



General Meeting of the Board of Trustees
Sandwich Public Library District
Tuesday, March 10th, 2020
Sandwich Public Library 6:30 PM

AGENDA

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

Motion Requested: Approval of Consent Agenda

(Action)
- V. New Business
 - a. Director's Report
 - b. Technology Status Presentation – Mike Van Offeren from Stateline
 - i. Amendment of Contract to \$925 fixed rate
 - ii. Approval to purchase new public computers in correlation to agreed-upon payment plan and options
 - c. Census Update
 - d. Coronavirus Preparation
 - e. Sexual Harassment Resolution & Policy
 - f. Landscaping Bids
 - i. All Pro Resources
 - ii. Yingling
 - iii. Rettig
 - iv. Aztech
 - g. Committee Reports
 - i. Finance
 1. Minimum Wage Research Update – Discussion & Potential vote
 - ii. Personnel
 - iii. Policy
 - iv. Building & Grounds
 - v. Funding

All Items on the agenda are potential action items.

- VI. Old Business **(Action)**
- VII. Other Business
 - a. General Meeting of the Library Board of Trustees: Tuesday, April 14th, 2020 at 6:30pm
 - b. Building & Grounds Committee Meeting: Wednesday, March 18th, 2020 at 11:00am
 - c. Funding Committee Meeting: Wednesday, March 25th at 11:00am
- 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 Trustees of the Sandwich Public Library District
925 S. Main Street – Sandwich, IL 60548
Tuesday, February 11th, 2020 @ 6:30 PM

I. Call to Order / Roll Call: Meeting called to order at 6:30 PM by President Jane Wolf. Present: Trustees Jennifer Boring, Denise Curran, Ruth Fish, Denise li & Jennifer Penn Also in attendance was Library Director Barb Posinger. Trustee Nancy Sanders was absent

II. Addition / Amendments to Agenda: Under Old Business, President Jane Wolf requested a “review of job descriptions” be added. Trustee Denise Curran also requested that “Valentine’s Day” for staff be added under Old Business.

III. Public Comment: Audience member, Scott Harrod, raised some questions regarding the Treasurer’s Report.

IV. Consent Agenda:

- a. Treasurer’s Report
- b. Minutes of Regular Board Meeting of January 14, 2020 (removed)
- c. Department Reports:
 - (1) Adult Services Manager
 - (2) Youth Services Coordinator
- d. Statistics - January

Motion made by Jennifer Boring and seconded by Jennifer Penn to approve the Consent Agenda, as amended by removal of Item ‘b’. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise li, Jennifer Penn & Jane Wolf Nay:0 Motion carried unanimously.

Item removed from the consent agenda due to scriveners’ error: (b) Minutes of regular meeting of January 14, 2020. **Motion made by Denise Curran to accept the minutes of January 14, 2020 as corrected. Motion was seconded by Ruth Fish. Motion carried unanimously on voice vote.**

V. New Business:

a. **Director’s Report:** Highlights included mailing of Treasurer’s Report to the counties, migrated website to new server, initiated “Explore More Illinois” as a service to patrons through RAILS, completed ILLINET survey, scheduled and posting open positions, and start preparation on next fiscal year’s budget.

b. **Technology Status Presentation:** Mike Van Offeren from Stateline was unable to attend but provided an audio presentation via telephone. He explained the current computer plan and suggested the Council consider switching from a ‘cafeteria style’ plan to a monthly, fixed rate plan of \$925.00. The monthly plan is all inclusive covering remote management and monitoring of the computers as well as monthly visits for maintenance and repairs. He will be present at the March meeting.

c. Committee Reports

- i. Finance Committee: No meeting is scheduled at this time
- ii. Personnel – None
- iii. Policy - None
- iv. Building & Grounds: Nancy Sanders & Denise Curran meet to approve minutes
- v. Funding Committee: Ruth Fish reported that Committee was unable to meet at their scheduled time and that no meeting is scheduled at this time.

VI. Old Business:

a. Job Descriptions Review: Job descriptions for the new part-time positions for Marketing & Outreach Coordinator and Adult Services Coordinator were distributed for review. Additionally, a title change request was submitted for Lauree Zielezinski as Circulation Manager and Bailey McGee as Youth Services Manager. No action was taken.

b. Valentine's Day for Staff: Denise Curran said she will be doing something special for staff on Friday for their mail bins.

VII. Other Business:

- a. Funding Committee will be rescheduling their next meeting.
- b. Regular Meeting of the Library Board of Trustees will be Tuesday, March 10th, 2020 at 6:30 PM.
- c. Finance Committee for Wednesday, February 19th has been cancelled.
- d. Building & Grounds Committee Meeting will meet on Wednesday, March 18th, 2020.

VIII. Executive Session: Approval of Executive Session minutes from January 14, 2020 was tabled until the March meeting.

IX. Adjournment: Motion made by Ruth Fish and seconded by Denise li to adjourn at 7:40PM. Motion carried by viva voice vote.

Denise li, Secretary

03/03/20
Cash Basis

**Sandwich Public Library District
FY 2019-20 Budget FYTD
July 2019 through June 2020**

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Donations Income				
Donations Income	653.55	2,000.00	-1,346.45	32.7%
Total Donations Income	653.55	2,000.00	-1,346.45	32.7%
Emergency/Disaster Funds/G...	0.00	500.00	-500.00	0.0%
Grants Income				
IL Per Capita Grant	0.00	10,200.00	-10,200.00	0.0%
Total Grants Income	0.00	10,200.00	-10,200.00	0.0%
Interest Income	1,433.82	1,750.00	-316.18	81.9%
Miscellaneous Income				
Booksale	654.10	1,000.00	-345.90	65.4%
Fines & Fees	1,092.04	2,000.00	-907.96	54.6%
Fundraising	865.77	2,500.00	-1,634.23	34.6%
Library Service Fees	4,666.64	10,000.00	-5,333.36	46.7%
Miscellaneous	201.59	500.00	-298.41	40.3%
Over/Under	0.76			
Program Fees	634.80	2,000.00	-1,365.20	31.7%
Miscellaneous Income - Ot...	111.75			
Total Miscellaneous Income	8,227.45	18,000.00	-9,772.55	45.7%
Tax Receipts				
Receipts-Impact Fees	750.00	1,000.00	-250.00	75.0%
Receipts-Property Tax				
Tax Receipts-Audit	1,572.23	3,461.21	-1,888.98	45.4%
Tax Receipts-Bonds an...	103,775.74	226,552.39	-122,776.65	45.8%
Tax Receipts-Corporate...	159,907.21	349,097.82	-189,190.61	45.8%
Tax Receipts-Equip & M...	14,163.04	30,919.76	-16,756.72	45.8%
Tax Receipts-IMRF	9,666.19	21,102.81	-11,436.62	45.8%
Tax Receipts-Liability In...	13.33	0.00	13.33	100.0%
Tax Receipts-Social Se...	5,629.27	12,289.25	-6,659.98	45.8%
Total Receipts-Property Tax	294,727.01	643,423.24	-348,696.23	45.8%
Receipts-Replacement Tax	3,989.60	4,000.02	-10.42	99.7%
Total Tax Receipts	299,466.61	648,423.26	-348,956.65	46.2%
Transfers In	0.00	15,072.25	-15,072.25	0.0%
Total Income	309,781.43	695,945.51	-386,164.08	44.5%
Gross Profit	309,781.43	695,945.51	-386,164.08	44.5%
Expense				
Building Maintenance Expense				
Audit & Bond Expense				
Audit Expense	3,700.00	3,500.00	200.00	105.7%
Bond Interest Expense	74,425.00	74,425.00	0.00	100.0%
Bond Issuing Expense	1,150.00	1,150.00	0.00	100.0%
Bond Principle Expense	150,000.00	150,000.00	0.00	100.0%
Total Audit & Bond Expense	229,275.00	229,075.00	200.00	100.1%
Building Maintenance Exp...				
Building Supplies	10,355.02	7,000.00	3,355.02	147.9%
Contingency	1,218.06	5,000.00	-3,781.94	24.4%
Custodial & Contracted ...	9,500.00	12,000.00	-2,500.00	79.2%
General Maintenance	1,753.89	5,000.00	-3,246.11	35.1%
Landscaping	4,325.00	10,000.00	-5,675.00	43.3%
Snow Removal	3,502.50	4,000.00	-497.50	87.6%
Building Maintenance E...	0.00	0.12	-0.12	0.0%
Total Building Maintenanc...	30,654.47	43,000.12	-12,345.65	71.3%

Sandwich Public Library District
FY 2019-20 Budget FYTD
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Equipment & Maintenance				
Copier	5,161.15	7,000.00	-1,838.85	73.7%
Equipment Maintenance	2,309.79	5,500.00	-3,190.21	42.0%
Equipment Purchases	21.99	2,000.00	-1,978.01	1.1%
Furnishings	0.00	500.00	-500.00	0.0%
Security Maintenance	6,063.93	8,500.00	-2,436.07	71.3%
Total Equipment & Mainte...	13,556.86	23,500.00	-9,943.14	57.7%
General Expense	0.00	1,000.00	-1,000.00	0.0%
Technology & Maintenance				
Software	390.91	1,000.00	-609.09	39.1%
Technology Equipment	2,539.29	11,303.00	-8,763.71	22.5%
Technology Maintenance	9,530.67	11,100.00	-1,569.33	85.9%
Total Technology & Mainte...	12,460.87	23,403.00	-10,942.13	53.2%
Utilities				
Dataline/Telephone	1,853.02	6,000.00	-4,146.98	30.9%
Drainage District	0.00	120.00	-120.00	0.0%
Electricity	10,764.69	11,000.04	-235.35	97.9%
Gas	896.94	1,500.00	-603.06	59.8%
Pest Control	336.00	600.00	-264.00	56.0%
Refuse Collection	540.00	750.00	-210.00	72.0%
Water	538.36	1,000.00	-461.64	53.8%
Total Utilities	14,929.01	20,970.04	-6,041.03	71.2%
Total Building Maintenance E...	300,876.21	340,948.16	-40,071.95	88.2%
General Corporate Expense				
Accounting				
Accounting	2,751.88	4,500.00	-1,748.12	61.2%
Bank Service Charges	434.83	750.00	-315.17	58.0%
Total Accounting	3,186.71	5,250.00	-2,063.29	60.7%
Materials Expenses				
Audiovisual Expense				
Audiovisual-Adult	3,743.66	9,000.00	-5,256.34	41.6%
Audiovisual-Youth	351.64	500.00	-148.36	70.3%
Total Audiovisual Expe...	4,095.30	9,500.00	-5,404.70	43.1%
Books Expense				
Books - Adult	9,575.26	14,000.00	-4,424.74	68.4%
Books - Youth	7,238.75	8,000.00	-761.25	90.5%
Total Books Expense	16,814.01	22,000.00	-5,185.99	76.4%
Library Resource Expe...				
Library Materials Pro...	915.86	1,500.00	-584.14	61.1%
Online resources	5,062.92	5,000.00	62.92	101.3%
Periodicals	1,234.69	1,000.00	234.69	123.5%
PrairieCat	7,293.17	9,500.00	-2,206.83	76.8%
Total Library Resource ...	14,506.64	17,000.00	-2,493.36	85.3%
Total Materials Expenses	35,415.95	48,500.00	-13,084.05	73.0%

Sandwich Public Library District
FY 2019-20 Budget FYTD
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Misc. Corporate Expense				
Conferences/Inservice	2,344.09	5,000.00	-2,655.91	46.9%
Contingency	2,180.60	5,000.00	-2,819.40	43.6%
Legal and Professional ...	661.14	4,500.00	-3,838.86	14.7%
Library & Office Supplies	3,302.03	7,000.00	-3,697.97	47.2%
Library Memberships	1,369.00	1,500.00	-131.00	91.3%
Mileage & Travel Expen...	425.09	1,000.00	-574.91	42.5%
Other Admin Expenses	47.63	1,000.00	-952.37	4.8%
Postage	253.38	750.00	-496.62	33.8%
Programming-Adult	3,341.12	5,000.00	-1,658.88	66.8%
Programming-Summer ...	1,408.32	5,000.00	-3,591.68	28.2%
Programming-Youth	4,553.19	5,000.00	-446.81	91.1%
Publishing & Promotion	6,742.45	10,000.00	-3,257.55	67.4%
Total Misc. Corporate Exp...	26,628.04	50,750.00	-24,121.96	52.5%
Payroll Expense				
Aflac EE	939.89			
Contingency	0.00	5,000.00	-5,000.00	0.0%
FICA EXPENSE				
Medicare ER	1,576.83	7,678.84	-6,102.01	20.5%
Social Security Expe...	6,742.32	7,678.84	-936.52	87.8%
Total FICA EXPENSE	8,319.15	15,357.68	-7,038.53	54.2%
IMRF ER	10,847.80	21,268.68	-10,420.88	51.0%
Staff Wages	109,434.22	191,971.05	-82,536.83	57.0%
SUTA/FUTA (Unemploy...	2,251.97	4,500.00	-2,248.03	50.0%
Total Payroll Expense	131,793.03	238,097.41	-106,304.38	55.4%
Total General Corporate Expe...	197,023.73	342,597.41	-145,573.68	57.5%
Liability Insurance Expense				
General Insurance	6,758.60	12,000.00	-5,241.40	56.3%
Workmans Compensation ...	1,007.65	1,400.00	-392.35	72.0%
Total Liability Insurance Expe...	7,766.25	13,400.00	-5,633.75	58.0%
Merchant account Fees	334.30			
Reconciliation Discrepancies	-1.49	0.00	-1.49	100.0%
Total Expense	505,999.00	696,945.57	-190,946.57	72.6%
Net Ordinary Income	-196,217.57	-1,000.06	-195,217.51	19,620.6%
Net Income	-196,217.57	-1,000.06	-195,217.51	19,620.6%

**Sandwich Public Library District
FY 2019-20 Monthly Budget
February 2020**

	Feb 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Donations Income			
Donations Income	24.35	166.67	-142.32
Total Donations Income	24.35	166.67	-142.32
Emergency/Disaster Funds/Grants			
Grants Income	0.00	41.67	-41.67
IL Per Capita Grant	0.00	850.00	-850.00
Total Grants Income	0.00	850.00	-850.00
Interest Income	0.00	145.83	-145.83
Miscellaneous Income			
Booksale	16.00	83.33	-67.33
Fines & Fees	209.40	166.67	42.73
Fundraising	5.00	208.33	-203.33
Library Service Fees	699.90	833.33	-133.43
Miscellaneous	5.05	41.67	-36.62
Program Fees	25.00	166.67	-141.67
Total Miscellaneous Income	960.35	1,500.00	-539.65
Tax Receipts			
Receipts-Impact Fees	0.00	83.33	-83.33
Total Tax Receipts	0.00	83.33	-83.33
Total Income	984.70	2,787.50	-1,802.80
Gross Profit	984.70	2,787.50	-1,802.80
Expense			
Building Maintenance Expense			
Audit & Bond Expense			
Bond Interest Expense	0.00	6,202.08	-6,202.08
Bond Issuing Expense	0.00	95.83	-95.83
Bond Principle Expense	0.00	12,500.00	-12,500.00
Total Audit & Bond Expense	0.00	18,797.91	-18,797.91
Building Maintenance Expense			
Building Supplies	0.00	583.33	-583.33
Contingency	5.99	416.67	-410.68
Custodial & Contracted Serv.	847.50	1,000.00	-152.50
General Maintenance	0.00	416.67	-416.67
Landscaping	0.00	833.33	-833.33
Snow Removal	2,010.00	333.33	1,676.67
Total Building Maintenance Ex...	2,863.49	3,583.33	-719.84
Equipment & Maintenance			
Copier	821.21	583.33	237.88
Equipment Maintenance	0.00	458.33	-458.33
Equipment Purchases	0.00	166.67	-166.67
Furnishings	0.00	41.67	-41.67
Security Maintenance	0.00	708.33	-708.33
Total Equipment & Maintenance	821.21	1,958.33	-1,137.12
General Expense	0.00	83.33	-83.33
Technology & Maintenance			
Software	237.19	83.33	153.86
Technology Equipment	30.00	941.92	-911.92
Technology Maintenance	1,068.75	0.00	1,068.75
Total Technology & Maintenance	1,335.94	1,025.25	310.69

**Sandwich Public Library District
FY 2019-20 Monthly Budget
February 2020**

	Feb 20	Budget	\$ Over Budget
Utilities			
Dataline/Telephone	287.83	500.00	-212.17
Drainage District	0.00	10.00	-10.00
Electricity	0.00	916.67	-916.67
Gas	358.92	125.00	233.92
Pest Control	48.00	50.00	-2.00
Refuse Collection	60.00	62.50	-2.50
Water	64.85	83.33	-18.48
Total Utilities	819.60	1,747.50	-927.90
Total Building Maintenance Expe...	5,840.24	27,195.65	-21,355.41
General Corporate Expense			
Accounting			
Accounting	0.00	375.00	-375.00
Bank Service Charges	14.20	62.50	-48.30
Total Accounting	14.20	437.50	-423.30
Materials Expenses			
Audiovisual Expense			
Audiovisual-Adult	362.46	750.00	-387.54
Audiovisual-Youth	17.96	41.67	-23.71
Total Audiovisual Expense	380.42	791.67	-411.25
Books Expense			
Books - Adult	906.01	1,166.67	-260.66
Books - Youth	420.06	666.67	-246.61
Total Books Expense	1,326.07	1,833.34	-507.27
Library Resource Expense			
Library Materials Process...	106.03	125.00	-18.97
Online resources	0.00	416.67	-416.67
Periodicals	0.00	83.33	-83.33
PrairieCat	0.00	791.67	-791.67
Total Library Resource Expe...	106.03	1,416.67	-1,310.64
Total Materials Expenses	1,812.52	4,041.68	-2,229.16
Misc. Corporate Expense			
Conferences/Inservice	185.00	416.67	-231.67
Contingency	102.69	416.67	-313.98
Legal and Professional Fees	8.99	375.00	-366.01
Library & Office Supplies	638.19	583.33	54.86
Library Memberships	0.00	125.00	-125.00
Mileage & Travel Expense	133.97	83.33	50.64
Other Admin Expenses	0.00	83.33	-83.33
Postage	110.00	62.50	47.50
Programming-Adult	440.29	416.67	23.62
Programming-Summer Rea...	0.00	416.67	-416.67
Programming-Youth	592.31	416.67	175.64
Publishing & Promotion	1,215.79	833.33	382.46
Total Misc. Corporate Expense	3,427.23	4,229.17	-801.94
Payroll Expense			
Contingency	0.00	416.67	-416.67
FICA EXPENSE			
Medicare ER	159.20	639.90	-480.70
Social Security Expense ...	680.69	639.90	40.79
Total FICA EXPENSE	839.89	1,279.80	-439.91

03/03/20
Cash Basis

Sandwich Public Library District
FY 2019-20 Monthly Budget
February 2020

	Feb 20	Budget	\$ Over Budget
IMRF ER	958.86	1,772.39	-813.53
Staff Wages	11,047.67	15,997.59	-4,949.92
SUTA/FUTA (Unemployment...)	612.75	375.00	237.75
Total Payroll Expense	13,459.17	19,841.45	-6,382.28
Total General Corporate Expense	18,713.12	28,549.80	-9,836.68
Liability Insurance Expense			
General Insurance	0.00	1,000.00	-1,000.00
Workmans Compensation Insu...	0.00	116.67	-116.67
Total Liability Insurance Expense	0.00	1,116.67	-1,116.67
Total Expense	24,553.36	56,862.12	-32,308.76
Net Ordinary Income	-23,568.66	-54,074.62	30,505.96
Net Income	-23,568.66	-54,074.62	30,505.96

1:06 PM

03/03/20

Cash Basis

Sandwich Public Library District
Transaction Detail by Account
February 2020

Type	Date	Name	Memo	Split	Paid Amount
Checking XXXX51 Csl					
Deposit	02/04/2020		Deposit	-SPLIT-	196.20
Deposit	02/04/2020		Deposit	Library Service Fees	196.20
Transfer	02/07/2020		2-7-20 Net Payroll	Net Payroll Paid	(4,074.16)
Deposit	02/11/2020		Deposit	-SPLIT-	398.90
Check	02/11/2020	Lanette Yingling	Dog Program on 2/24/20	Programming-Adult	(100.00)
Check	02/11/2020	Michelle Shepard	Kids Painting Class on ...	Programming-Youth	(192.00)
Check	02/11/2020	Bambi Harris	Creative Writing on 2/17...	Programming-Adult	(15.00)
Check	02/11/2020	Thomas Emery	Civil War Program on 2/...	Programming-Adult	(225.00)
Check	02/11/2020	SYNCHRONY BANK/AMAZ...	ACCT # 6045 7817 001...	-SPLIT-	(893.75)
Check	02/11/2020	First National Bank Omaha	ACCT # 5988 6562 935...	-SPLIT-	(394.66)
Check	02/11/2020	Nicor Gas	ACCT # 34-22-98-4972 ...	Gas	(358.92)
Check	02/11/2020	Shaw Media	ACCT # 10027019	Publishing & Promotion	(1,186.80)
Check	02/11/2020	Village Ace Hardware	ACCT # 1488 January S...	Contingency	(5.99)
Check	02/11/2020	Unique Management Servic...	INV # 590794	Legal and Professional...	(8.99)
Check	02/11/2020	Frontier	ACCT # 815-786-8308-...	Dataline/Telephone	(287.83)
Check	02/11/2020	Barb Posinger	Reimbursement for mile...	Mileage & Travel Expe...	(41.47)
Check	02/11/2020	Jennifer Boring	Reimbursement for mile...	Mileage & Travel Expe...	(46.25)
Check	02/11/2020	Jane Wolf	Reimbursement for mile...	Mileage & Travel Expe...	(46.25)
Check	02/11/2020	ImageTec LP	ACCT # SP23; INV # 59...	Copier	(320.25)
Check	02/11/2020	City of Sandwich	ACCT # 1050035001	Water	(64.85)
Check	02/11/2020	Community Disposal Service	ACCT # 111810; INV # ...	Refuse Collection	(60.00)
Check	02/11/2020	Basecamp Web Solutions	INV # 2840	Technology Maintenance	(146.25)
Check	02/11/2020	Stateline Technologies	INV # 2001SPLD	Technology Maintenance	(922.50)
Check	02/11/2020	Robert Asleson	Custodial 1/4-2/2, 2020	Custodial & Contracted...	(847.50)
Check	02/11/2020	De Lage Laden Financial Se...	ACCT # 1248089; INV #...	Copier	(500.96)
Check	02/11/2020	Baker & Taylor	ACCT # 204414 L03371...	-SPLIT-	(1,318.71)
Check	02/11/2020	Myron Corp.	ACCT # 29161069; INV ...	Contingency	(102.69)
Liability C...	02/12/2020	United States Treasury	36-6006445 QB Trackin...	-SPLIT-	(1,286.84)
Liability C...	02/13/2020	Illinois Dept. of Revenue	36-6006445 0006 QB Tr...	Payroll Liabilities	(263.66)
Check	02/18/2020	Bambi Harris	Creative Writing on 3/2/20	Programming-Adult	(15.00)
Check	02/18/2020	Demco, Inc.	INV # 6770500	Library & Office Supplies	(106.50)
Check	02/18/2020	Sandwich Chamber of Com...	INV # 10018; Annual Di...	Conferences/Inservice	(50.00)
Check	02/18/2020	Showcases	INV # 315882	Library & Office Supplies	(231.06)
Check	02/18/2020	Aaren Pest Control Inc	INV # 32036	Pest Control	(48.00)
Check	02/18/2020	Lyle Hyatt Co., Inc.	INV # 7804	Snow Removal	(2,010.00)
Check	02/18/2020	First National Bank Omaha	ACCT # 4988 6562 839...	-SPLIT-	(413.50)
Check	02/18/2020	Baker & Taylor	INV # 2035085975, 203...	-SPLIT-	(133.51)
Deposit	02/20/2020		Deposit	-SPLIT-	193.40
Transfer	02/21/2020		2-21-20 Net Payroll	Net Payroll Paid	(4,041.24)
Liability C...	02/26/2020	Illinois Dept. of Revenue	36-6006445 0006 QB Tr...	Payroll Liabilities	(260.71)
Liability C...	02/26/2020	United States Treasury	36-6006445 QB Trackin...	-SPLIT-	(1,268.94)
Total Checking XXXX51 Csl					(21,305.04)

Sandwich Public Library District Monthly Statistics
February 2020 • FY July 2019 - June 2020

CIRCULATION

Monthly Statistics	Total		
Items Added	128	Registrations	20
Items Deleted			
Total items	13310	Total Patrons	3453

Circulation Activity	
Items Checked Out	2994
Item Renewals	171
Total	3165

Interlibrary Loan Activity	Total
ILL Lent	522
ILL Borrowed	626
Total	1148

Circulation Statistics - MATERIALS	Check Outs	Percentage
Books	2197	69.42%
Periodicals/Magazines	81	2.56%
Audiorecordings- Books	88	2.78%
Audiorecordings- Music	32	1.01%
Videorecordings	737	23.29%
Videogames	30	0.95%
Total	3165	100.00%

Circulation Statistics - AGE GROUP	Check Outs	Percentage
Adults	1994	63.12%
Juvenile	1031	32.64%
Young Adult	134	4.24%
Total	3159	100.00%

Reference Statistics	Total
In-Person Queries	145
Phone Queries	86
Technology Queries	101
Study Room/PMR Usage	41
Total	373

Digital Resources	Check Outs	Percent
OMNI Books- ebooks	210	30.66%
OMNI Audio- Audio	145	21.17%
eRead Illinois- eBook	54	7.88%
eRead Illinois- Audio	60	8.76%
Museum Adventure Pass	1	0.15%
Ancestry	215	31.39%
Heritage Quest	0	0.00%
Explore More Illinois	0	0.00%

Total	685	100.00%
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Computer Usage	Adult	Youth	Total
Total	285	77	362

Patron Door Count	3869
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PROGRAMMING

Adult Programs	Attendance	Sessions
Adult Craft Night	4	1
Readers' Haven Book Club	8	2
Chess Club	4	2
Art Therapy	8	1
Creative Writing	9	2
Card-Making	10	1
Senior Tech Class	8	1
Senior Book2Movie	7	1
Tech Open House	4	1
Know Your Dog Pt. 2	22	1
Illinois in the Civil War	21	1
		1
		1
Total	105	16

Children Programs	Attendance	Sessions
Preschool Storytimes	96	7
Itty Bitty Storytime	4	1
Little Movers	32	2
Big Kids Storytime	4	2
Lego Club	7	1
Creative Club	7	1
Science Club	1	1
The Inbetweeners	3	1
Math Monday	7	1
Kids Painting Class	10	1
Scribble Bot	5	1
Total	176	19

Teen Programs	Attendance	Sessions
Switch - PASSIVE	23	n/a
Gaming Club	2	1
DIY Club	2	1
Teen Movie Night	4	1
Anime Club	3	1
Doctor Who-a-Thon	5	1
Teen Takeover	12	1

Total	51	6
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Family Programs	Attendance	Sessions
Family Movie Afternoon	0	1
Valentine's Day Make & Take	20	1
Virtual Reality	0	n/a
Total	20	2

Programming Totals	Attendance	Sessions
	352	43

Director's Report

February 2020

To: Sandwich Library Board of Trustees

From: Barbara Posinger

Date: 03.03.20

General:

- Completed ILLINET Survey and Annual Library Certification
- Received and implemented new Tax Exempt number
- Discovered we had 2 FEIN numbers ; in process of consolidating with the IRS
- Working on Bank authorizations

Training & Meetings:

- ILA Legislative Meetup – 02.03.20
- Finance Committee Meeting – 02.05.20
- New HR Laws meeting – 02.06.20
- Phone Conference with DCNP – 02.13.20
- Librarians Working Together Director's Group Meeting – 02.14.20
- Funding Committee Meeting – 02.18.20
- Census Webinar – 02.18.20
- Director's Anonymous Group Meeting – 02.20.20
- Jane Meeting – 02.26.20

Building & Grounds:

- Collected/ing bids from multiple business for landscaping
 - All-Pro Resources, Rettig & Davey, Aztech, Yingling

Finance:

- General payroll duties
- Budget Scenarios

Funding:

- Researched/ing Fundraising Legalities

Marketing:

- Marketed general programming with weekly press releases and social media platforms
- Re-marketed for new Public Services Assistant position

Personnel:

- Hosted three interviews for the PSA position.
- Hired Makenzie Simmons as our first new Circulation Clerk
- Promoted Matthew Jones to Part-time Adult Services Coordinator

Policy:

- Created new Sexual Harassment Resolution and Policy
- Working on Cannabis addition to Drug & Alcohol Use section in Personnel Policy

Upcoming:

- Promote Jessica to Part-time Marketing & Outreach Coordinator
- Interview and hire two new PSA's to replace Matt and Jessica
- Census 2020 research and planning
- Complete authorized signer duty
- Continue working on the working budget
- Reapply for Voter Registrar