

Agenda for Solon Library Board Meeting
Monday, May 20, 2024 @6:30 pm

Zoom Invite: <https://us02web.zoom.us/j/85236336252>

Meeting ID: 852 3633 6252

Call to order

Approval of the agenda

Approval of the minutes

- April 29, 2024

Citizen's Speak

Welcome to Johnson County Supervisor V. Fixmer-Oraiz

Committee reports

- Building
- Finance
- Johnson County Liaison
- City Liaison
- Board of Trustees Continuing Education

Directors Report

Approval of Bills

- May 2024

Review of Foundation report (N/A: Foundation Meeting 5/22/24)

Old Business

- Directors Evaluation Process/Timeline

New Business

- Policy Review: Internet Use Policy, Public Computer Use Policy
- Printer Leasing Quotes for Patron Printer
- Staffing Update: Teen Services Librarian Position and Seasonal Library Clerk Position
- Board Continuing Education Suggestion:
 - All Iowa Reads Virtual Author Visits [All Iowa Reads Registration](#)
Click the dates below to register for each event.
 - [June 11, 6:30 - 7:30 p.m.](#), Diane Wilson, The Seed Keeper
 - [June 12, 2:00 - 3:00 p.m.](#), Celia C. Pérez, Tumble
 - [June 12, 4:00 - 5:00 p.m.](#), Samira Ahmed, Hollow Fires

Closed Session for Director Evaluation

Next Meeting: **Monday, June 24, 2024 at 6:30 pm**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes April 29, 2024

Call to Order

The regular meeting of the Solon Public Library Board was called to order by Sandy Lawrence at 6:30 p.m.

Present

Sandy Lawrence, Bill Christensen, Janet Salathiel, Char Cosgrove, Steve Fisher, Cole Gabriel (City Liaison), Liz King (Library Director)

Absent

Jen Fetzer, Matthew Hanes

Approval of Agenda

The agenda was unanimously approved. (Bill/Janet)

Approval of Minutes

The minutes of the March 25, 2024 Meeting were unanimously approved. (Steve/Bill)
The minutes of the April 15, 2024 Special Meeting were unanimously approved as corrected to include unanimous approval of the CD renewal plan. (Janet/Steve)

Citizen's Speak and Correspondence

Correspondence: Liz shared with us some of the cards the Library received from patrons during National Library Appreciation week. There was also a thank you from St Luke's Foundation for the Library's donation of 100 large print books.

Consultant Shana Stuart shared the completed Space Assessment/Utilization Report she conducted. She briefly ran through some of her findings and encouraged the board to read the complete report.

Committee Reports

- **Building:** No report
- **Finance:** No report
- **Johnson County Liaison:** County Supervisor V. Fixmer-Oraiz, unable to attend our meeting, will try again in May.
- **City of Solon Liaison:** No report

Board of Trustees Continuing Education: Sandy reported on the Boardroom Series, Basically Incredible Boards. Bill attended the April 18th Lunch with the State Librarian about the program Bridges.

Library Director's Report

The Solon Public Library Board

A written report is included in the Board packet. Liz brought to the board's attention the highlighted portions of the SPL Strategic Plan Timeline Tracker. These portions were descriptions of actions taken in 2024 to reach monthly objectives on the Strategic Plan Timeline.

Approval of Bills

The bills for April 2024 were unanimously approved. (Char/Steve)

Review of Foundation Report

The Foundation Reports for March and April were reviewed.

Old Business

- **Directors Evaluation Process/Timeline.** An overview of the process was discussed. Completed evaluations forms should be turned in to the Library or emailed to Sandy by May 13th.

New Business:

- **Policy Review: Display Policy (New policy).** The policy was reviewed, discussed, and unanimously approved. (Char /Steve)
- **Seasonal Library Clerk Position:** A new seasonal library clerk position was reviewed, discussed and unanimously approved. (Bill /Janet)
- **FY24 Budget Amendment:** Liz reported that she requested a FY24 Budget Amendment in the amount of \$4000 for building maintenance to help cover the unexpected expense of the radon remediation project.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration

Next Month's Agenda

- **Library Director Review**

Adjournment

The meeting was adjourned at 8:02 p.m. (Steve/Char)

Next Meeting

Regular Meeting: Monday, May 20, 2024 at 6:30 p.m.

Submitted by

Char Cosgrove

Director's Report May 2024

In May I attended regular meetings with the City Council, the Friends of the Library, and will attend the Solon Public Library Foundation scheduled for 5/22/24. I also continue to attend regular City Department Head Zoom meetings and monthly meetings with Public Works Director Scott Kleppe. The Friends of the Library have been very pleased with the garage sale registration process using the new online Google registration form Megan created for them. They will provide the garage sale listing and map by Thursday, May 30th, and they will be hosting a sale in our Meeting Room on Friday 5/31 & Saturday 6/1. I attended the SHS Awards Night at the end of April to assist with presenting the Foundation's Don Ochs Scholarships to Seniors Jamison Grimm and Kate Richards. We have invited the two recipients to our May 22 Foundation Board Meeting. We created a library basket of goodies for the annual Firefighters' Breakfast to help with their fundraiser.

May programming included a month of location-themed Storytimes, time for teens to hang out at Switch & Social, and a Teen Advisory Board Pizza Party while wrapping toilet paper donations for the Solon Food Pantry. Alexis hosted Talking Tea with Judith Leavitt and it was attended by tea lovers of all ages. Be sure to check out the book by the same name in our collection. Lily hosted our annual "May the 4th Be With You" Star Wars themed program. Madison collaborated with the Solon High School Video Game Club to host a Super Smash Bros. Tournament. The large glass display case was transformed into an art gallery showcasing the work of our talented after school Drawing Club. We wrapped up the year of afterschool programming on Thursday, May 16th with the very popular Cardboard Construction activities. Alexis's DIY felt cactus class engaged adults and teens who each left with an adorable and easy to care for potted cactus. The final weeks of May will find Lily and Madison hosting 6th grade classes at the library and providing outreach to Lakeview and SIS to highlight our upcoming Summer Reading Program.

We are in the process of replacing our patron printer due to poor performance after over 85,000 copies since the November 2021 purchase. We reached out to local libraries and spoke with our City Clerk about their printer leasing companies. We hope to have a decision soon to be able to resume providing excellent printing options for our patrons and staff.

We wish to congratulate Madison Knupp, Teen Services Librarian, on the completion of her Master's Degree in Library and Information Sciences from the University of Iowa! She has accepted a job offer to be an Instruction Librarian at Embry Riddle Aeronautical University in Daytona, FL. Her last day will be June 6th. We thank Madison for her role in our teen programming and serving our community and wish her the best as she transitions into her new position.

We will be interviewing potential Seasonal Library Clerk candidates on Thursday 5/23 with the goal of providing local youth (16+) an opportunity to work in a library and assist our staff at the circulation desk during our very busy summer. We will begin searching for a new Teen Services Librarian as our schedule allows.

June is all about Summer Reading Fun! The theme this year is "Read, Renew, Repeat!" and will include engaging activities and prizes for patrons of all ages (birth through adult). We will be hosting a Kick-off Party on Thursday, May 30th at 5:30 pm. Join us outside the Library to enjoy popcorn, activities, a foam party and pick up your summer reading materials to get started.

We look forward to seeing everyone at the Library this summer!

Sincerely,

Liz King
Director, Solon Public Library

Patron PC Logins by Day and Hour

Dates: Monday April 1, 2024 - Tuesday April 30, 2024 Times: 9:00am to 7:00pm

Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev
Mon Apr 1	0	0	1	0	0	0	0	0	1	0	1	0	3	0	0	1	0	1
Tue Apr 2	0	3	0	1	0	1	1	0	0	3	0	0	8	1	0	3	0	1
Wed Apr 3	0	0	1	0	0	0	0	4	7	1	0	0	13	1	0	7	0	2
Thu Apr 4	0	0	1	2	1	17	17	5	2	1	0	46	4	0	17	1	0	7
Fri Apr 5	1	1	0	0	1	0	2	0	0	0	0	5	1	0	2	0	0	1
Sat Apr 6	2	2	1	1	1	0	2	2	0	0	0	11	1	0	2	1	0	1
Sun Apr 7	0	0	0	0	0	0	0	0	0	0	3	3	0	0	3	0	0	1
Mon Apr 8	1	1	0	1	1	0	4	1	0	0	0	9	1	0	4	1	1	1
Tue Apr 9	0	2	0	0	0	1	0	0	1	1	0	5	1	0	2	0	0	1
Wed Apr 10	0	0	0	0	0	0	4	5	1	0	0	10	1	0	5	0	0	2
Thu Apr 11	2	2	0	0	5	22	13	2	0	2	0	48	4	0	22	2	2	7
Fri Apr 12	2	2	0	0	1	2	5	3	0	0	0	15	1	0	5	1	0	2
Sat Apr 13	0	2	5	0	0	0	0	0	0	0	0	7	1	0	5	0	0	2
Sun Apr 14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 15	2	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0	1
Tue Apr 16	0	3	0	0	0	0	0	0	2	0	0	5	1	0	3	0	0	1
Wed Apr 17	1	0	0	0	0	5	8	3	1	0	0	18	2	0	8	0	0	3
Thu Apr 18	0	1	1	0	4	20	20	9	0	1	0	56	5	0	20	1	0	8
Fri Apr 19	0	0	1	1	0	0	3	0	0	0	0	5	1	0	3	0	0	1
Sat Apr 20	0	0	4	5	2	0	0	0	0	0	0	11	1	0	5	0	0	2
Sun Apr 21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 22	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Tue Apr 23	0	2	2	1	0	0	5	1	0	0	0	9	1	0	5	0	0	2
Wed Apr 24	0	1	2	2	1	0	5	5	1	0	0	17	2	0	5	1	0	2
Thu Apr 25	0	0	0	1	9	15	15	7	2	0	0	49	5	0	15	1	0	6
Fri Apr 26	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sat Apr 27	0	2	2	4	3	0	0	0	1	0	0	12	1	0	4	0	0	1
Sun Apr 28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 29	0	0	0	0	0	0	2	1	0	0	0	3	0	0	2	0	0	1
Tue Apr 30	1	5	0	0	0	0	1	0	0	0	0	7	1	0	5	0	0	2
Total	12	30	20	19	30	77	102	65	14	7	3	379						
Average	0.4	1	0.7	0.6	1	2.6	3.4	2.2	0.5	0.2	0.1							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	5	5	5	9	22	20	9	3	3	3							
Median	0	0.5	0	0	0	0	0.5	1	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Dev	0.7	1.2	1.2	1.2	1.9	6.3	5.4	2.8	0.8	0.5	0.5							

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	A	B	C	D	E	F
1	Title	Age	Type	Site	Category	In-person Attendees
2	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	21
3	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	19
4	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	13
5	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	18
6	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	16
7	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	20
8	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	23
9	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	20
10	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	18
11					Total Chair Yoga	168
12	Coffee Craft & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	10
13	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	12
14	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	13
15	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	12
16					Total Coffee & Conversations	47
17	Adult Game Night	Adult (Ages 19+)	In Person	On Site	Adults	7
18	Book Club: Firekeeper's Daughter	Adult (Ages 19+)	In Person	On Site	Adults	6
19	Cookbook Club: Tea Party	Adult (Ages 19+)	In Person	On Site	Adults	12
20	DIY Night: Sunflower Wreaths	Adult (Ages 19+)	In Person	On Site	Adults	10
21	KNIT LIT: The Knitters Book of Yarn	Adult (Ages 19+)	In Person	On Site	Adults	5
22	Local Libraries LIT: Virginia Sole-Smith	Adult (Ages 19+)	Live Virtual	Virtual	Adults	0
23	Mental Health 101 Series: Nature Therapy	Adult (Ages 19+)	In Person	On Site	Adults	6
24	Solon Retirement Village Outreach: Music Time with Gloria	Adult (Ages 19+)	In Person	Off Site	Off Site	15
25	Tech Talk : A-Z Travel	Adult (Ages 19+)	In Person	On Site	Adults	4
26	TRIVIA NIGHT	Adult (Ages 19+)	In Person	On Site	Adults	18
27					Total Adult Participants	298
28	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Passive	All Ages	3
29	Baby Time	Children (Ages 0-5)	In Person	On Site	Babies	5
30	Baby Time	Children (Ages 0-5)	In Person	On Site	Babies	11
31	Baby Time	Children (Ages 0-5)	In Person	On Site	Babies	3
32	Baby Time	Children (Ages 0-5)	In Person	On Site	Babies	5
33	Baby Time	Children (Ages 0-5)	In Person	On Site	Babies	8
34					Total Baby Time	32
35	Lakeview Outreach Storytime - 2 groups with Heather Wyjack	Children (Ages 0-5)	In Person	On Site	Storytime	92
36	Saturday Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	13
37	Storytime: What?	Children (Ages 0-5)	In Person	On Site	Storytime	19
38	Storytime: When?	Children (Ages 0-5)	In Person	On Site	Storytime	21
39	Storytime: Where?	Children (Ages 0-5)	In Person	On Site	Storytime	41
40	Storytime: Who?	Children (Ages 0-5)	In Person	On Site	Storytime	26
41	Storytime: Why?	Children (Ages 0-5)	In Person	On Site	Storytime	31
42					Total Storytime	243
43	BAM POW: Build It! Robots & Kids Coding	Children (Ages 6-11)	In Person	On Site	Youth	28
44	BAM POW: Make It! Piggy Banks	Children (Ages 6-11)	In Person	On Site	Youth	26
45	BAM POW: Play It! BINGO	Children (Ages 6-11)	In Person	On Site	Youth	39
46	BAM POW: Watch It! Madagascar [PG]	Children (Ages 6-11)	In Person	On Site	Youth	31
47					Total Early Out Thursday Program	124
48	Drawing Club	Children (Ages 6-11)	In Person	On Site	Youth	19
49	Drawing Club	Children (Ages 6-11)	In Person	On Site	Youth	14
50	Drawing Club	Children (Ages 6-11)	In Person	On Site	Youth	22
51	Drawing Club	Children (Ages 6-11)	In Person	On Site	Youth	20
52					Total Drawing Club	75
53	April Coloring Challenge	General Interest	Passive Program	Passive	All Ages	90
54	Fun For All Night	General Interest	In Person	Off Site	Off Site	81
55	Let's Go LEGO!	General Interest	Passive Program	Passive	All Ages	17
56	Anime Adventures	Young Adult (Ages 12-18)	In Person	On Site	Teens	0
57	CATS: DIY Artificial Terrariums	Young Adult (Ages 12-18)	In Person	On Site	Teens	5
58	CATS: DIY Balloon Animals	Young Adult (Ages 12-18)	In Person	On Site	Teens	17
59	Lotus Lanterns	Young Adult (Ages 12-18)	In Person	On Site	Teens	17
60	Sticky Note Debate	Young Adult (Ages 12-18)	Passive Program	Passive	Teens	7
61	Switch & Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	14
62	Switch & Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	9
63	Switch & Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	5
64	Switch & Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	9
65	Switch & Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	11
66	Teen Advisory Board Meeting	Young Adult (Ages 12-18)	In Person	On Site	Teens	5
67	Teen Library Book Bundle	Young Adult (Ages 12-18)	Passive Program	Passive	Teens	2
68	Teen Volunteer Pizza Party	Young Adult (Ages 12-18)	In Person	On Site	Teens	0
69					Total Teens	101

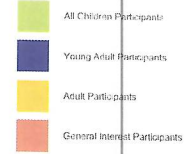
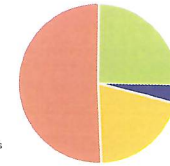
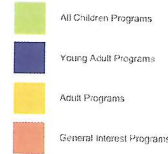
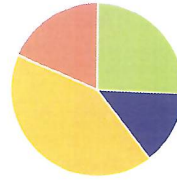
Solon Public Library

July, 2023 - April, 2024

July

Overview

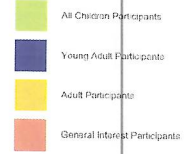
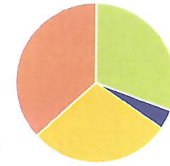
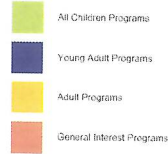
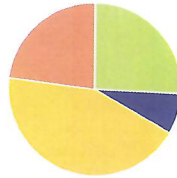
All Children Programs	11	25.58%	All Children Participants	341	25%
Young Adult Programs	6	13.95%	Young Adult Participants	52	3.81%
Adult Programs	18	41.86%	Adult Participants	279	20.45%
General Interest Programs	8	18.6%	General Interest Participants	692	50.73%
Total Programs	43		Total Participants	1364	



August

Overview

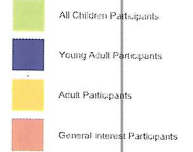
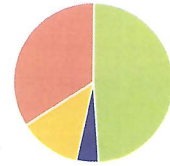
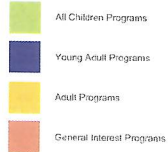
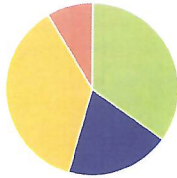
All Children Programs	10	25.64%	All Children Participants	277	30.47%
Young Adult Programs	3	7.69%	Young Adult Participants	36	3.96%
Adult Programs	17	43.59%	Adult Participants	261	28.71%
General Interest Programs	9	23.08%	General Interest Participants	335	36.85%
Total Programs	39		Total Participants	909	



September

Overview

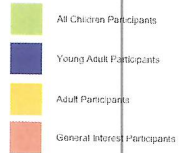
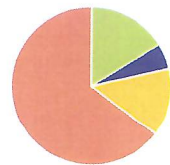
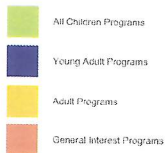
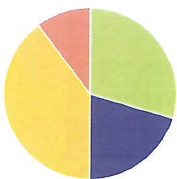
All Children Programs	16	34.78%	All Children Participants	954	48.85%
Young Adult Programs	9	19.57%	Young Adult Participants	87	4.45%
Adult Programs	17	36.96%	Adult Participants	244	12.49%
General Interest Programs	4	8.7%	General Interest Participants	668	34.2%
Total Programs	46		Total Participants	1953	



October

Overview

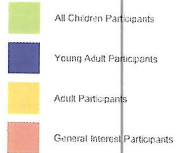
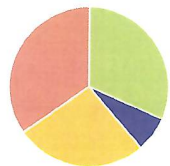
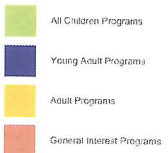
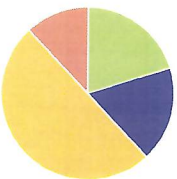
All Children Programs	17	29.31%	All Children Participants	356	15.98%
Young Adult Programs	12	20.69%	Young Adult Participants	117	5.25%
Adult Programs	23	39.66%	Adult Participants	307	13.78%
General Interest Programs	6	10.34%	General Interest Participants	1448	64.99%
Total Programs	58		Total Participants	2228	



November

Overview

All Children Programs	10	20%	All Children Participants	301	31.35%
Young Adult Programs	9	18%	Young Adult Participants	70	7.29%
Adult Programs	25	50%	Adult Participants	255	26.56%
General Interest Programs	6	12%	General Interest Participants	334	34.79%
Total Programs	50		Total Participants	960	



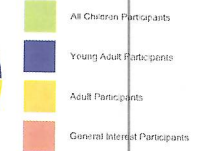
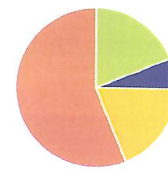
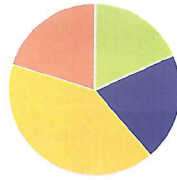
Solon Public Library

July, 2023 - April, 2024

December

Overview

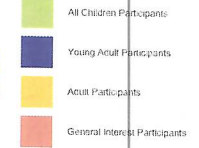
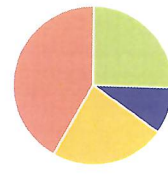
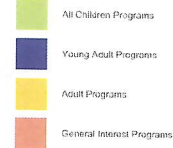
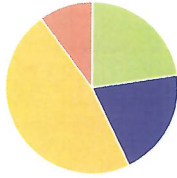
All Children Programs	8	18.18%	All Children Participants	211	18.84%
Young Adult Programs	9	20.45%	Young Adult Participants	69	6.16%
Adult Programs	18	40.91%	Adult Participants	210	18.75%
General Interest Programs	9	20.45%	General Interest Participants	630	56.25%
Total Programs	44		Total Participants	1120	



January

Overview

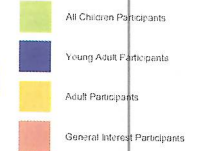
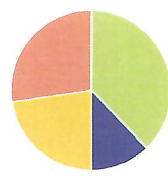
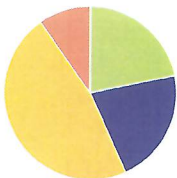
All Children Programs	11	22.45%	All Children Participants	184	25.21%
Young Adult Programs	10	20.41%	Young Adult Participants	70	9.59%
Adult Programs	23	46.94%	Adult Participants	170	23.29%
General Interest Programs	5	10.2%	General Interest Participants	306	41.92%
Total Programs	49		Total Participants	730	



February

Overview

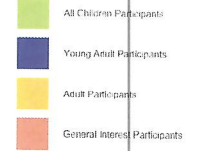
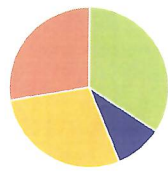
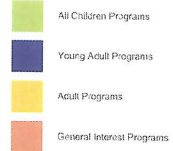
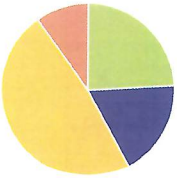
All Children Programs	11	21.57%	All Children Participants	324	37.67%
Young Adult Programs	11	21.57%	Young Adult Participants	105	12.21%
Adult Programs	24	47.06%	Adult Participants	194	22.56%
General Interest Programs	5	9.8%	General Interest Participants	237	27.56%
Total Programs	51		Total Participants	860	



March

Overview

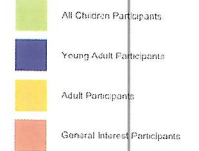
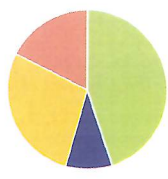
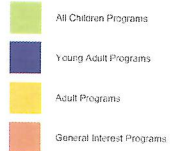
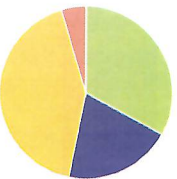
All Children Programs	12	24%	All Children Participants	317	34.05%
Young Adult Programs	9	18%	Young Adult Participants	90	9.67%
Adult Programs	24	48%	Adult Participants	266	28.57%
General Interest Programs	5	10%	General Interest Participants	258	27.71%
Total Programs	50		Total Participants	931	



April

Overview

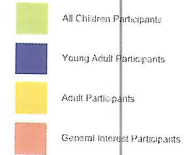
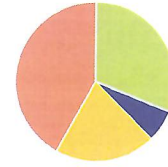
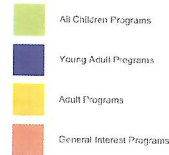
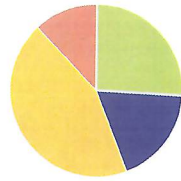
All Children Programs	21	32.81%	All Children Participants	477	44.83%
Young Adult Programs	13	20.31%	Young Adult Participants	101	9.49%
Adult Programs	27	42.19%	Adult Participants	298	28.01%
General Interest Programs	3	4.69%	General Interest Participants	188	17.67%
Total Programs	64		Total Participants	1064	



Solon Public Library

July, 2023 - April, 2024

Year in Review					
Overview					
All Children Programs	127	25.71%	All Children Participants	3742	30.88%
Young Adult Programs	91	18.42%	Young Adult Participants	797	6.58%
Adult Programs	216	43.72%	Adult Participants	2484	20.5%
General Interest Programs	60	12.15%	General Interest Participants	5096	42.05%
Total Programs	494		Total Participants	12119	



Solon Library Bills for May, 2024

Starting balance from Expenditure Report dated 5/16/24

		Monthly Avg	
From Dues, Membership & Magazines (62100)	\$ (442.82)		
Zoom inv#INV254346689 (Visa)	\$ 17.11		
Cricut monthly subscription order#130672086(Visa)	\$ 10.59		
Science Center of Iowa Adventure Pass inv#11381099	\$ 250.00		
Des Moines Children's Museum Adventure Pass inv#17358 (Visa)	\$ 200.00		
Putnam Museum Fun Bundle Adventure Pass order#31960 (Visa)	\$ 238.95		
Total Spent	\$ 716.65	\$	100.00
Remaining Balance	\$ (1,159.47)		
From Travel and Conference (62400)	\$ 304.84		
Employee Mileage expense for outreach program travel	\$ 2.14		
Total Spent	\$ 2.14	\$	62.50
Remaining Balance	\$ 302.70		
From Building Maintenance (63100)	\$ (5,445.30)		
\$5,000 allocated for reserve funds	\$ 5,000.00		Hidden balance for reserves
Target, floor cleaner (Visa)	\$ 4.01		
Total Spent	\$ 4.01	\$	416.67
Remaining Balance	\$ (10,449.31)		
From Org Vehicle/Equipment Maint AC (63320)	\$ (3,335.04)		
Amazon, Ethernet and HDMI cables (Visa)	\$ 19.87		
Google LLC, Google Workspace inv#4966288500 (Visa)	\$ 44.94		
Total Spent	\$ 64.81	\$	466.67
Remaining Balance	\$ (3,399.85)		
From Utilities (63710)	\$ 4,847.18		
Alliant Energy	\$ 8.92		
Mid-American	\$ 68.95		
Total Spent	\$ 77.87	\$	583.33
Remaining Balance	\$ 4,769.31		
From Telephone/Internet (63730)	\$ 1,618.53		
ICN inv#694967	\$ 188.00		
Southslope inv#10726856	\$ 180.88		
Total Spent	\$ 368.88	\$	425.00
Remaining Balance	\$ 1,249.65		
From Data Bases (63731)	\$ 1,172.24		
Transparent Language Annual Subscription inv#	\$ 540.00		
Total Spent	\$ 540.00	\$	208.33
Remaining Balance	\$ 632.24		
From Publishing (64140)	\$ (50.80)		
Freepik Company, Flaticon annual subscription (Visa)	\$ 99.00		
Total Spent	\$ 99.00	\$	50.00
Remaining Balance	\$ (149.80)		
From Educational Program (64340)	\$ 2,430.01		
Solon Senior Support, April Chair Yoga inv#YogaAPR24	\$ 60.00		
Employee Reimbursement for Adult program supplies at Walmart	\$ 70.53		
Copyworks, SRP brochures and reading logs inv#80905	\$ 573.20		Summer Reading Program (SRP)
ALDI, Teen program supplies (Visa)	\$ 40.89		
Amazon, Adult program supplies (Visa)	\$ 18.99		
Amazon, Teen program supplies (Visa)	\$ 54.99		
Amazon, Adult program supplies (Visa)	\$ 283.35		
Amazon, Teen program supplies (Visa)	\$ 28.96		
Amazon, Teen program supplies (Visa)	\$ 54.94		

Amazon, Youth program supplies (Visa)	\$ 201.00	
Casey's General Store, Teen program supplies (Visa)	\$ 5.99	
Casey's General Store, Teen program supplies (Visa)	\$ 33.60	
Fun Express, Youth program supplies (Visa)	\$ 254.62	Summer Reading Program (SRP)
Geek City Games and Comics, Teen program supplies (Visa)	\$ 40.00	
Menards, Youth program supplies (Visa)	\$ 23.84	Summer Reading Program (SRP)
Sam's Mainstreet Market, Teen program supplies (Visa)	\$ 47.84	
Target, Teen program supplies (Visa)	\$ 37.56	
Total Spent	\$ 1,830.30	\$ 1,179.17
Remaining Balance	\$ 599.71	

From Library Books (65020)	\$ 1,682.17	
Baker & Taylor Inv#2038240247	\$ 326.20	
Baker & Taylor Inv#2038250947	\$ 186.88	
Baker & Taylor Inv#2038259682	\$ 428.08	
Baker & Taylor Inv#2038267362	\$ 200.21	
Baker & Taylor Inv#2038272614	\$ 37.78	
Baker & Taylor Inv#2038275033	\$ 54.84	
Mid America Books Inv#0038407	\$ 416.25	
Amazon, 1 adult book (Visa)	\$ 14.99	
Amazon, 1 adult book (Visa)	\$ 8.38	
Amazon, 2 youth books (Visa)	\$ 28.59	
Amazon, 1 youth book (Visa)	\$ 17.62	
Amazon, 1 adult book (Visa)	\$ 15.83	
Amazon, 1 adult book (Visa)	\$ 18.87	
Amazon, 1 adult book (Visa)	\$ 16.01	
Amazon, 2 adult books (Visa)	\$ 43.91	
The Daily Iowan, 2 Iowa Women's Basketball books (Visa)	\$ 65.00	
Total Spent	\$ 1,879.44	\$ 2,000.00
Remaining Balance	\$ (197.27)	

From Library Video Materials (65030)	\$ 1,815.42	
Amazon, 1 DVD (Visa)	\$ 19.96	
Amazon, 1 DVD (Visa)	\$ 19.96	
Amazon, 1 DVD (Visa)	\$ 19.95	
Total Spent	\$ 59.87	\$ 404.17
Remaining Balance	\$ 1,755.55	

From Library Audio Materials (65040)	\$ 1,703.75	
Baker & Taylor Inv#2038272614	\$ 20.32	
Overdrive Advantage, 11 audiobooks inv#06497CO24141242	\$ 600.72	
Overdrive Advantage, 10 Ebooks inv#06497CO24141228	\$ 346.51	
Total Spent	\$ 967.55	\$ 416.67
Remaining Balance	\$ 736.20	

From Puzzles, Puppet Kits (65050)	\$ (23.79)	
Total Spent	\$ -	\$ 100.00
Remaining Balance	\$ (23.79)	

From Operating Supplies (65070)	\$ 2,731.90	
DEMCO, book processing supplies, inv#7485922	\$ 41.39	
ILA/IASL Award stickers and poster	\$ 18.00	
Office Express, copy paper, 3 toner cartridges, monthly planner inv#58854	\$ 255.64	
Office Express, 4 toner cartridges inv#60090	\$ 343.58	
Amazon, disinfecting wipes (Visa)	\$ 9.02	
DEMCO, book processing supplies, inv#7479375 (Visa)	\$ 87.39	
Total Spent	\$ 755.02	\$ 750.00
Remaining Balance	\$ 1,976.88	

From Postage and Shipping (65080)	\$ (97.63)	
Total Spent	\$ -	\$ 75.00
Remaining Balance	\$ (97.63)	

From Supplies (65990) \$ (64.66)
 Total Spent \$ - \$ 20.83
 Remaining Balance \$ (64.66)

From Office Equipment (67250) \$ 2,841.61
 Menards, plastic carpet cover 7-foot roll (Visa) \$ 20.93
 DEMCO, 10 book easels, inv#7485922 \$ 23.12
 Amazon, 4 pack 64GB thumb drives (Visa) \$ 19.99
 Total Spent \$ 64.04 \$ 333.33
 Remaining Balance \$ 2,777.57

Trust and Agency (ALA Grant) \$ 8,814.00 ALA LTC Accessible Small & Rural Libraries Grant
 JDM Concrete, LLC, accessible sidewalk construction inv#2047 \$ 7,225.00
 Amazon, accessible door decals (Visa) \$ 95.80
 Amazon, accessible door decals (Visa) \$ 5.99
 DEMCO Mini Discovery Activity Table, order 41370676 \$ 1,487.21 Total Cost: 3,806.27, to be split with Trust & Agency
 Total Spent \$ 8,814.00
 Remaining Balance \$ -

Trust and Agency Education Program (T&A 64340) \$ 2,300.00 Beef Days Donation to SRP
 T&A 64340 Foamalicious, Medium Foam Machine and foam solution (Visa) \$ 2,397.69 Summer Reading Program (SRP)
 Total Spent \$ 2,397.69
 Remaining Balance \$ (97.69)

Trust and Agency (State Library of Iowa Space Assessment Grant) \$ 3,000.00 State Library of Iowa Space Assessment Grant
 SLStuart Consulting Invoice, Space Needs Assessment for Solon Public Library \$ 3,000.00
 Total Spent \$ 3,000.00
 Remaining Balance \$ -

Trust and Agency Library Video Materials (T&A 65030) \$ 262.00 Donation from NHS Bake Sale
 Amazon, TCL 55 inch LED Smart TV with Fire TV for meeting room (Visa) \$ 269.99
 Amazon, Asurion 4 year Television Protection Plan (Visa) \$ 36.99
 Amazon, TV Wall Mount (Visa) \$ 79.99
 Total Spent \$ 386.97
 Remaining Balance \$ (116.98)

EXPENDITURE REPORT

City of Solon

Page: 1
5/16/2024
11:05 am

For the Period: 7/1/2023 to 5/31/2024

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
60100 SALARIES	226,000.00	226,000.00	194,360.37	8,454.17	0.00	31,639.63	86.0
61100 FICA SOCIAL SECURITY	17,300.00	17,300.00	14,834.70	645.28	0.00	2,465.30	85.7
61300 IPERS	21,335.00	21,335.00	18,347.56	798.07	0.00	2,987.44	86.0
61500 EMPLOYEE GROUP INSURANCE/ANNUI	16,000.00	16,000.00	57.00	0.00	0.00	15,943.00	0.4
62100 DUES, MEMBERSHIPS & MAGAZINE S	1,200.00	1,200.00	1,642.82	82.70	0.00	-442.82	136.9
62400 TRAVEL AND CONFERENCE	750.00	750.00	445.16	386.72	0.00	304.84	59.4
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	15,445.30	318.79	0.00	-5,445.30	154.5
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	8,935.04	749.27	0.00	-3,335.04	159.6
63710 UTILITIES	7,000.00	7,000.00	2,230.69	77.87	0.00	4,769.31	31.9
63730 TELEPHONE/INTERNET	5,100.00	5,100.00	3,850.35	368.88	0.00	1,249.65	75.5
63731 DATA BASES	2,500.00	2,500.00	1,327.76	0.00	0.00	1,172.24	53.1
64080 INSURANCE	16,850.00	16,850.00	16,404.45	14,292.84	0.00	445.55	97.4
64140 PUBLISHING	600.00	600.00	650.80	0.00	0.00	-50.80	108.5
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	11,682.59	1,056.28	0.00	2,467.41	82.6
65020 LIBRARY BOOKS	24,000.00	24,000.00	22,304.07	2,210.89	0.00	1,695.93	92.9
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	3,022.42	93.04	0.00	1,827.58	62.3
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	3,296.25	105.54	0.00	1,703.75	65.9
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	1,223.79	0.00	0.00	-23.79	102.0
65070 OPERATING SUPPLIES	9,000.00	9,000.00	6,268.10	316.58	0.00	2,731.90	69.6
65080 POSTAGE AND SHIPPING	900.00	900.00	997.63	15.26	0.00	-97.63	110.8
65990 SUPPLIES	250.00	250.00	314.66	263.30	0.00	-64.66	125.9
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	1,158.39	0.00	0.00	2,841.61	29.0
<hr/>							
Expenditures	393,585.00	393,585.00	328,799.90	30,235.48	0.00	64,785.10	83.5
<hr/>							
Grand Total Net Effect:	-393,585.00	-393,585.00	-328,799.90	-30,235.48	0.00	-64,785.10	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2023 to 5/31/2024

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
64340 EDUCATIONAL PROGRAM	500.00	500.00	577.19	0.00	0.00	-77.19	115.4
65020 LIBRARY BOOKS	5,000.00	5,000.00	219.01	0.00	0.00	4,780.99	4.4
65030 LIBRARY VIDEO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
65040 LIBRARY AUDIO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
67270 OTHER CAPITAL EQUIPMENT	4,000.00	4,000.00	1,063.00	0.00	0.00	2,937.00	26.6
67271 CAPITAL EQUIP/MEMORIAL DONATIO	0.00	0.00	3,377.73	0.00	0.00	-3,377.73	0.0
Expenditures	10,500.00	10,500.00	5,236.93	0.00	0.00	5,263.07	49.9
Grand Total Net Effect:	-10,500.00	-10,500.00	-5,236.93	0.00	0.00	-5,263.07	

DRAFT Solon Public Library Internet Use Policy

About the Internet

The Internet is a global electronic network of information. The Internet and its resources may contain information that is inaccurate, controversial, or offensive. The Solon Public Library has no control over, and assumes no responsibility for, the content of the Internet. The Library provides Internet access as another resource for information and entertainment.

Access to the Internet

1. The Solon Public Library does not prevent access to any resources freely available on the Internet. Parents or guardians, not the Library or its staff, are responsible for the information selected and/or accessed by their children. The Library will not be responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.
2. All patrons using the library's Internet-enabled computers must agree to the Internet User Agreement before use.
3. The library also provides internet access through an unsecured wireless network. Any information accessed or transmitted has the possibility of being intercepted by others without users' knowledge. There is also a possibility data stored locally on a user's device could be accessed by others if not properly secured.
4. The library does not assume any responsibility for the safety of personal devices or the data on it. Virus and security protection is the sole responsibility of the wireless user.

Rules for Internet Access

1. Use of the Library's wireless network or of a Library computer implies agreement with the Library's Internet Use Policy on file.
2. Users must comply with all local, state and federal laws while using the Internet. Users found to have violated any laws, including but not limited to those concerning privacy, obscenity, fraud or copyright, while using Library facilities or equipment will have their Internet privileges revoked.
3. The library does not filter Internet content. Staff may, however, ask users to refrain from printing or displaying certain content on screens open to public sight in order to ensure the secure and comfortable environment of the Library.
4. Users must not incur any costs to the Solon Public Library through access to fee-for-service information providers, online shopping, or any other Internet use.
5. Computer use records are confidential and the library does not retain them.

Loss of Internet Privileges: Use of the Library's network or computers in an illegal, disruptive, or destructive manner, or failure to abide by Library policies or procedures, may result in the loss of Internet privileges.

Internet User Agreement: Patron must agree to these terms to connect to the Library Internet.

Responsibilities of Patrons:

Adopted April 2015, reviewed and updated July 29, 2019, reviewed and updated July 26, 2021, reviewed and updated May XX, XXXX

**DRAFT Solon Public Library
Internet Use Policy**

1. The consumption of food and drink is not allowed by the computer stations.
2. Disruptive behavior or abuse to equipment may result in termination of a patron's privilege to use library equipment.
3. Illegal acts involving library computers may also be subject to prosecution by local, state, or federal authorities. It is against the law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2). Under copyright law, illegal duplication or sharing of copyrighted materials is prohibited.
4. Use of the Internet on any SPL device implies agreement with the SPL Internet Use Agreement.

Internet User Agreement

- ~~1. I have read the Solon Public Library Internet Use Policy and agree to abide by the policy.~~
- ~~2. I understand that the Library is not responsible for the content, accuracy or validity of any information found on the Internet. I understand that some information on the Internet may be controversial or offensive. I agree to take responsibility for my use of the Internet.~~
- ~~3. I understand that the Library's wireless access is not secure. Any information transmitted has the possibility of being intercepted by others without the user's knowledge. There is also a possibility that data stored locally on a connected wireless device could be vulnerable. I understand that the Library is not responsible for the safety of my personal device or the data on it.~~
- ~~4. I agree to make only legal use of Library computers and/or Internet access. It is against the law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2). I recognize that unauthorized reproduction or use of material accessed on the Internet may be a criminal offense under the U.S. Copyright Act.~~
- ~~5. I agree to pay any repair or replacement costs of equipment or software damaged during use.~~
- ~~6. I understand that the Library is not responsible for any damage to personal devices.~~
- ~~7. I understand that if I fail to abide by the Solon Public Library Internet Policy, I will lose my privilege of computer use.~~

Information from patron login screen for all computers to be included in Internet Use Policy:

About the Public Computers and Technology

The Solon Public Library provides audiovisual equipment, computers, and other technology for use within the Library. The full Public Computer and Technology Use Policy is available on our website or ask a Staff member.

Responsibilities of Patrons

- The consumption of food and drink is not allowed by the computer stations.
- Disruptive behavior or abuse to equipment may result in termination of a patron's privilege to use library equipment.
- Illegal acts involving library computers may also be subject to prosecution by local, state, or federal authorities. It is against the law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2). Under copyright law, illegal duplication or sharing of copyrighted materials is prohibited.

· Use of the Internet on any SPL device implies agreement with the SPL Internet Use Agreement.

Solon Public Library
DRAFT Public Computer and Technology Use Policy

About the Public Computers and Technology

The Solon Public Library provides audiovisual equipment, computers, and other technology for use within the Library.

Responsibilities of Patrons

1. ~~All patrons must sign up at the circulation desk to use the public computers/Internet.~~ Patrons may log into the public computers using their library card login information or request a guest pass at the circulation desk.
2. Using Library equipment assumes responsibility for loss or damage to the equipment or to media used in conjunction with equipment. Limited instruction in the use of equipment may be available.
3. Users may not incur any costs to the Solon Public Library through access to fee-for-service information providers, shopping online, or any other Internet use.
4. Users may not change the configuration of software or hardware on the public computers.
5. The consumption of food and drink is not allowed by the computer stations.
6. Given the public setting, patrons are asked to respect the sensibilities of others when accessing potentially offensive information and images. Disruptive behavior or abuse to equipment may result in termination of a patron's privilege to use library equipment.
7. Illegal acts involving library computers may also be subject to prosecution by local, state, or federal authorities. It is against the law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2). Under copyright law, illegal duplication or sharing of copyrighted materials is prohibited.
8. Use of the Internet on any SPL device implies agreement with the SPL Internet Use Agreement Policy.
9. The library holds no responsibility for the privacy of data entered onto or saved on devices, or data sent over wireless. The library's wireless is an open network.
10. The library's technology equipment is for public use and patrons should log off any personal online accounts after using the library technology and save any work created during the session to a personal device or account. Once library computers are restarted, any data saved on the computers is deleted and the computers revert to the default settings.
11. Users agree to abide by library procedures regarding reservations, time limits, and checking out of equipment.
12. The library tries to keep equipment in good working order, but is not responsible for loss of data due to equipment malfunctioning.

Time Limits

There is a 60-minute time limit on the use of the computer. Library staff reserve the right to adjust time limits on the use of computers based on demand.

Approved April 2015, reviewed and updated July 29, 2019, reviewed and updated July 26, 2021, reviewed and updated May XX, XXXX

Solon Public Library
DRAFT Public Computer and Technology Use Policy

Printing

There is a fee for printing and/or making copies at the library. Current fees are posted at the library.

Solon Public Library Printer Cost Analysis

5/19/2024

	A	B	C	D
	Description	Amount	Month	Year
1				
2	FY22			
3	Best Buy, new patron printer (Visa)	\$ 649.99	November	2021
4	Office Express, toner & copy paper inv#201764-0	\$ 451.87	December	2021
5	Office Express inv#207420-0, toner	\$ 707.75	January	2022
6	Office Express inv#219780-0, printer cartridges	\$ 248.15	March	2022
7	Office Express inv#219791-0, printer cartridges	\$ 322.62	March	2022
8	Office Express inv#219803-0, printer cartridge	\$ 244.42	March	2022
9	HP.com, 4 printer cartridges (Visa)	\$ 732.69	May	2022
10	Total	\$ 3,357.49		
11	FY23			
12	Techsoup HP.com, 4 printer toner cartridges (Visa)	\$ 829.80	July	2022
13	Amazon, 1 printer cartridge (Visa)	\$ 180.89	September	2022
14	HP.com, 4 printer cartridges (Visa)	\$ 829.76	September	2022
15	Office Express, toner inv#266515-0	\$ 187.99	December	2022
16	Office Express, toner cartridges inv#280998-0	\$ 493.92	March	2023
17	Office Express, printer toner inv#9645	\$ 102.99	June	2023
18	Total	\$ 2,625.35		
19	FY24			
20	Office Express, 4 toner cartridges inv#12244	\$ 411.96	July	2023
21	Office Express, 1 remanufactured toner cartridge inv#19850	\$ 102.99	August	2023
22	Office Express, toner cartridge inv#23272	\$ 102.99	September	2023
23	Office Express, 4 printer toner cartridges inv#28281	\$ 411.96	October	2023
24	Offices Express, 3 toner cartridges inv#37297	\$ 308.97	December	2023
25	Office Express, 2 toner cartridges inv#41251	\$ 200.07	January	2024
26	Offices Express 1 toner cartridge inv#42044	\$ 99.98	January	2024
27	Office Express, 4 toner cartridges inv#49994	\$ 439.96	March	2024
28	Total	\$ 2,078.88		
29				
30	HP Patron Printer purchased November 2021			
31	85079 copies in 28 months 3039/month			
32	44511 B&W Copies in 28 months 1590/month			
33	40568 Color Copies in 28 months 1449/month			
34				
35		Monthly	Annual Cost	
35	Access Systems Quote (North Liberty PL)	\$179.00	\$2,148.00	Plus \$5 toner shipping fee
36	Gordon Flesch Quote (City of Solon)	\$171.63	\$2,059.56	
37	Koch Quote* (Williamsburg PL and West Branch PL)	\$159.31	\$1,911.72	
38	*PLEASE NOTE: Original Koch quote did not include any color copies so that was added into the monthly cost.			



Solon Public Library
 Proposal ID 79406
 Date 5/10/2024
 Connor Murphy

Ship To:			Bill To:		
Company Name:			Company Name:		
Solon Public Library			Solon Public Library		
Contact:			Contact:		
Liz King			Liz King		
Address:			Address:		
320 W Main St			320 W Main St		
City:	State:	Zip:	City:	State:	Zip:
Solon	IA	52333	Solon	IA	52333
Phone:	Email:		Phone:	Email:	
(319) 624-2678	lking@solon.lib.ia.us		(319) 624-2678	lking@solon.lib.ia.us	

Equipment Sale = *Lease*

Make	Model	Amount
HP	X57945DN 45 PPM Color Laser Printer	Included
Accessory	550 Sheet Paper Tray	Included
Access Systems	Toner, Service, Parts, Installation, Training	Included

Service

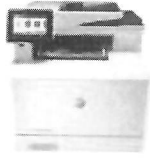

Meter Group Description	Monthly Images Included	Cost per Month	Per Image Overage
Copier B&W	1,400	Included	\$0.0100
Copier Color	1,300	Included	\$0.0600

Bundled Payment:	\$179.00
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For questions please contact:

Connor Murphy
 Copier Sales - Account Executive
 (319) 576-3889
 cmurphy@accesssystems.com

Comments:	<i>Extra \$5 toner shipping fee / Tax</i>
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	HP Color LaserJet Pro MFP M479fdw	HP Color LaserJet Enterprise MFP X57945dn Printer
BACKGROUND INFORMATION	USA, BLI ID: 10528	USA, BLI ID: 15180
Speed	28 ppm color/28 ppm black	45 ppm color/45 ppm black
Manufacturing Status	Discontinued (02/2024)	Current
Max Monthly Duty Cycle	50,000 impressions	120,000 impressions
Recommended Monthly Volume	750 to 4,000 impressions	2,000 to 15,000 impressions
TYPE	Full-color printer, MF	Full-color printer, MF
Scanner	Digital	Digital
Technology	Laser	Laser
GENERAL SPECIFICATIONS/PAPER HANDLING		
Multicopy (Ltr/Lgl/Ldgr)	28 cpm color/28 cpm black	45 cpm color/45 cpm black/Not applicable
Std Paper Capacity	250 sheets	550 sheets
Paper Weights	16 to 43 lbs	16 to 58 lbs
Bypass/Paper Weights	50-sheet/16 to 47 lbs	100-sheet/16 to 58 lbs
Std Paper Capacity (incl bypass)	300 sheets	650 sheets
Max Paper Sources	3	5
Max Paper Capacity	850 sheets	2,300 sheets
Copy Resolution	600 x 600 dpi	600 x 600 dpi
System Memory (Std/Max)	512-MB flash, 512-MB RAM/512-MB flash, 512-MB RAM	6-GB RAM, 32-GB eMMC/6-GB RAM, 32-GB eMMC, 256-GB SSD and 500-GB HDD
Document Feeder Capacity	50 orig	100 orig
Std Output Tray Capacity	150 sheets	250 sheets
Other	Optional 550-sheet tray; 150-sheet output tray capacity; handles up to 10 standard envelopes	Optional 3 x 550-sheet input tray
SECURITY SPECS		
HDD Overwrite	Not applicable	Std

← included?
yes

Stamping	No	Std
Zoom Range	25 to 400 (1%)	25 to 400 (1%)
Other Features	ID card copy	Collation; edge-to-edge; image adjustments; N-or Z-ordering; N-up; image preview; auto color detection; scalability
ADDITIONAL INFORMATION		
Dimensions (HxWxD)	15.7" x 16.4" x 18.6"	27.7" x 19.7" x 18.1"
Weight	51.6 lbs	101.86 lbs
Power Requirements	110-127 V, Amps not avail	100-127 V, 12 A
Energy Used While Power Off	0.06W	0.09W
Energy Used in Power Save Mode	0.7W	0.9W
Energy Used in Ready Mode	20W	50.1W
Energy Used While Copying	Info not avail	655W
Energy Used While Printing	550W	655W
TEC Value	1.116KWh	0.552KWh
Dedicated Outlet	Not required	Not required
Energy Star Compliant	Yes	Yes
MULTIFUNCTION MODES		
Copier	Std	Std
Internet Fax	INA	Opt
Network Printer	Std	Std
Printer	Std	Std
Fax	Std	Opt
Network Fax	INA	Opt
PC Fax	INA	INA
Scanner	Std	Std
CONNECTIVITY SPECIFICATIONS		
Operating System Support	Win Server 2008, 7, Server 2012, 8, 8.1, 10, Server 2016, Mac OS 10.12, 10.13, 10.14, Citrix, Linux, Novell, UNIX	Win Server 2003, Server 2008, 7, Server 2012, 10, Server 2016, Server 2019, 11, Server 2022, Mac OS 10.14, 11, 12, Chrome OS, Citrix, Linux, Novell, SAP, UNIX
USB Interface	Std 2.0, std (host)	Std 3.0, std 2.0 (host), std 3.0 (host)
Network Interface	Std Ethernet, std wireless	Std Ethernet, opt wireless

Buyers Laboratory - Side-by-Side Compare

Scan Speed (Simplex/Duplex)	20 ipm color, 29 ipm black/34 ipm color, 46 ipm black	50 ipm color, 50 ipm black/100 ipm color, 100 ipm black
Max Resolution	1200 x 1200 dpi	600 x 600 dpi
E-mail	Yes	Yes
USB	Yes	Yes
LDAP Support	Yes	Info not avail
File Formats Supported	BMP, JPEG, PDF, PDF/A, compact PDF, searchable PDF, PNG, RTF, TIFF, TXT, XPS	BMP, JPEG, PDF, PDF/A, compact PDF, searchable PDF, PNG, RTF, TIFF, TXT, XPS
Other	Max scan size 8-1/2 x 14/216 x 356	24 bit depth and 256 grayscale levels
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GFC Solution Investment

Qty	Manufacturer	Model	Description
1	Canon	iR ADV DX C359iF	iR ADV DX C359iF Printer Copier
			Cassette Module-AE1

imageCARE Agreement

	Monthly Black & White Images		Monthly Color Images	
	Volume	Overage	Volume	Overage
iR ADV DX C359iF	1,600 (1,590/mo avg)	0.01200	1,500 (1,449/mo avg)	0.06000

The imageCARE Agreement includes toner, all parts, all labor, travel time, technical updates, preventative maintenance, access to the GFC Help Desk for remote resolution, and firmware updates through GFC's Quality Assurance Program. GFC's imageCARE also provides an automatic meter reading application and 24/7 access to your private customer portal with information and tools. Network connected installations include the services of a Digital Support Specialist to manage system integration and training. **Delivery, installation and start-up supplies is included. Pricing does not include sales tax.**

	60 Month
Bundled Monthly Lease Investment includes the imageCARE Agreement, professional delivery, installation, and training:	\$171.63
Outright Purchase Price	\$3,036.40
imageCARE Agreement billed Monthly	\$109.20 + overages

Network Consultation, Installation and Support

Network connected installations include the services of a Digital Support Specialist to manage system integration, training & unlimited access to our Technology and Logistics Center (TLC).

Delivery, equipment installation, start-up supplies and training included.

Pricing does not include applicable sales tax. Pricing valid for 30 days.

05/13/2024

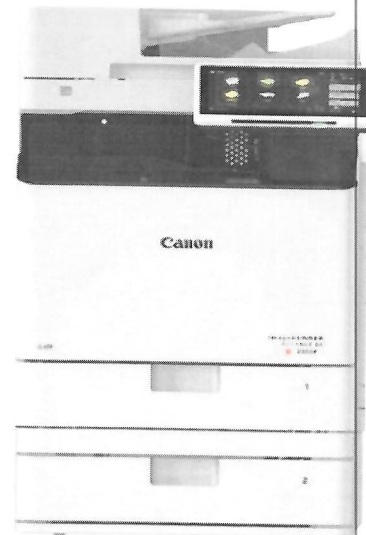
Information herein is proprietary and confidential and shall not be used or disclosed without prior written consent of the Gordon Flesch Co.

GFC Recommended Solution

Canon iR ADV DX C359iF

Machine Features

- **36 Images Per Minute - Black & White/Color**
- Energy Star & EPEAT Gold Certified
- Quick Startup Mode: 4 seconds
- First Copy Out Time: As fast as 5.1 sec (B/W) 6.9 sec (Color)
- **(2) 550 Sheet Paper Drawer**
 - **Up to 8-1/2" x 14" Size Paper and 16 lb. Bond to 60 lb. Cover**
- 100 Sheet Multi-Purpose Tray
- **10.1" Customizable High-Resolution LCD Touch Screen**
 - With New Timeline Feature to enhance User Experience
- **100 Sheet Single Pass Document Feeder (up to 200 ipm)**
- Maintain Scanning Integrity with Multi-Sheet Feed Detection
- Rapid Jam Recovery
- Desktop & Walkup Faxing
 - Inbound Fax Routing (Email & File Folder)
- Advanced Color Network Scanning Features:
 - Single Pass Scanning
 - **Network Color Scanning to File Folder, E-mail, or FTP**
 - **Scan Directly to Word or PowerPoint**
 - Scan as PDF Compact - Decreases File Size of Color Scans
 - **Scan to USB Drive**
 - Scan to Text Searchable PDF File Format
 - **Blank Page Removal**
- Network Printing - UFR II, PCL 6, Adobe PS3
 - Secure Print Via Mailbox and Print Driver
 - 100 User Inboxes
 - **Mobile Device Printing**
 - **Direct Print via USB Drive**
- 3.5GB RAM + 265GB Solid State Drive
- 1200 x 1200 dpi Print Resolution
- Enabled with Canon's Unified Firmware Platform (UFP) to ensure regular updates and continuous improvements
- Remote Operator's Kit (for remote troubleshooting & support)
- Integration with existing SIEM systems and McAfee Embedded Control to protect against malware and tampering of firmware and apps
- Cassette Module-AE1



Total Dimensions (W x D x H): 20.43" x 25.91" x 31.38"
(width with multi-purpose tray open 33.54")

Optional Accessories

-



Quotation

Date: 5/6/2024

Solon Public Library

Quotation for: Solon Public Library
320 W Main St.
Solon, 52333

Location: 320 W Main St.
Solon, 52333

Model	RICOH IMC300F-RIC 31PPM COLOR COPIER
Standard Description	31 ppm B&W/Full Color MFP Mainframe includes 10.1" Color SOP (Smart Operation Panel), Standard 50-Sheet SPDF (Single-Pass Document Feeder), Printing, B/W & Color Scanning, Fax, 2 GB RAM, 320 GB HDD with Standard DOSS and HDD encryption, 1 x 250-Sheet Paper Tray, 100-Sheet Bypass Tray, Auto Duplex. The standard DOSS is not ISO 15408 certified.

Included Options	<input checked="" type="checkbox"/> A4 DESKTOP MFD INSTALL / TRAINING <input checked="" type="checkbox"/> A4 MFD DELIVERY\SETUP
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Total Recommended System 60 Mo. Lease With Service

\$67.81 ___ Accept [please initial]

+ \$91.50
 (1,500 color @ 0.06100)
 \$ 159.31 / month

Maintenance & Service Plan	<p>This agreement includes an Average Monthly Volume rate: This includes 2,000 B/W pages per month. Overages will be billed at \$0.011700 per page. This agreement includes a Cost Per Copy rate All Color pages will be billed at \$0.061000.</p> <p>Includes all parts, labor, travel, drums, and toner. Staples are not included.</p> <p>If applicable, this agreement will be added to any existing maintenance and service plan with EO Johnson. For exceptions, please explain.</p> <p style="text-align: right;">**Terms and conditions for maintenance agreement on next page.</p>
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When signed, this quotation becomes an order for the total recommended system plus any checked optional accessories. Quote is valid for 30 days.

Quotation Approval

Name		Date	
Title			
Email			
PO#		Tax ID# (FEIN)	
Tax Exempt Status		Tax Exempt #	
Signature			

Submitted by:

Jason McShane
 Account Executive - Imaging
 jmcshane@eojohnson.com
 +13194510519