,983.89</u>	<u>-54,386.92</u>	<u>25,403.03</u>
Net Income	<u><u>-28,983.89</u></u>	<u><u>-54,386.92</u></u>	<u><u>25,403.03</u></u>

Sandwich Public Library District Transaction Detail by Account January 2021

Type	Date	Name	Memo	Split	Paid Amount
Checking XXXX51 Csl					
Deposit	01/04/2021		Deposit	-SPLIT-	249.79
Check	01/05/2021	Beacon-News	ACCT # 13943898; Pays Th...	Periodicals	(50.00)
Check	01/05/2021	Community Disposal S...	ACCT # 111810; INV # 2012...	Refuse Collection	(60.00)
Check	01/05/2021	Village Ace Hardware	ACCT 1488, December Stat...	Building Supplies	(15.47)
Check	01/05/2021	Robert Asleson	Custodial from 12/1-12/31/2...	Custodial & Contracted Serv.	(480.00)
Check	01/05/2021	Sandwich Chamber of ...	INV # 10271; 2021 Member...	Library Memberships	(100.00)
Check	01/05/2021	Baker & Taylor	ACCT # 204414 L033712 2 ...	-SPLIT-	(317.84)
Check	01/05/2021	Ingram L brary Services	ACCT # 20P9105; INV # 50...	-SPLIT-	(46.96)
Check	01/05/2021	W.T. Cox	ACCT # 2081423	Periodicals	(752.81)
Transfer	01/08/2021		1/8/21 Net Payroll	Net Payroll Paid	(5,013.67)
Check	01/12/2021	Frontier	ACCT # 815-786-8308-0101...	Dataline/Telephone	(297.65)
Check	01/12/2021	Nicor Gas	ACCT # 34-22-98-4972 3; S...	Gas	(335.86)
Check	01/12/2021	SYNCHRONY BANK/A...	ACCT # 6045 7817 0014 67...	-SPLIT-	(851.33)
Check	01/12/2021	Ingram L brary Services	INV # 50430481, 50413725, ...	-SPLIT-	(80.69)
Check	01/12/2021	PrairieCat	INV # 7168; Quarterly Fees ...	PrairieCat	(2,505.75)
Check	01/12/2021	Stateline Technologies	INV # 2013VofH	Technology Maintenance	(975.00)
Check	01/12/2021	OverDrive Inc	ACCT # 1647-0024; INV # H...	-SPLIT-	(2,002.51)
Check	01/12/2021	Basecamp Web Soluti...	INV # 3131	Software	(132.50)
Check	01/12/2021	Jeff Nigro	Greek Myths Program on 1/...	Programming-Adult	(200.00)
Check	01/12/2021	Steve Belliveau	Sensational Science Progra...	Programming-Youth	(300.00)
Check	01/12/2021	First National Bank Om...	ACCT # 4988 6562 9353 49...	-SPLIT-	(1,796.92)
Liability C...	01/13/2021	Illinois Dept. of Revenue	36-6006445 0006 QB Tracki...	Payroll Liabilities	(315.70)
Liability C...	01/13/2021	United States Treasury	36-6006445 QB Tracking # ...	-SPLIT-	(1,532.82)
Liability C...	01/13/2021	Director of Employmen...	0806721-1	-SPLIT-	(666.16)
Deposit	01/19/2021		Deposit	-SPLIT-	1,115.80
Transfer	01/22/2021		1/22/21 Net Payroll	Net Payroll Paid	(5,544.48)
Check	01/25/2021	Aaren Pest Control Inc	INV # 33741	Pest Control	(48.00)
Check	01/25/2021	Ingram L brary Services	ACCT # 20P9105; INV # 50...	-SPLIT-	(88.46)
Check	01/25/2021	Baker & Taylor	ACCT # 204414 L437254 2 ...	-SPLIT-	(518.69)
Check	01/26/2021	BFC	INV # 545736	Publishing & Promotion	(1,661.76)
Check	01/26/2021	Ingram L brary Services	ACCT # 20P9105; INV # 50...	-SPLIT-	(75.48)
Liability C...	01/27/2021	Illinois Dept. of Revenue	36-6006445 0006 QB Tracki...	Payroll Liabilities	(322.91)
Liability C...	01/27/2021	United States Treasury	36-6006445 QB Tracking # -...	-SPLIT-	(1,573.94)
Liability C...	01/27/2021	Illinois Dept. of Revenue	36-6006445 0006 QB Tracki...	Payroll Liabilities	(27.45)
Liability C...	01/27/2021	United States Treasury	36-6006445 QB Tracking # -...	-SPLIT-	(130.48)
Liability C...	01/29/2021	United States Treasury	36-6006445	-SPLIT-	(358.31)

Total Checking XXXX51 Csl

(27,814.01)

Net Payroll Paid

Transfer	01/08/2021		1/8/21 Net Payroll	Checking XXXX51 Csl	5,013.67

1:18 PM

02/04/21

Cash Basis

**Sandwich Public Library District
Transaction Detail by Account
January 2021**

Type	Date	Name	Memo	Split	Paid Amount
Transfer	01/22/2021		1/22/21 Net Payroll	Checking XXXX51 Csl	5,544.48
Total Net Payroll Paid					0.00
TOTAL					(27,814.01)