

HARVARD CITY LIBRARY BOARD MINUTES

January 16, 2025

Call to Order: The meeting was called to order at 7:00 PM by President Ann Almgren. Also present were board members Trent Bruha, Heather Kriete, Michelle Faler, John Lavallee, Jessica Reuter, Ivy Talaga, Library Director Karen Sutera, and Sarah Thompson, who is a new board member pending City Council approval.

Meeting Minutes: The minutes for the November 2024 City Library Board meeting were presented for approval. With no changes needed, John Lavallee made a motion to approve the minutes as presented, which Jessica Reuter seconded. Motion carried.

Citizens Comments: None

Review and Approval of Bills: The December 2024 bills were already paid but were still presented by Karen Sutera as they required formal approval. \$1,280.00 was owed to NIR Roof Care for repairing the leak on the east side of the roof. The bill for \$500.00 from J. Sanchez Landscaping was for plowing and salting on November 21 and December 4. President Ann Almgren submitted signed approval for the December 2024 bills totaling \$3,796.72. However, this total did not include the third renovation loan payment in the amount of \$25,829.49 that was owed to Sauk Valley Bank, so it required separate signed approval from Ann. The January 2025 bills were also presented by Karen Sutera. \$1,250.00 was owed to J. Sanchez Landscaping for plowing and salting on multiple dates. Premistar was owed a total of \$2,663.76 for quarterly preventative maintenance and two service calls on December 19 and January 6. The December 2024 bills totaling \$29,626.21 and the January 2025 bills totaling \$5,465.54 were approved for payment on a motion by Heather Kriete, which Trent Bruha seconded. Motion carried.

Review Financial Reports: Karen Sutera presented a summary of the January 2025 financial reports. As of the date of the January City Library Board meeting, there were four months left of FY 24/25. Regarding the City Account, all expected local property tax revenue has been received despite some late payments. The salary budget line is lower than anticipated since the custodian position was not filled. The health insurance should be on budget by the end of the fiscal year. The Fines and Diggins Accounts are within budget. As the account is dormant, Ivy Talaga made a motion to approve the closing of the Head Librarian Account, which was seconded by Jessica Reuter. The balance of \$900.00 that was in the Head Librarian Account will be transferred to the Fines Account and used for small library purchases.

Committee Reports: Technology Committee: No meeting. Friends of the Library: No updates as of the date of the January 2025 City Library Board meeting.

Librarian's Report: Karen Sutera presented the librarian's reports for December 2024 and January 2025. The Diggins Construction Christmas Party was a success with 116 guests. Thank you to City Library Board members Jessica Reuter and Trent Bruha for helping with the event. Karen met with a representative from ComEd who completed an energy assessment of the library. The City of Harvard is conducting a compensation study for all their City positions, which includes the library. The City of Harvard is paying for this compensation study, which will help with the development of the library's job descriptions and the determination of staffing compensation. The library's staff are preparing for the fourth annual Library Lovers Expedition, which is scheduled to begin on February 1 and end on March 31. There was no heat in the study rooms in late December and early January due to the malfunction of Air Handler Unit 1. Premistar repaired the handler, and the study rooms are properly heated.

Old Business: *Community Survey Update:* Karen Sutera will resend a link to the Google form with the Library Patron Survey to the City Library Board as some members did not get the chance to review the survey. The board members will take the survey multiple times and provide feedback to Karen, who will use the board's critiques to create a final version of the survey that will be distributed to the public.

New Business: *New Board Member Sarah Thompson Pending Approval by the City Council:* The City Library Board's new member Sarah Thompson attended January's City Library Board meeting. Sarah will become an official member of the City Library Board when her appointment is approved at the next City Council meeting.

Review Proposal from NIR Roof Care for the East Roof Valley Replacement: The board reviewed NIR Roof Care's proposal for replacing the east roof valley. Karen Sutura informed the board that there is plenty of money for this repair and that NIR Roof Care works year-round. NIR Roof Care recommends replacing the east roof valley as the shingles are buckling due to valley metal nails starting to pop. NIR also recommends replacing the currently installed 12-inch-wide valley metal with valley metal that is 20 to 24 inches wide for added protection. The contract price for this roof repair is listed as \$7,925.00 on NIR Roof Care's proposal. Heather Kriete made a motion to approve the proposal from NIR Roof Care for replacing the east roof valley, which Ivy Talaga seconded. Motion carried.

Finalize FY 25/26 Budget: The board reviewed the FY 25/26 budget. Tax revenue is anticipated to increase by \$9,000.00, and the corporate replacement tax is expected to be lower by about \$8,000.00. The library's cash on hand is estimated to be \$150,000.00, which can be used for capital projects in FY 25/26 such as sealcoating the parking lot, adding a gravel walking path by the wildflower garden, painting the whole library, cleaning the library's carpets, and replacing the exterior bollard lights with three-bulb post lights. While we can use the \$150,000.00 of cash on hand for whatever projects we prioritize, we cannot change our minds and reallocate those funds to something else. Once we commit funds to the capital reserve, we must use those funds for capital projects. The electricity/utilities expenses are expected to decrease from \$2,000.00 in FY 24/25 to \$1,000.00 in FY 25/26 due to the library's transition to VoIP phones. Principal payments will decrease from \$52,000.00 in FY 24/25 to \$48,000.00 in FY 25/26, and the technology expenses are expected to increase from \$10,000.00 in FY 24/25 to \$12,500.00 in FY 25/26 due to the planned purchase of new computers for the kids' area. The current Library Director Karen Sutura will be retiring at the end of this year. It is anticipated that the new Library Director will be offered an approximately \$65,000.00 salary and the family health insurance plan. Due to the expected increase of the Library Director's salary, there is a \$12,400.00 shortage in the salary budget line for FY 25/26. As the buildings/grounds budget line is at a comfortable \$60,000.00, it will be adjusted to accommodate the \$12,400.00 shortage. Heather Kriete made a motion to approve the FY 25/26 budget as presented, which Jessica Reuter seconded. Motion carried.

With no further business to discuss, the meeting was adjourned at 8:11 PM via a motion by Jessica Reuter that was seconded by Ivy Talaga and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary