

HARVARD CITY LIBRARY BOARD MINUTES October 19, 2017

Call to Order: The meeting was called to order at 7:00 PM by President Ann Almgren. Also present were John Pohlman, Kelly Wood, Linda Strueber, and Librarian Karen Sutera.

Meeting Minutes: The minutes from the October meeting were presented for approval and were approved on a Pohlman/Strueber motion/carried.

Review and approval of bills: Bills for October were presented by Karen Sutera. They were approved for payment on a Wood/Pohlman motion. Motion carried to approve the bills.

Citizen Comments: None

Committee Reports: Tech committee hasn't met. Friends of the Library hosted the annual book sale September 21-23, earning \$465.00. There was some discussion about repeating the doll's tea but no definite decision made, as not all members were there.

Librarian's Report: Karen Sutera presented Librarian's Report. See attached.

Old Business- Karen Sutera reported no word from the mayor/city on the proposed agreement. There will be a meeting to discuss the library referendum at Trinity Lutheran Church on November 8th, at 7:00. There has been no change with the Northern Illinois Cooperative status as yet.

New Business –Regarding the library sign the board selected style D and asked Karen to find out if serifs can be lessened by using a different font. We would also like the top of the sign to be flat, not peaked. The scheduled City Library Board meeting dates were presented and reviewed. They were approved. The FY 18/19 Per Grant Capita focusing on Safety and Security was looked at. There are updates and additions that will be made to the library's current disaster management plan.

Adjournment at 8:15 PM on a Pohlman/Wood motion/carried.

Next Meetings: November 16, 2017 at 7:00 PM

Future meetings:

No December meeting planned

January 18, 2018

February 15, 2018

Harvard Diggins Library Directors Report

For period: September 22 – October 19

Submitted by: Karen Sutera

At the library this month:

- The Friends of the Harvard Diggins Library had a successful book sale September 21 – 23, raising \$465 in support of library projects. They continue to seek new members to help with fund raising.
- The Mexican Independence Day celebration held Saturday, September 16 was a success. Over 100 visitors enjoyed performances by Ballet Folklorico and Mariachi Latino as well as food provided by La Cocina de Emma. Feedback from attendees was positive with many remarking they look forward to another celebration next year.
- Work on the teen space renovation continues at a much slower pace than desired. Only one bid was received when the project was put out for bid in April. The project was put out for rebid in September but has generated little to no interest. At this time, the design will be finalized with the StudioGC designer and furnishings ordered. However, the core electrical, construction, paint and carpet work will most likely be bid with local contractors and managed internally. This will slow the project even further and put additional work on staff but should save money in the long run.
- Per capita grant funding from the State of Illinois is still pending. At stake is roughly \$7,200 which is earmarked for collection development. At this time, collection purchases of books, DVD's and other materials have been slowed until the funding arrives.
- The Northern Illinois Cooperative (NIC), of which the library is a member, has updated consortia governance documents and will approve them at the October 27 meeting. However, the documents will not be acted upon until the North Suburban Library District completes its ILS strategic plan. That is anticipated to be complete in November, at which time the remaining consortia members will be better able to determine the future of an ILS upgrade.
- An issue arose with the network panel mid-month that has not been fully resolved. For an unknown reason, the network panel lost all power, resulting in no access to the Internet or w-fi. Initial diagnostics indicated the cause is an electrical issue although Stateline Technologies is also evaluating whether the issue with the UPS power backup. At this time, the problem is being monitored closely.

Facility Maintenance:

- The first phase of the landscaping update is complete. Three ash trees were removed from the east side of the campus as well as the ground cover and sumac on the west side. Six swamp white oaks were planted, three around the veteran's memorial, two in the front and one in the rear of the library. Grass seed was planted in place of the ground cover. Many thanks to the Friends of the Library who provided the funding for the projects.
- The drywall ceiling in the children's area that was impacted by a leak this past spring is pending repair. Andersons Drywall, who will complete the repairs, are backlogged with work.
- Northern Mechanical visited in early October for seasonal maintenance and discovered belts were needed in three air handlers, one air handler was leaking Freon and a third required a valve

change. No cost estimate for this work has been received yet. Repairs will be scheduled as soon as possible.

- Library staff are working with Signcrafters to finalize the entry sign.

A slice of library life:

Teen librarian Mary Newman recently hosted a program for teens called Create Your Own Comic. Attendees made and share their comic then left. A week later, one of the teens returned to the library with a more elaborate comic and asked to use the supplies so that she could continue her work.

September 2017 Library Statistics

| | This month | Prior year |
|------------------------------|---------------|-------------|
| No of patron visits | 4,825 | 4,681 |
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| | | |
| *Programs offered in Sept. | # of programs | # attending |
| Adult | 5 | 203 |
| Teens | 3 | 22 |
| Kids | 5 | 89 |
| | | |
| | | |
| Total physical items circ'd | 4,115 | |
| Total digital items circ'd | 264 | |
| | | |
| | | |
| # item received in delivery | 1,186 | |
| # items sent out in delivery | 1,061 | |
| | | |

**Programs offered in September included Mexican Independence Day, Dave DiNaso's Reptile World, preschool storytimes, and art/craft sessions for kids and teens.*