

HARVARD CITY LIBRARY BOARD MINUTES

May 20, 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, Lisa Haderlein, Heather Kriete, Kelly Wood, and Library Director Karen Sutera. Community members Jessica Reuter, Michelle Faler, and Faith Bennett were also in attendance.

Meeting Minutes: The minutes from the April, 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 May, 2021 were presented by Karen Sutera. The issue with monthly Nicor Gas billing was resolved. Nicor made a rate change in January that caused the Library to be removed from the City of Harvard municipal aggregate. This triggered monthly bills for usage. The problem was remedied and a credit of \$974.68 issued to the Library. A motion was made by Heather Kriete, seconded by Lisa Haderlein, to approve payment of the bills as presented. Motion carried.

Citizen's comments: None

Financial Reports: Karen Sutera presented the April financial reports. These reports reflect the ending balances for the FY 20/21 fiscal year. Property tax revenue ended the year short by roughly \$30,000. All other fund balances were positive. The board will need to keep a close watch on property tax revenue throughout FY 21/22 to monitor how deep the tax revenue shortfall continues into the new fiscal year.

Librarian's Report: Karen Sutera presented the Librarian's report. See attached. Some highlights not included in the report: An estimate for landscaping the StoryWalk was received from Harvard Nursery. There are a few questions regarding the quote which, once resolved, will allow fund raising to begin to defray the cost of the project. Karen Sutera will attend the Park board meeting on Monday, June 7 to introduce the topic of use of the library and pool parking lots as through-ways by community members. This increases wear and tear on surfaces that were not designed to sustain such use. The purpose of introducing the topic with the park board is to determine how best to proceed with long-term planning for both spaces. The quarterly roof inspection revealed openings in seams on the coping surrounding the flat roof. Repairs were made totaling \$1,765 which will extend the life of the roof and prevent future leaks.

Old Business: The CDC recently updated mask use guidelines allowing vaccinated people to refrain from wearing masks in certain instances. After consideration, a decision was made to continue asking library visitors to wear masks when visiting the Library. This reflects the cautious approach the Library has taken throughout the pandemic. When mask use is lifted for all individuals, vaccinated and unvaccinated, the mask requirement will be removed. To date, there have been no complaints with the mask requirement.

New Business:

Review proposal from Meristem Advisors for financial analysis

The board reviewed the engagement letter from Jamie Rachlin of Meristem Advisors to perform a financial analysis of the Library's income and expenses in relation to funding for planned capital projects. Discussion followed regarding the benefits of knowing where the library stands financially now and in the coming years. A suggestion was made to ask the attorney for the City of

Harvard to review the letter. A motion to approve the letter after a positive review by the City attorney was made by Trent Bruha and seconded by Lisa Haderlein. Motion carried.

The meeting was adjourned at 8:15pm on a motion by Kelly Wood, seconded by Trent Bruha, and carried unanimously.

Respectfully submitted,
Karen Sutura, Director

Next meetings: June 17, 2021

July 15, 2021

September 16, 2021

October 21, 2021

November 18, 2021

Harvard Diggins Library Directors Report

For period: April 16, 2021 – May 20, 2021

Submitted by: Karen Sutera

At the library this month:

- With COVID-19 restrictions loosening in the state, the Library is making similar adjustments. Additional chairs will be added to tables and some armchairs will be moved to the adult, teen, and kids areas. Public computer reservations have been eliminated so that patrons may use their library card to access the computers. The computer use time limit remains at one hour but will be extended to the pre-COVID time of 2 hours per card holder in the fall. Bathrooms are open for public use. All materials quarantine has been eliminated and the indoor book drop reopened. Staff continue to clean high-touch surfaces regularly, including computer stations. Masking, social distancing and hand sanitizing protocols are still in place.
- Beginning with events in June, we will welcome patrons back to in-person outdoor events. In the event of inclement weather, a decision will be made for each event regarding whether to cancel the event or host the event virtually. All event participants will be asked to wear masks and social distance while outdoors.
- This month, library staff were happy to welcome Jefferson School students back to the library for end-of-school year visits. The students enjoyed listening to a story and learning about the summer reading program.
- The 2021 Reading Colors Your World summer program is ready to launch. The goal with this year's program is to welcome people back to the library, both indoors for browsing and outdoors for events.
- Director Karen Sutera met with Craig Meadows of StudioGC to discuss the proposed rear patio design and plans for future capital projects. Craig suggested Karen contact Jamie Rachlin of Meristem Advisors to help project the Library's cash flow in the coming years. This will help determine how much financing the Library will be able to comfortably secure.
- A quote for landscaping the StoryWalk was received from Harvard Nursery. Karen will share the quote with Ryan Knop of the Parks department and coordinate making the landscape happen.

Facility Maintenance/Capitol Projects:

- Custodian Linn Heithoff painted the rear receiving door on Tuesday, May 11. Color chosen is a light cream color to coordinate with the building trim. It appears that this is helping prevent the door from swelling when the sun shines on it, although it is too early to tell if it is fully effective. Once outdoor temperatures begin to increase, staff will be able to tell if the lighter color solves the sticking problem.

April 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	1,119	0
*Programs offered in April	# of virtual programs	# attending/viewing
Adult	4	12/11/0
Teens	3	0/20
Kids	15	62/30/42
Family		
Total physical items circ'd	1,581	
Total digital items circ'd	382	
# item received in delivery	932	
# items sent out in delivery	963	

**Due to the COVID-19 pandemic, only virtual programs were offered in April. These included programs for adults on best new plants for the garden, adult and teen take-and-make crafts, a teen gaming session, storyline videos, homeschool book club and Among Us gaming.*

FY 20/21 Program Totals

This year, library reporting rules were changed to account for virtual programming. Active programs were those in which participants either met in person or met virtually in a webinar format such as Zoom. Passive programs were videos or take-and-make crafts for which no physical participation was required. Passive program totals reflect number of craft kits picked up and number of views of videos,

	No. of Programs	No. of Attendees
Adult Active Programs	31	275
Adult Passive Programs	22	378
Teen Active Programs	10	0
Teen Passive Programs	26	224
Kids Active Programs	54	379
Kids Passive Programs	55	749
Family Active Programs		
Family Passive Programs	5	78