

## **HARVARD CITY LIBRARY BOARD MINUTES**

### **March 18, 2021**

**Call to order:** The meeting was called to order at 7:00 PM by President Ann Almgren. Also present were board members Trent Bruha, Linda Dikun, Lisa Haderlein, Heather Kriete, Kelly Wood, and Librarian Karen Sutera. Community member Jessica Reuter was also in attendance.

Board member Cindy Reese has requested a six-month leave of absence from the Library board to focus her attention on health issues. A motion was made by Linda Dikun, seconded by Trent Bruha, to approve the leave request. Motion carried unanimously.

**Meeting Minutes:** The minutes from the February, 2021 meeting were presented for approval. With no changes needed, a motion was made by Lisa Haderlein, seconded by Kelly Wood, to approve the minutes as presented. Motion carried.

**Review and approval of bills:** Bills for March, 2021 were presented by Director Sutera. A motion was made by Linda Dikun, seconded by Trent Bruha, to approve payment of the bills as presented. Motion carried.

**Citizen's comments:** None

**Financial Reports:** Director Sutera presented the financial reports. Property tax revenue increased slightly, reducing the shortfall to about \$34,000. The Library received an impact fee of \$105 from a new home construction project. The Diggins Board funded the purchase of a new laminator for use in preparing StoryWalk materials at a cost of \$2,451.01.

**Librarian's Report:** Director Sutera presented the Librarian's report. See attached. Some highlights from the report: the StoryWalk sponsorship form is now on the Library website, Blue Ribbon Electrical replaced ballasts and bulbs in the pendant light fixtures in the main area of the library at a cost of \$5,550, less than estimated.

**Old Business:** No changes were made this month in response to COVID-19.

#### **New Business:**

##### *Approve FY 21/22 Non-resident fee*

The board reviewed the proposal to keep the non-resident library card fee at \$130 per year for FY 21/22. Linda Dikun made a motion, seconded by Kelly Wood, to keep the fee at \$130 per year. Motion carried.

##### *Compile capital project list for FY 22/23 and beyond.*

Board members spend the remainder of the meeting walking through the building reviewing the list of capital projects that need attention or are on the enhancement wish

list. At the conclusion of the walk-through, board members were asked to spend time before the next meeting considering which projects to prioritize. At the April board meeting, a final list will be compiled which will then be given to StudioGC for project estimates. Once the board has estimates, a level of funding can be determined.

The meeting was adjourned at 9:00pm on a motion by Kelly Wood, seconded by Trent Bruha, and carried unanimously.

Respectfully submitted,  
Karen Sutura, Director

Next meetings: April 15, 2021  
May 20, 2021  
June 17, 2021  
July 15, 2021  
September 16, 2021  
October 21, 2021  
November 18, 2021

# Harvard Diggins Library Directors Report

For period: February 19, 2021 – March 18, 2021

Submitted by: Karen Sutera

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## *At the library this month:*

- One year ago on Tuesday, March 17, the Library closed its doors to the community due to the COVID-19 pandemic. This did not mean the library was closed completely, as digital books, audiobooks, and magazines were available for checkout. Library staff began offering virtual storytimes which were available via the Library's new YouTube channel. Library service resumed in late May with curbside pickup continuing through late June when door reopened to in-person library visits.
- All programming continues to be virtual. No in-person programming is planned until summer as part of the summer reading program. Visitor count has seen a slight uptick as the weather had become milder but attendance continues to be lower than prior years.
- The StoryWalk donation form was added to the Library's website. A donation has already been received which is for the March story. We are very grateful to the donor as it helps defray the cost of purchasing the books and supplies for the walk. A second set of acrylic inserts were ordered for the StoryWalk which will make changing the story much easier.
- The FY 21/22 budget was submitted to the City.
- FY22 Per Capita grant was submitted to the Illinois State Library.
- Planning for the 2021 Reading Colors Your World summer reading program is underway. At this time, in-person programs will be offered but they will all be outdoors. Some virtual programs will also be offered.
- Efforts are underway to coordinate a library workers vaccination day for McHenry County library staff. This would take place either at a McHenry County library or one of the existing county vaccination sites.

## *Facility Maintenance/Capitol Projects:*

- Blue Ribbon Electrical was at the Library on March 4<sup>th</sup> and 5<sup>th</sup> to replace ballasts and lights in the hanging light fixtures. Cost for the project was \$5,500 which came in less than the original \$7,589 quote.
- A portion of the plaza was damaged due to snow plowing this winter. The affected area is at the junction where the plaza meets the sidewalk. Ron Finke of Finke Concrete has been contacted for a repair estimate.
- Tom LaFontaine of LaFontaine Enterprises visited the library to inspect the back receiving door. The door swells when the sun shines on it, making it inoperable. Tom suggested that the inner door edge have some of the steel removed via grinding in an effort to give it some room for expansion. He will visit the Library later in March with a grinder to complete the work. Rough estimate of cost is \$300.

## February 2021 Library Statistics

*Since all programs are virtual at this time, the program statistics reflect either participation in the virtual program, views of a recorded program, or counts of participants who picked up craft kit supplies.*

	This month	Prior year
No of patron visits	967	3,286
<b>*Programs offered in December</b>	<b># of virtual programs</b>	<b># attending/viewing</b>
Adult	5	12/20/0
Teens	3	0/20
Kids	11	53/42/44
Family		
Total physical items circ'd	1,582	
Total digital items circ'd	412	
# item received in delivery	972	
# items sent out in delivery	815	

*\*Due to the COVID-19 pandemic, only virtual programs were offered in February. These included programs for adults on pet care and meditation, teen take-and-make crafts, storytime videos, cooking videos for kids and a homeschool book club and Among Us gaming.*