

Agenda for Solon Library Board Meeting  
Monday, April 24, 2023 @6:30 pm

**Join Zoom Meeting:**

Topic: SPL Board of Trustees Meeting

Time: April 24, 2023 6:30 PM Central Time (US and Canada)

<https://us02web.zoom.us/j/85465232547>

Meeting ID: 854 6523 2547

Call to order

Approval of the agenda

Approval of the minutes

- March 27, 2023

Citizen's Speak

Committee reports

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

Directors Report

Approval of Bills

- April 2023

Review of Foundation report (N/A: April meeting 4/26/23)

Old Business

- City Employee Handbook
- FY24 Budget
- Directors Evaluation Process/Timeline

New Business

- Review and possible approval of Library Volunteer Policy
- Edge Technology Assessment
- FY23 Budget update
- Board Continuing Education Suggestion:

[Boardroom Series 2021 | The Keys to the City](#)

*Drawing on over 45 years of experience in public administration, Patrick Callahan, of Callahan Municipal Consultants, will highlight best practices for library boards and cities as they work together to better their communities. We'll be reminded about the library board's role and a city's role in running a library, hear stories from both sides about what*

*contributes to a successful working relationship, and be encouraged to start good communication habits. This session will be beneficial to communities of all sizes and board members of any length of tenure!*

**Next Meeting: Monday, May 22, 2023 at 6:30 pm (Last Monday of May is Memorial Day)**

Adjourn

# The Solon Public Library Board

## DRAFT Meeting Minutes

March 27, 2023

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 6:33 p.m.

### Present

Sandy Lawrence, March Sutton, Bill Christensen, Jennifer Fetzner, Steve Fisher, Janet Salathiel, Charlene Cosgrove, Cole Gabriel, (City Council Liaison), Liz King (Library Director)

### Absent

None

### Approval of Agenda

The agenda was unanimously approved as distributed.  
(Sandy/Char)

### Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.  
(Bill/Sandy)

### Citizen's Speak and Correspondence

No citizen's speak or correspondence was received by the board.

### Committee Reports

- **Building:** Steve was unable to coordinate a conversation with Scott Kleppe to discuss Handicap parking possibilities at the Library. This can be revisited at the next meeting.
- **Finance:** Jen reported that we have a CD coming due at Solon State Bank at the end of May. She prepared a current printout of the CD rates available at the four banking institutions available to us. We will revisit this at our next meeting to help determine our next step. The CD matures on May 30th with a 10 day grace period.
- **Johnson County Liaison:** None
- **City of Solon Liaison:** Cole reported that the City Employee Handbook will be completed by April 5th. Also, the FY24 budget has been completed. It affects the Library in that the budgeted need for a full time employee was cut. All other budgeted needs of the Library should be acceptable.
- **Board of Trustees Continuing Education:**  
Policy Lost & Found - Sandy

Facing Crucial Conversation - Janet

**Library Director's Report**

A written report was included in the Board packet.

**Approval of Bills**

The bills were unanimously approved as presented.  
(Jen/Sandy)

**Review of Foundation Report**

The Foundation budget was reviewed.

**Old Business**

City Employee Handbook

Directors Evaluation Process/Timeline

Liz's report of Accomplishments and Goals of 2022 - due April 24th

Solon Library Director Evaluations - due May 14th

Results presented - June 26th meeting

Presented to City - July 1st

**New Business**

Board Continuing Education Suggestions

Items were listed for Board consideration.

**Next Month's Agenda**

Library Director Evaluation - Goals and Accomplishments of 2022

City Employee Handbook

Policy Review

**Adjournment**

The meeting was adjourned at 7:38

(Sandy/Bill)

**Next Meeting**

Regular Meeting: Monday, April 24, 2023

**Submitted by**

Char Cosgrove

## Director's Report April 2023

In April I attended regular meetings with the City Council, a special Personnel Committee meeting to discuss the City Employee Handbook and projected future staffing needs, provided a written report for the Friends of the Library meeting, and will attend the Solon Public Library Foundation scheduled for 4/26/23. The Friends of the Library Citywide Garage Sale Registration Fundraiser is ongoing from April 10 - May 22. They will provide the garage sale listing and map by Thursday, June 1st, and they will be hosting a sale in our Meeting Room on Friday 6/2 & Saturday 6/3. The Foundation scholarship committee is reviewing the six applications for the two \$500 Don Ochs Scholarships which will be awarded at the SHS Awards Night on May 3, 2023. We received notification that we were awarded a Paint Iowa Beautiful Grant for the purchase of 6 gallons of paint to have our Community Meeting Room painted.

During National Library Week/Month, we are recognizing all of our volunteers and expressing our gratitude for each person's contribution to our library. This includes our Board of Trustees, The Friends of the Library, Foundation members, Teen Advisory Board, and our regular weekly volunteers at the Library. Thank you to Mayor Steve Stange for reading the National Library Week Proclamation at the April 19th City Council Meeting.

Our March Mammal Madness bracket activity engaged community members of all ages. 129 brackets were picked up from the library, 35 people entered the contest with completed brackets, weekly interactions occurred with the display and posted results, and the winners were notified at the end of the month.

April programming included a month of movement-themed Storytimes. We were thrilled to have our Public Works Department share their vehicles to help bring Lily's "Vehicles at Work" Storytime to life for our attendees. The spring session of Baby Time has been well-attended on Friday mornings along with our monthly visits from the Good Earth School. April Local Libraries LIT virtual author event with Esme Weijun Wang was held on April 13th. Alexis hosted the first of our Gardening Series: Starting Seeds. The group of all ages gathered on the West Patio to plant seeds of multiple varieties that they took home to nurture inside until it is warm enough to plant them outside.

Madison hosted a "Midwestern Day" teen program including local foods to celebrate living in the Midwest for an early-out Thursday activity. Our Tuesday CATS: Your Space program for teens would not be possible without our partnership with the Solon Community Food Pantry. We are so grateful to them for providing snacks for our ravenous teens each week. At our monthly Fun For All Night we welcomed 81 people (an all-time record!) to gym games and a showing of Peter Rabbit 2. Thank you to Brodie Bohlen and Cami Rasmussen for assisting with this evening of fun at the Community Center. We will host this event on May 13th at the Community Center and then look forward to bringing it back to the Library for outdoor games and a movie in June.

There is still time to register your team of up to six members for Alexis's quarterly Trivia Night on Friday, April 28 at 6:30 pm. You are even allowed to check out up to five Library materials to assist you in answering the questions.

### **Outreach/Community Engagement**

Monthly Newsletter Link: [April Newsletter](#)

Subscribers: 1521

Monthly book delivery to Solon Independent Living and Solon Retirement Village

Monthly Book Selection for Lakeview Elementary Teacher

Teen Reading Challenge 2 teens 20 submissions

Looking ahead to May, Megan is collaborating with Recreation Director Brodie to publish the Summer Activity Guide. Madison will begin cross-training with Sherri, our Cataloging Specialist. Our programming staff are finalizing the Summer Reading Program schedule that will run from June 1 - July 31. The theme this year is "Find Your Voice" and will include engaging activities and prizes for patrons of all ages (birth through adult). Lily and Madison will visit each of the Solon Community Schools to distribute Summer Reading backpacks with reading logs and all of the program details at the end of May.

Summer reading programs are so important for keeping our patrons engaged while developing a lifelong love of reading and learning. We were thrilled to learn that the Solon Beef Days Committee approved a grant to the Library in the amount of \$2,000! We are very grateful to all of our community partners who help to support our Summer Reading Program along with other Library activities and projects throughout the year. In addition to our Friends of the Library and our Foundation, the Solon Women's Club is another champion of the Library and provides generous donations each year. We are so proud to serve in a community that values a thriving public library!

Sincerely,

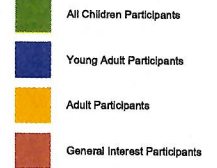
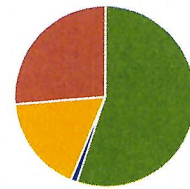
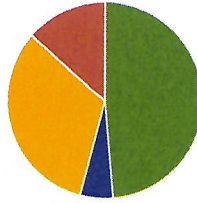
Liz King

Director, Solon Public Library

## July

### Overview

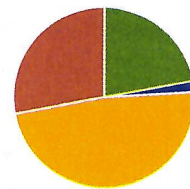
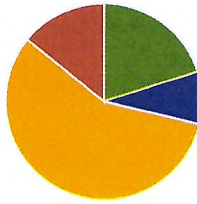
All Children Programs	18	48.65%	All Children Participants	599	55.06%
Young Adult Programs	2	5.41%	Young Adult Participants	12	1.1%
Adult Programs	12	32.43%	Adult Participants	189	17.37%
General Interest Programs	5	13.51%	General Interest Participants	288	26.47%
<b>Total Programs</b>	<b>37</b>		<b>Total Participants</b>	<b>1088</b>	



## August

### Overview

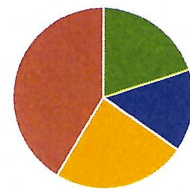
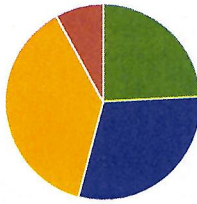
All Children Programs	7	20%	All Children Participants	152	21.97%
Young Adult Programs	3	8.57%	Young Adult Participants	13	1.88%
Adult Programs	20	57.14%	Adult Participants	333	48.12%
General Interest Programs	5	14.29%	General Interest Participants	194	28.03%
<b>Total Programs</b>	<b>35</b>		<b>Total Participants</b>	<b>692</b>	



## September

### Overview

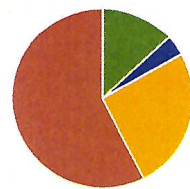
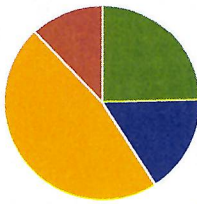
All Children Programs	12	24%	All Children Participants	237	19.82%
Young Adult Programs	15	30%	Young Adult Participants	177	14.8%
Adult Programs	19	38%	Adult Participants	286	23.91%
General Interest Programs	4	8%	General Interest Participants	496	41.47%
<b>Total Programs</b>	<b>50</b>		<b>Total Participants</b>	<b>1196</b>	



## October

### Overview

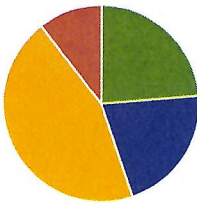
All Children Programs	12	24.49%	All Children Participants	260	13.12%
Young Adult Programs	8	16.33%	Young Adult Participants	73	3.69%
Adult Programs	23	46.94%	Adult Participants	506	25.54%
General Interest Programs	6	12.24%	General Interest Participants	1142	57.65%
<b>Total Programs</b>	<b>49</b>		<b>Total Participants</b>	<b>1981</b>	



## November

### Overview

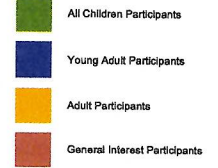
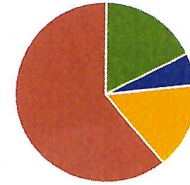
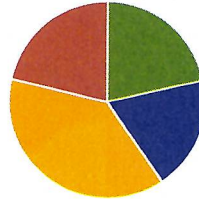
All Children Programs	9	23.68%	All Children Participants	218	28.8%
Young Adult Programs	8	21.05%	Young Adult Participants	76	10.04%
Adult Programs	17	44.74%	Adult Participants	253	33.42%
General Interest Programs	4	10.53%	General Interest Participants	210	27.74%
<b>Total Programs</b>	<b>38</b>		<b>Total Participants</b>	<b>757</b>	



## December

### Overview

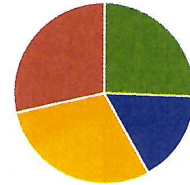
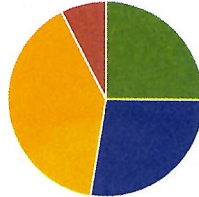
All Children Programs	9	21.43%	All Children Participants	194	17.54%
Young Adult Programs	8	19.05%	Young Adult Participants	63	5.7%
Adult Programs	16	38.1%	Adult Participants	173	15.64%
General Interest Programs	9	21.43%	General Interest Participants	676	61.12%
<b>Total Programs</b>	<b>42</b>		<b>Total Participants</b>	<b>1106</b>	



## January

### Overview

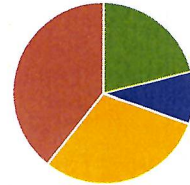
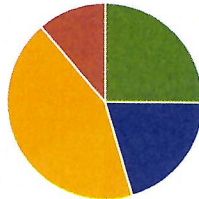
All Children Programs	10	25%	All Children Participants	173	25.4%
Young Adult Programs	11	27.5%	Young Adult Participants	112	16.45%
Adult Programs	16	40%	Adult Participants	201	29.52%
General Interest Programs	3	7.5%	General Interest Participants	195	28.63%
<b>Total Programs</b>	<b>40</b>		<b>Total Participants</b>	<b>681</b>	



## February

### Overview

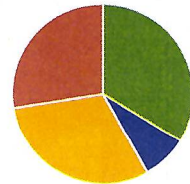
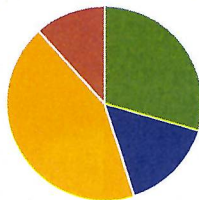
All Children Programs	11	25%	All Children Participants	169	20.92%
Young Adult Programs	9	20.45%	Young Adult Participants	76	9.41%
Adult Programs	19	43.18%	Adult Participants	244	30.2%
General Interest Programs	5	11.36%	General Interest Participants	319	39.48%
<b>Total Programs</b>	<b>44</b>		<b>Total Participants</b>	<b>808</b>	



## March

### Overview

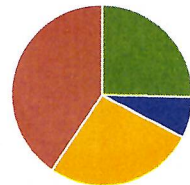
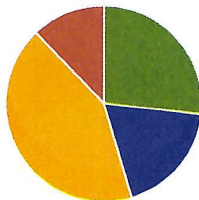
All Children Programs	15	29.41%	All Children Participants	358	33.65%
Young Adult Programs	8	15.69%	Young Adult Participants	87	8.18%
Adult Programs	22	43.14%	Adult Participants	325	30.55%
General Interest Programs	6	11.76%	General Interest Participants	294	27.63%
<b>Total Programs</b>	<b>51</b>		<b>Total Participants</b>	<b>1064</b>	



## Year in Review

### Overview

All Children Programs	103	26.68%	All Children Participants	2360	25.18%
Young Adult Programs	72	16.58%	Young Adult Participants	689	6.42%
Adult Programs	164	36.79%	Adult Participants	2510	23.31%
General Interest Programs	47	10.62%	General Interest Participants	3814	37.55%
<b>Total Programs</b>	<b>386</b>		<b>Total Participants</b>	<b>9373</b>	



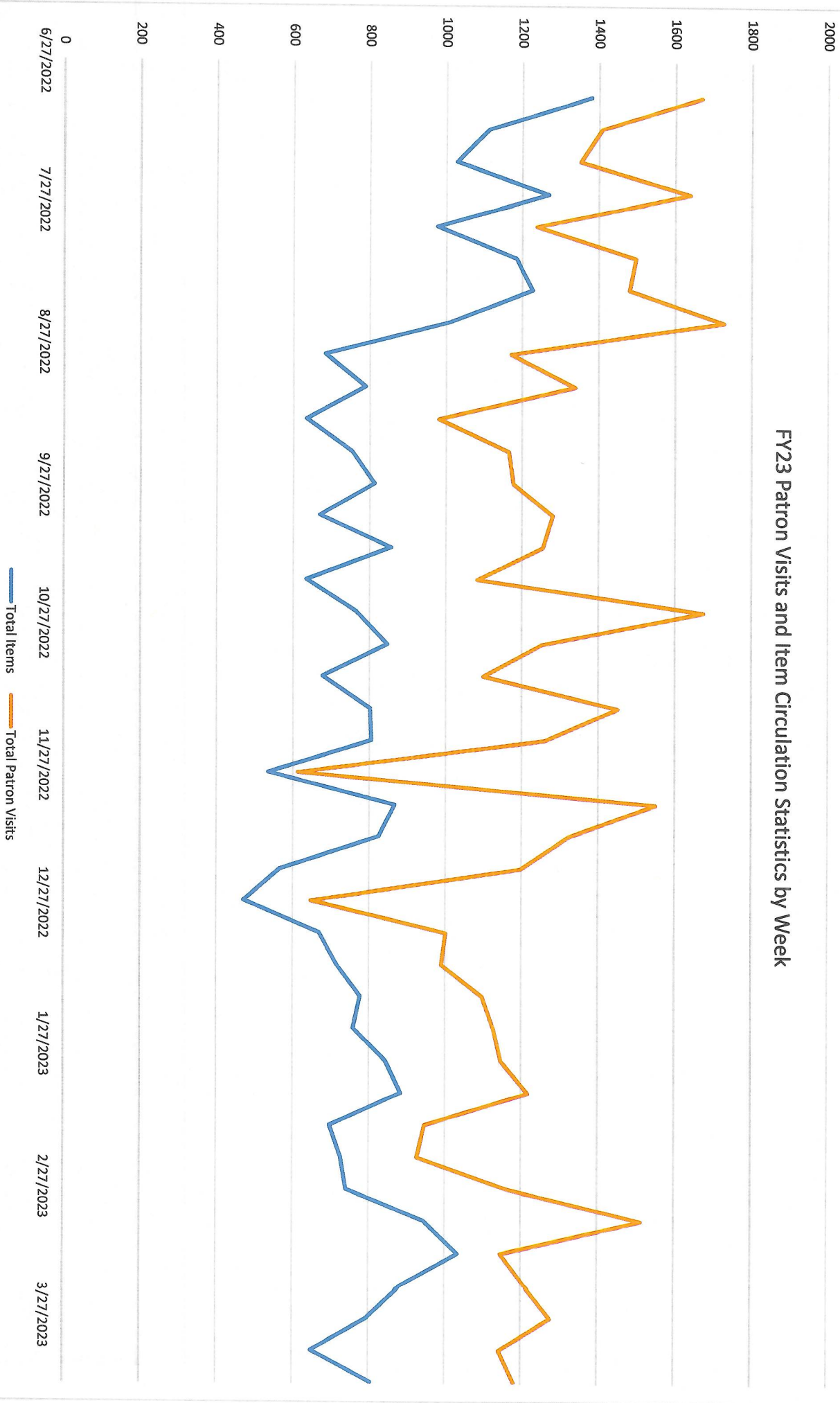


Solon Public Library  
 March 2023 Program Details

	A	B	C	D	E	F
1	Title	Age	Type	Category	In-person Attendees	Virtual Attendees
2	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	12	0
3	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	23	0
4	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	21	0
5	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	22	0
6	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	19	0
7	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	18	0
8	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	18	0
9	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	21	0
10	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	20	0
11				<b>Total Chair Yoga</b>	<b>174</b>	
12	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	10	0
13	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	12	0
14	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	14	0
15	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	13	0
16	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	14	0
17				<b>Total Coffee &amp; Conversations</b>	<b>63</b>	
18	Adult Game Night	Adult (Ages 19+)	In Person	Adult Programs	6	0
19	Book Club	Adult (Ages 19+)	In Person	Adult Programs	6	0
20	Community Read: Discussion with Solon High School	Adult (Ages 19+)	Live Virtual	Adult Programs	0	11
21	Cookbook Club	Adult (Ages 19+)	In Person	Adult Programs	10	0
22	DIY Night : Glass Etching	Adult (Ages 19+)	In Person	Adult Programs	11	0
23	Intro to eBook and eAudiobooks	Adult (Ages 19+)	In Person	Adult Programs	7	0
24	KNIT LIT	Adult (Ages 19+)	In Person	Adult Programs	2	0
25	Local Libraries Lit - Jamal Jordan	Adult (Ages 19+)	Live Virtual	Adult Programs	0	35
26				<b>Total Adult Program</b>	<b>325</b>	
27	Baby Time	Children (Ages 0-5)	In Person	Baby Time	8	0
28	Baby Time	Children (Ages 0-5)	In Person	Baby Time	11	0
29	Baby Time	Children (Ages 0-5)	In Person	Baby Time	15	0
30	Baby Time	Children (Ages 0-5)	In Person	Baby Time	3	0
31				<b>Total Baby Time</b>	<b>37</b>	
32	Storytime: Mud Mud Mud!	Children (Ages 0-5)	In Person	Storytime	34	0
33	Storytime: Rainy Weather!	Children (Ages 0-5)	In Person	Storytime	27	0
34	Storytime: Sunshine Smiles!	Children (Ages 0-5)	In Person	Storytime	23	0
35	Storytime: Windy Wonders!	Children (Ages 0-5)	In Person	Storytime	21	0
36				<b>Total Storytime</b>	<b>105</b>	
37	BAM POW: Build It! Optical Illusions	Children (Ages 6-11)	In Person	BAM POW	44	0
38	BAM POW: Make It! Fuse Bead Creations	Children (Ages 6-11)	In Person	BAM POW	37	0
39	BAM POW: Play It! Table-Top Games	Children (Ages 6-11)	In Person	BAM POW	25	0
40	BAM POW: Watch It! Paws of Fury [PG]	Children (Ages 6-11)	In Person	BAM POW	38	0
41	Girl Scout Library Visit	Children (Ages 6-11)	In Person	BAM POW	23	0
42	Spring Break Build It! Iowa Children's Museum	Children (Ages 6-11)	In Person	BAM POW	47	0
43				<b>Total BAM POW</b>	<b>214</b>	
44	March Coloring Challenge	General Interest	Passive Program	Family	123	0
45	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Family	2	0
46	All Ages Spring Break Movie: Tom & Jerry The Movie [PG]	General Interest	In Person	Family	13	0
47	Fun For All Night	General Interest	In Person	Family	61	0
48	Let's Go LEGO!	General Interest	Passive Program	Family	22	0
49	LGBTQ 101	General Interest	In Person	Family	40	0
50	March Mammal Madness Brackets Due!	General Interest	Passive Program	Family	35	0
51				<b>Total Family</b>	<b>296</b>	
52	CATS: Festival of Colors	Young Adult (Ages 12-18)	In Person	Teens	10	0
53	CATS: Group Games	Young Adult (Ages 12-18)	In Person	Teens	10	0
54	CATS: Movie Day! Bee Movie (PG)	Young Adult (Ages 12-18)	In Person	Teens	15	0
55	CATS: Pizza Day	Young Adult (Ages 12-18)	In Person	Teens	8	0
56	CATS: Your Space	Young Adult (Ages 12-18)	In Person	Teens	15	0
57	CATS: Your Space	Young Adult (Ages 12-18)	In Person	Teens	14	0
58	CATS: Your Space	Young Adult (Ages 12-18)	In Person	Teens	15	0
59	Manga Me	Young Adult (Ages 12-18)	Passive Program	Teens	0	0
60				<b>Total Teens</b>	<b>87</b>	

Solon Public Library

FY23 Patron Visits and Item Circulation Statistics by Week





# Patron PC Logins by Day and Hour

Dates: Wednesday March 1, 2023 - Friday March 31, 2023 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
Wed Mar 1	0	0	0	1	0	1	3	7	3	0	0	15	1	0	7	0	0	2
Thu Mar 2	0	1	0	0	0	7	17	3	2	4	0	34	3	0	17	1	0	5
Fri Mar 3	0	0	1	0	0	0	0	1	0	0	0	2	0	0	1	0	0	0
Sat Mar 4	0	0	2	2	0	0	3	1	0	0	0	8	1	0	3	0	0	1
Sun Mar 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 6	0	0	1	0	0	0	2	1	0	0	0	4	0	0	2	0	0	1
Tue Mar 7	1	0	0	0	0	1	3	2	0	0	0	7	1	0	3	0	0	1
Wed Mar 8	0	0	0	3	1	2	3	5	3	0	0	17	2	0	5	1	0	2
Thu Mar 9	0	0	0	1	4	14	2	1	0	0	0	22	2	0	14	0	0	4
Fri Mar 10	0	1	0	0	0	0	2	1	0	0	0	4	0	0	2	0	0	1
Sat Mar 11	0	1	1	0	0	0	0	1	0	0	0	3	0	0	1	0	0	1
Sun Mar 12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 13	0	1	0	0	0	0	1	0	1	0	0	3	0	0	1	0	0	1
Tue Mar 14	0	0	0	1	0	0	0	1	0	0	0	2	0	0	1	0	0	0
Wed Mar 15	0	1	3	1	1	1	3	0	0	0	0	10	1	0	3	1	0	1
Thu Mar 16	0	0	0	2	5	2	1	1	0	0	0	11	1	0	5	0	0	2
Fri Mar 17	4	0	0	1	2	0	0	2	0	0	0	9	1	0	4	0	0	1
Sat Mar 18	0	3	0	0	0	0	0	1	0	0	0	4	0	0	3	0	0	1
Sun Mar 19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 20	0	0	1	0	1	0	4	9	0	1	0	16	2	0	9	0	0	3
Tue Mar 21	0	0	0	0	0	2	2	2	5	0	0	11	1	0	5	0	0	2
Wed Mar 22	1	0	0	0	0	2	2	8	1	0	0	14	1	0	8	0	0	2
Thu Mar 23	0	0	0	0	3	22	9	2	0	0	0	36	3	0	22	0	0	7
Fri Mar 24	0	0	0	1	0	1	1	0	0	0	0	3	0	0	1	0	0	1
Sat Mar 25	0	0	1	1	0	0	0	3	0	0	0	5	1	0	3	0	0	1
Sun Mar 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 27	0	0	0	1	0	0	3	0	0	0	0	4	0	0	3	0	0	1
Tue Mar 28	1	1	0	0	0	0	3	1	0	0	0	6	1	0	3	0	0	1
Wed Mar 29	0	0	0	1	1	0	3	1	2	0	0	8	1	0	3	0	0	1
Thu Mar 30	1	0	0	0	4	8	10	1	2	1	0	27	3	0	10	1	0	4
Fri Mar 31	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
<b>Total</b>	<b>8</b>	<b>10</b>	<b>10</b>	<b>16</b>	<b>29</b>	<b>73</b>	<b>63</b>	<b>54</b>	<b>21</b>	<b>2</b>	<b>0</b>	<b>286</b>						
Average	0.3	0.3	0.3	0.5	0.9	2.4	2	1.7	0.7	0.1	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	4	3	3	3	7	22	10	9	5	1	0							
Median	0	0	0	0	0	0	2	1	0	0	0							
Mode	0	0	0	0	0	0	0	1	0	0	0							
Standard Devi:	0.8	0.6	0.7	0.8	1.8	5.3	2.4	2.3	1.3	0.2	0							

# Average Usage

03/01/2023 - 03/31/2023

Date

Filter



Apply

Busiest Hour

6

Least Busy

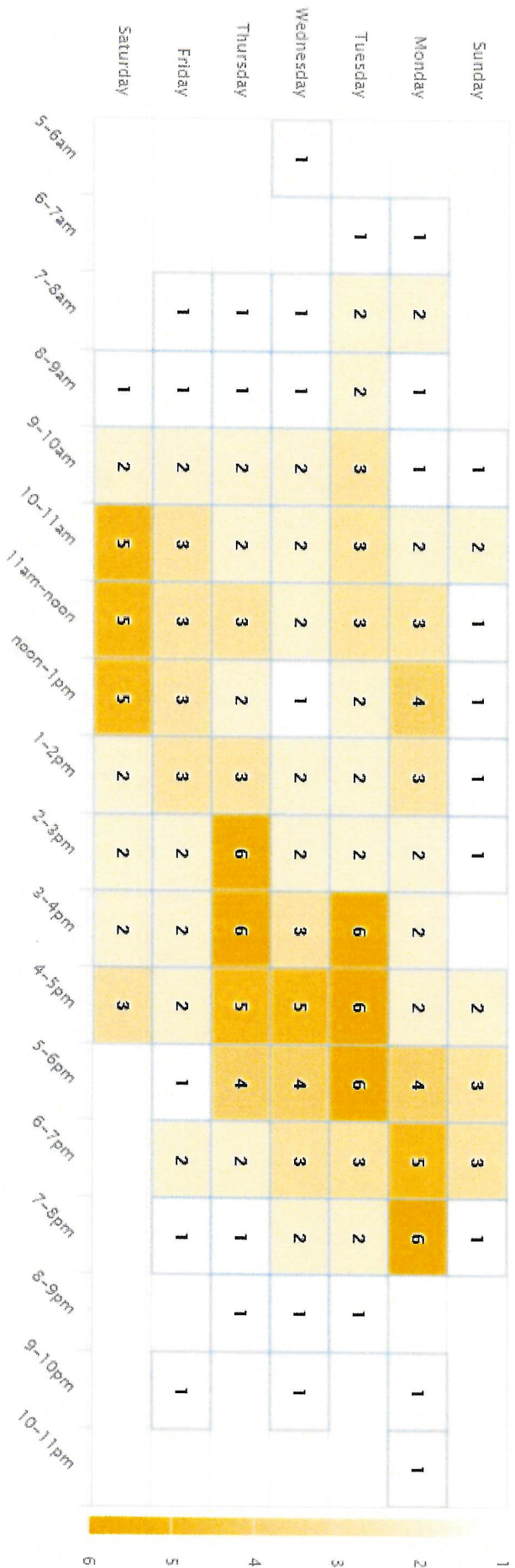
1

Hourly Average

2

Thursdays at 2 PM

Saturdays at 8 AM



In March, 163 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

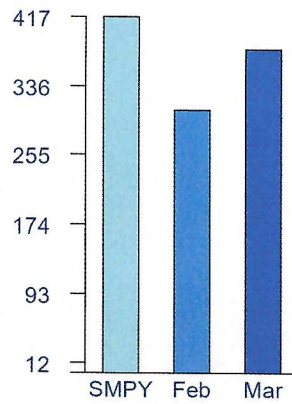
Change from prior month



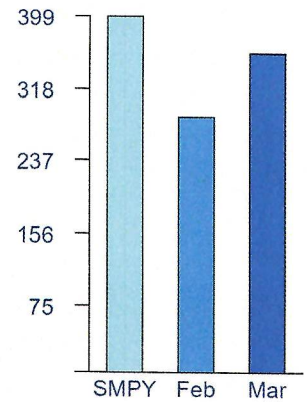
379 ↑ 23.05%

Monthly Sessions

Total Monthly Session Count



Total Monthly Visits



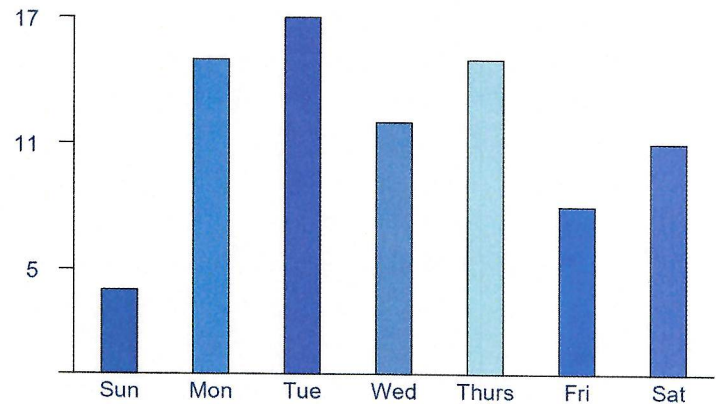
\*SMPY: Same Month Prior Year



358 ↑ 25.17%

Total Visits

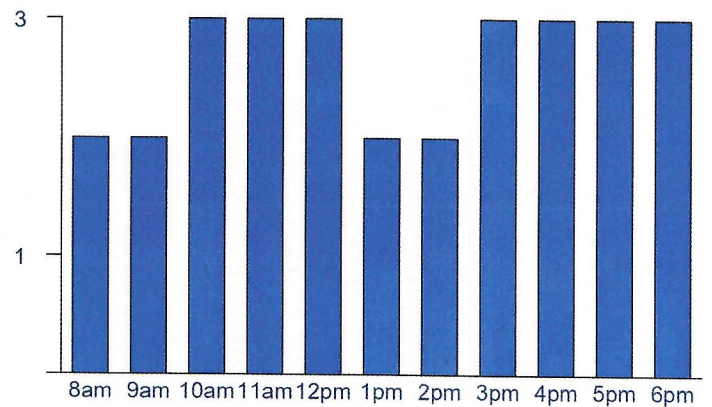
Average Daily Visits



163 ↑ 12.41%

Unique Visitors

Average Peak Hourly



2.2 ↑ 11.68%

Average Return Rate

**Solon Library Bills for April, 2023**

Starting balance from Expenditure Report dated 4/20/23

		Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ (341.67)</b>	
The IOWAN Magazine annual subscription (Visa)	\$ 40.66	
Clipart annual subscription (Visa)	\$ 69.96	
Total Spent	\$ 110.62	\$ 70.83
<b>Remaining Balance</b>	<b>\$ (452.29)</b>	
<b>From Travel and Conference (62400)</b>	<b>\$ (182.52)</b>	
2023 ILA Spring Symposium (Visa)	\$ 30.00	
ISLA 2023 Spring Program (Visa)	\$ 5.00	
Total Spent	\$ 35.00	\$ 62.50
<b>Remaining Balance</b>	<b>\$ (217.52)</b>	
<b>From Building Maintenance (63100)</b>	<b>\$ (7,354.96)</b>	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Joe's Quality Windows, outside & entryway, inv#21382	\$ 80.00	
Solon Hardware, batteries, inv#49	\$ 10.69	
Office Express, trash bags, inv#282689-0	\$ 121.82	
Total Spent	\$ 121.82	\$ 416.67
<b>Remaining Balance</b>	<b>\$ (12,476.78)</b>	
<b>From Org Vehicle/Equipment Maint AC (63320)</b>	<b>\$ (3,323.13)</b>	
Total Spent	\$ -	\$ 466.67
<b>Remaining Balance</b>	<b>\$ (3,323.13)</b>	
<b>From Utilities (63710)</b>	<b>\$ 6,721.45</b>	
Alliant Energy	\$ 355.54	
Mid-American	\$ 155.91	
Total Spent	\$ 511.45	\$ 750.00
<b>Remaining Balance</b>	<b>\$ 6,210.00</b>	
<b>From Telephone/Internet (63730)</b>	<b>\$ 1,958.52</b>	
ICN inv#668611	\$ 188.00	
Southslope	\$ 177.68	
Total Spent	\$ 365.68	\$ 425.00
<b>Remaining Balance</b>	<b>\$ 1,592.84</b>	
<b>From Data Bases (63731)</b>	<b>\$ 1,172.24</b>	
Total Spent	\$ -	\$ 208.33
<b>Remaining Balance</b>	<b>\$ 1,172.24</b>	
<b>From Publishing (64140)</b>	<b>\$ (187.00)</b>	
Total Spent	\$ -	\$ 50.00
<b>Remaining Balance</b>	<b>\$ (187.00)</b>	
<b>From Educational Program (64340)</b>	<b>\$ 2,996.12</b>	\$ 1,179.17
Zoom inv#195039231 (Visa)	\$ 17.11	
Casey's, March Mammal Madness prize (Employee Reim.)	\$ 10.00	
Solon Senior Support March Chair Yoga inv#YogaMAR23	\$ 60.00	
Doris Montag, History of Ordinary Things Program	\$ 100.00	
One Iowa, LGBTQ101 Program inv#815	\$ 437.33	
Karen Gordon, Storytime Substitute 4/18/23 inv#StoryAPR23	\$ 36.00	
The Iowa Children's Museum, Building Community Program, inv#4147	\$ 200.00	
Amazon, SRP prizes (Visa)	\$ 21.99	
Amazon, SRP prizes (Visa)	\$ 79.38	
Amazon, Adult program supplies (Visa)	\$ 47.97	

Amazon, Adult program supplies (Visa)	\$	6.29	
Amazon, Youth program supplies (Visa)	\$	93.16	
Amazon, Youth program supplies (Visa)	\$	105.97	
Amazon, Teen program supplies (Visa)	\$	14.84	
Amazon, Teen program supplies (Visa)	\$	19.99	
Amazon, Youth program supplies (Visa)	\$	15.49	
Amazon, Youth program supplies (Visa)	\$	88.28	
Amazon, Youth program supplies (Visa)	\$	7.35	
Foamalicious, SRP Foam Party equipment & supplies (Visa)	\$	498.58	
Casey's General Store, Teen program supplies (Visa)	\$	23.33	
Casey's General Store, Teen program supplies (Visa)	\$	27.16	
Total Spent	\$	1,910.22	\$ 1,179.17
<b>Remaining Balance</b>	<b>\$</b>	<b>1,085.90</b>	

<b>From Library Books (65020)</b>	<b>\$</b>	<b>5,876.53</b>	
Baker & Taylor Inv#2037398800	\$	1,599.34	
Baker & Taylor Inv#2037408701	\$	389.94	
Baker & Taylor Inv#2037421562	\$	135.78	
Baker & Taylor Inv#2037427442	\$	46.52	
Baker & Taylor Inv#2037430180	\$	120.20	
Baker & Taylor Inv#2037435786	\$	42.90	
Amazon, 1 book (Visa)	\$	16.26	
Amazon, 1 book (Visa)	\$	9.10	
Amazon, 1 book (Visa)	\$	6.04	
Amazon, 1 book (Visa)	\$	13.61	
Amazon, 1 book (Visa)	\$	23.94	
Amazon, 1 book (Visa)	\$	19.49	
Amazon, 2 books (Visa)	\$	27.95	
Amazon, 1 book (Visa)	\$	14.00	
Amazon, 1 book (Visa)	\$	17.95	
Amazon, 2 books (Visa)	\$	37.98	
Amazon, 13 book set (Visa)	\$	145.00	
Amazon, 2 books (Visa)	\$	36.40	
Amazon, 5 books (Visa)	\$	61.66	
Amazon, 1 book (Visa)	\$	14.96	
Amazon, 1 book (Visa)	\$	14.94	
Amazon, 23 books (Visa)	\$	381.62	
Amazon, 1 book (Visa)	\$	20.46	
Amazon, 6 books (Visa)	\$	89.56	
Amazon, 3 books (Visa)	\$	31.74	
Daydreams Comics, 2 books (Visa)	\$	20.78	
Total Spent	\$	3,338.12	\$ 1,875.00
<b>Remaining Balance</b>	<b>\$</b>	<b>2,538.41</b>	

<b>From Library Video Materials (65030)</b>	<b>\$</b>	<b>1,223.83</b>	
Baker & Taylor inv#H64563470	\$	72.06	
Baker & Taylor inv#H64591500	\$	81.85	
Baker & Taylor inv#H64658500	\$	24.49	
Baker & Taylor inv#H64780180	\$	51.77	
MicroMarketing inv#917083	\$	30.48	
Amazon, 5 DVDs (Visa)	\$	48.97	
Amazon, 2 DVDs (Visa)	\$	35.91	
Total Spent	\$	345.53	\$ 404.17
<b>Remaining Balance</b>	<b>\$</b>	<b>878.30</b>	

<b>From Library Audio Materials (65040)</b>	<b>\$</b>	<b>1,468.25</b>	
Baker & Taylor Inv#2037398800	\$	21.99	
Baker & Taylor Inv#2037408701	\$	22.00	
Baker & Taylor Inv#2037430180	\$	46.74	
OverDrive, 6 Audiobooks Inv#06497CO23095985	\$	271.48	
OverDrive, 9 Ebooks Inv#06497CO23095986	\$	334.97	
Total Spent	\$	697.18	\$ 416.67
<b>Remaining Balance</b>	<b>\$</b>	<b>771.07</b>	



**From Puzzles, Puppet Kits (65050) \$ 563.29**

Total Spent \$ - \$ 100.00  
**Remaining Balance \$ 563.29**

**From Operating Supplies (65070) \$ (941.61)**

Office Express, tape, cardstock, inv#282689-0 \$ 32.16  
 DEMCO, book processing supplies, bookmarks, inv#7284253 \$ 57.42  
 DEMCO, book processing supplies, inv#7293305 \$ 84.98  
 Storey Kenworthy, paper, office supplies, inv#PINV1086144 \$ 43.95  
 Amazon, disposable gloves, (Visa) \$ 9.99  
 Amazon, all-natural multipurpose cleaner (Visa) \$ 35.98  
 Amazon, labels (Visa) \$ 33.61  
 Total Spent \$ 298.09 \$ 541.67  
**Remaining Balance \$ (1,239.70)**

**From Postage and Shipping (65080) \$ 352.80**

Book return (Visa) \$ 3.47  
 Total Spent \$ 3.47 \$ 75.00  
**Remaining Balance \$ 349.33**

**From Supplies (65990) \$ 170.02**

Total Spent \$ - \$ 20.83  
**Remaining Balance \$ 170.02**

**From Office Equipment (67250) \$ 2,069.67 \$ 333.33**

Amazon, printer cart (Visa) \$ 54.09  
 DEMCO, chromebook charging cart, Inv#7286720 \$ 395.67 Foundation Art Auction Fundraisers  
 Total Spent \$ 449.76 \$ 333.33  
**Remaining Balance \$ 1,619.91**

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2022 to 4/30/2023

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 001 - GENERAL FUND</b>							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	214,987.00	214,987.00	157,104.71	7,570.37	0.00	57,882.29	73.1
61100 FICA SOCIAL SECURITY	16,447.00	16,447.00	11,987.56	577.67	0.00	4,459.44	72.9
61300 IPERS	20,295.00	20,295.00	14,562.86	714.64	0.00	5,732.14	71.8
61500 EMPLOYEE GROUP INSURANCE/ANNUI	21,174.00	21,174.00	0.00	0.00	0.00	21,174.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	850.00	850.00	1,191.67	0.00	0.00	-341.67	140.2
62400 TRAVEL AND CONFERENCE	750.00	750.00	932.52	9.17	0.00	-182.52	124.3
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	17,354.96	0.00	0.00	-7,354.96	173.5
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	8,923.13	0.00	0.00	-3,323.13	159.3
63710 UTILITIES	9,000.00	9,000.00	2,790.00	511.45	0.00	6,210.00	31.0
63730 TELEPHONE/INTERNET	5,100.00	5,100.00	3,507.16	365.68	0.00	1,592.84	68.8
63731 DATA BASES	2,500.00	2,500.00	1,327.76	0.00	0.00	1,172.24	53.1
64080 INSURANCE	13,425.00	13,425.00	0.00	0.00	0.00	13,425.00	0.0
64140 PUBLISHING	600.00	600.00	787.00	0.00	0.00	-187.00	131.2
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	11,153.88	1,095.26	0.00	2,996.12	78.8
65020 LIBRARY BOOKS	22,500.00	22,500.00	16,623.47	1,217.41	0.00	5,876.53	73.9
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	3,626.17	252.56	0.00	1,223.83	74.8
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	3,531.75	21.99	0.00	1,468.25	70.6
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	636.71	0.00	0.00	563.29	53.1
65070 OPERATING SUPPLIES	6,500.00	6,500.00	7,441.61	719.48	0.00	-941.61	114.5
65080 POSTAGE AND SHIPPING	900.00	900.00	547.20	0.00	0.00	352.80	60.8
65990 SUPPLIES	250.00	250.00	79.98	0.00	0.00	170.02	32.0
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	1,930.33	0.00	0.00	2,069.67	48.3
<b>LIBRARY SERVICES</b>	<b>380,078.00</b>	<b>380,078.00</b>	<b>266,040.43</b>	<b>13,055.68</b>	<b>0.00</b>	<b>114,037.57</b>	<b>70.0</b>
Expenditures	380,078.00	380,078.00	266,040.43	13,055.68	0.00	114,037.57	70.0
<b>Grand Total Net Effect:</b>	<b>-380,078.00</b>	<b>-380,078.00</b>	<b>-266,040.43</b>	<b>-13,055.68</b>	<b>0.00</b>	<b>-114,037.57</b>	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2022 to 4/30/2023	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 031 - TRUST &amp; AGENCY LIBRARY</b>							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	500.00	500.00	96.56	0.00	0.00	403.44	19.3
64990 MISC. CONTRACT WORK	0.00	0.00	77.27	0.00	0.00	-77.27	0.0
65020 LIBRARY BOOKS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
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	0.00	0.00	0.00	4,000.00	0.0
<b>TRUST &amp; AGENCY LIBRARY BLDG TR</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>173.83</b>	<b>0.00</b>	<b>0.00</b>	<b>10,326.17</b>	<b>1.7</b>
<b>Expenditures</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>173.83</b>	<b>0.00</b>	<b>0.00</b>	<b>10,326.17</b>	<b>1.7</b>
<b>Grand Total Net Effect:</b>	<b>-10,500.00</b>	<b>-10,500.00</b>	<b>-173.83</b>	<b>0.00</b>	<b>0.00</b>	<b>-10,326.17</b>	

## **DRAFT Solon Public Library Volunteer Policy**

### **About Volunteer Policy**

The Solon Public Library volunteer program is an important extension of the Library Staff. Volunteers perform a wide variety of tasks that are vital to the Library. Volunteers perform a service of their own free will and contribute time, energy and talents directly or on behalf of our Library. Volunteers are not paid and do not take the place of Library Staff. This policy is designed to provide guidelines for using and supporting our library volunteers.

### **Policy**

#### Utilization of Volunteers

The Solon Public Library seeks and welcomes volunteers from the community to:

- Implement programs and services that further its goals and objectives not funded in the regular budget.
- Establish a core group of volunteers to assist with large projects that require additional staffing, to be on-call for tasks occurring on an intermittent basis, or to provide regular on-going assistance.
- Create and facilitate strong community connections so that volunteers become empowered in their knowledge and advocate for library services and needs when they are in the larger community.
- Provide meaningful experiences for special groups, such as community service clients, personal development classes, students, special needs populations, and others, as staffing permits and suitable jobs are available.

After fulfilling library procedures, the library accepts and encourages the involvement of volunteers within appropriate programs and activities. Library Staff will make every effort to use the skills and interests of volunteers to their best advantage.

#### Guidelines:

- Volunteers must abide by the policies, procedures, goals, and services of the Solon Public Library.
- Each volunteer is required to complete a volunteer application. All personal information about the volunteer is for internal use only.
- Volunteers may start service in 6<sup>th</sup> grade with parental permission for those under the age of 14.
- Approved applicants will be placed in available positions based on their interests, availability, and skills. Placement of an applicant may not always be possible.
- Volunteers will receive orientation training from designated Library Staff including the mission of the Library, its services, relevant policies, and a general list of tasks that can be performed.
- Volunteers are responsible for maintaining the confidentiality of ALL Library information, and the volunteer will sign a confidentiality agreement form.
- Volunteers will wear a volunteer badge while performing volunteer work at the Library.

**DRAFT Solon Public Library  
Volunteer Policy**

- Volunteers will work under the supervision of paid Library Staff.
- Volunteers represent the Library and its Staff. Volunteers will conduct themselves in a friendly and professional manner.
- Volunteers will be covered with respect to liability insurance in relation to their duties at the Library.
- Volunteers must understand that they are not paid staff and all inquiries from patrons shall be handled by Library Staff.
- Volunteers may be used to augment basic services but will not be used to replace paid Library Staff positions.
- The Library Staff will, upon request, provide a letter of reference for a volunteer, if deemed appropriate. Records of volunteer time will be kept for one year for use by the volunteer.
- The Solon Public Library reserves the right to terminate the services of the volunteer.

**DRAFT Solon Public Library  
Volunteer Policy**

Solon Public Library

**Volunteer Confidentiality Agreement**

This is to certify that I, \_\_\_\_\_, a volunteer of the Solon Public Library, understand that any written, verbal, or other form of information obtained during the performance of my duties must remain confidential. This includes all information about patrons, community members, families, employees, as well as any other information otherwise marked or known to be confidential.

I have read and understand and have had the opportunity to have my questions answered regarding the Confidentiality of Patrons in the Circulation Policy. Failure to uphold this agreement will result in immediate termination of the volunteer position.

\_\_\_\_\_

Signature of Volunteer

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Library Staff Member

\_\_\_\_\_

Date



# Peer Comparison Report

## SOLON PUBLIC LIBRARY

March 2023 Assessment

The below data provides a look at how your recent Assessment results compare to other libraries across North America within your Edge Peer Group (defined by service population size and number of service outlets). The results below reflect the preliminary statistically representative Edge Assessment baseline values set by the 2018 Edge Representative Sample. Use the above filters to adjust the scope of your comparison. [Click here to learn more about how these values have been determined \(/faq\).](#)

	YOUR LIBRARY RESULTS	PEER GROUP AVERAGE	POSSIBLE TOTAL
<b>Community Value</b>	▼ 175	191	454
<b>BENCHMARK 1: DIGITAL SKILLS</b>	▼ 129	139	328
1.1 Classes or instruction on digital skills	▼ 9	25	67
1.2 Individual help for digital services	▼ 28	34	55
1.3 Access to digital tools	▲ 71	55	141
1.4 Awareness of digital tools	▲ 9	7	15
1.5 Content creation	▼ 12	18	49
<b>BENCHMARK 2: ECONOMIC OPPORTUNITY</b>	▲ 25	17	37
2.1 Job skills, workforce development, entrepreneurship	▲ 25	17	37
<b>BENCHMARK 3: CIVIC ENGAGEMENT</b>	9	9	25
3.1 eGov, legal assistance, citizenship	9	9	25
<b>BENCHMARK 4: EDUCATION</b>	▼ 12	16	34
4.1 Early literacy, homework, lifelong learning	▼ 12	16	34

	YOUR LIBRARY RESULTS	PEER GROUP AVERAGE	POSSIBLE TOTAL
<b>BENCHMARK 5: HEALTH</b>	▼ 0	10	31
5.1 Health and wellness	▼ 0	10	31
<b>Engaging the Community and Decision Makers</b>	▲ 210	104	267
<b>BENCHMARK 6: UNDERSTANDING COMMUNITY NEEDS</b>	▲ 115	40	159
6.1 Community and user engagement	▲ 37	18	64
6.2 Assessment	▲ 78	22	95
<b>BENCHMARK 7: LEADERSHIP</b>	▲ 21	15	28
7.1 Library thought leadership	▲ 21	15	28
<b>BENCHMARK 8: RELATIONSHIPS WITH COMMUNITY LEADERS</b>	▲ 74	49	80
8.1 Outreach to community leaders and partners	▲ 74	49	80
<b>Organizational Management</b>	▲ 198	140	279
<b>BENCHMARK 9: TECHNOLOGY PLANNING/POLICIES/AVAILABILITY</b>	▲ 127	99	181
9.1 Technology planning	▲ 48	32	55
9.2 Digital services and programs planning	▼ 0	9	18
9.3 Technology management*	▲ 34	27	58
9.4 Digital services and program tracking	▲ 46	32	49
<b>BENCHMARK 10: STAFF DIGITAL EXPERTISE</b>	▲ 71	41	98
10.1 Staff digital knowledge	▲ 49	23	61
10.2 Staff thought leadership and participation	▲ 21	18	37
<b>TOTAL</b>	<b>▲ 583</b>	<b>435</b>	<b>1,000</b>

\* The score for your library bandwidth (/library-profile) response is included in Benchmark 9.





## SOLON PUBLIC LIBRARY

March 2023 Assessment

### About this report

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The following pages provide an overview of your library's most recent Edge Assessment results. As you continue to engage with Edge tools and training, this data will help you strengthen your library's technology offerings and raise your library's profile as a community tech leader.

### Understanding the results

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Your library's below Assessment results are presented in 10 benchmark groupings, which are further organized into three overarching strategic areas: community value, engaging the community and organizational management. The Edge benchmarks represent comprehensive best practices for libraries related to public access technology, based on data from U.S. and Canadian libraries of all sizes.

### Acting on these results

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Edge is designed to help your library set a path for continuous improvement. Points achieved and priorities are unique to each library that takes the Assessment. No matter your results, the below data empowers your team to identify improvement opportunities that are anchored in your library's and your community's strategic goals.

## Assessment Results Summary

	YOUR LIBRARY RESULTS	POSSIBLE TOTAL
<b>Community Value</b>	<b>175</b>	<b>454</b>
BENCHMARK 1: DIGITAL SKILLS	129	328
BENCHMARK 2: ECONOMIC OPPORTUNITY	25	37
BENCHMARK 3: CIVIC ENGAGEMENT	9	25
BENCHMARK 4: EDUCATION	12	34
BENCHMARK 5: HEALTH	0	31
<b>Engaging the Community and Decision Makers</b>	<b>210</b>	<b>267</b>
BENCHMARK 6: UNDERSTANDING COMMUNITY NEEDS	115	159
BENCHMARK 7: LEADERSHIP	21	28
BENCHMARK 8: RELATIONSHIPS WITH COMMUNITY LEADERS	74	80
<b>Organizational Management</b>	<b>198</b>	<b>279</b>
BENCHMARK 9: TECHNOLOGY PLANNING/POLICIES/AVAILABILITY	127	181

	YOUR LIBRARY RESULTS	POSSIBLE TOTAL
BENCHMARK 10: STAFF DIGITAL EXPERTISE	71	98
<b>TOTAL</b>	<b>583</b>	<b>1,000</b>

### Library Bandwidth Range

This data has not been defined in your library profile (/library-profile).

## Assessment Results Details

	RESPONSES	YOUR LIBRARY RESULTS	POSSIBLE TOTAL
<b>Community Value</b>		<b>175</b>	<b>454</b>
<b>BENCHMARK 1: DIGITAL SKILLS</b>		<b>129</b>	<b>328</b>
1.1 Classes or instruction on digital skills		9	67
1.1.1 The library has classes or instruction for:		9	67
Basic computer skills	No		
Office productivity software	No		
Using the internet for search	No		
Information literacy	No		
Online safety, privacy and security	No		
Social media	No		
Multimedia production	No		
User-owned devices, such as eReaders, iPods, tablets, smartphones	Yes		
Digital skills that are available in languages other than English	No		
Helping people determine whether information is trustworthy	No		
1.2 Individual help for digital services		28	55
1.2.1 The library offers one-on-one technology support for users on demand at all locations.	Yes	3	3
1.2.2 The library offers one-on-one technology support for users by appointment at all locations.	Yes	6	6
1.2.3 The library offers one-on-one technology support in at least one location for:		12	12
User-owned devices (e.g., eReaders, tablets, smartphones)	Yes		
Digital tools, software, digital services	Yes		
1.2.4 The library offers one-on-one technology support:		6	34
In languages other than English	No		
To help seniors use digital resources, programs and services	Yes		
To help limited English speakers use digital resources, programs and services	No		
To help people with cognitive and physical disabilities use digital resources, programs and services	No		
1.3 Access to digital tools		71	141
1.3.1 Users have the ability to retrieve and store data to portable devices while using computers at all locations.	Yes	3	3

	RESPONSES	YOUR LIBRARY RESULTS	POSSIBLE TOTAL
<b>1.3.2 The library's website makes it possible to access:</b>			
Downloadable e-books	Yes	18	18
Downloadable audiobooks	Yes		
Streamable video	Yes		
Downloadable interactive language learning tools	Yes		
<b>1.3.3 The library makes available:</b>			
Photo editing software	No	9	40
Video/audio recording and editing software	No		
Videoconferencing equipment	Yes		
3-D printers	No		
Presentation equipment (e.g., projector, microphone)	Yes		
Multimedia production equipment (e.g., digital cameras, audio recorders, video cameras)	No		
Web development and coding software	No		
<b>1.3.4 The library:</b>			
Provides a digital archive for local content creators	No	9	46
Provides users with the tools to scan, digitize or preserve personal items	Yes		
Provides wireless-enabled printers available for user-owned devices	No		
Loans internet-enabled devices	Yes		
Loans Wi-Fi hotspots	No		
Selects and organizes online resources about available home broadband and wireless services	No		
Provides real-time reference services through text messaging, Skype, Twitter, chat or other interactive applications	No		
<b>1.3.5 The library has at least one public terminal with assistive technology that addresses the needs of:</b>			
People with visual impairments	In Progress	15	18
People with motor and dexterity impairments	In Progress		
Those needing accommodation of wheelchair or mobility vehicles	Yes		
People who are hearing impaired	Yes		
<b>1.3.6 The library uses an online validation service to demonstrate compliance with World Wide Web Consortium (WW3) accessibility standards.</b>			
	Yes	3	3
<b>1.3.7 How often do library users run out of the time allotted to them in a given day to use the internet on the library's computers?</b>			
	Rarely	6	6
<b>1.3.8 How often do library users have to wait to borrow internet-enabled devices for use outside the library due to a limited number of available devices?</b>			
	Rarely	6	6
<b>1.4 Awareness of digital tools</b>			
		9	15
<b>1.4.1 The library has signage about:</b>			
Digital tools, peripheral equipment and resources	Yes	3	9
Digital tools, peripheral equipment and resources in the languages spoken in the community	No		
Digital tools, peripheral equipment and resources in braille	No		
<b>1.4.2 The library sends announcements (e.g., email, newsletter or social media announcements) to users about available digital tools, peripheral equipment and resources.</b>			
	Yes	6	6
<b>1.5 Content creation</b>			
		12	49
<b>1.5.1 Users create the following kinds of content using library digital tools:</b>			
Videos	No	12	49
Podcasts	No		
Objects or materials using 3-D printers	No		
Blogs	Yes		
Reports or written material for school assignments	Yes		
Web pages	No		
Software	No		
<b>BENCHMARK 2: ECONOMIC OPPORTUNITY</b>		<b>25</b>	<b>37</b>

	RESPONSES	YOUR LIBRARY RESULTS	POSSIBLE TOTAL
2.1 Job skills, workforce development, entrepreneurship		25	37
2.1.1 The library selects and organizes online resources:		25	25
For job search, building workforce skills or professional certification	Yes		
For small business development and entrepreneurship	Yes		
For career testing preparation resources	Yes		
That guide users to government websites and government data	Yes		
2.1.2 At least quarterly, the library holds classes, either online or at the library facility, on:		0	12
Job search, building workforce skills, or professional certification	No		
Small business development and entrepreneurship	No		
<b>BENCHMARK 3: CIVIC ENGAGEMENT</b>		<b>9</b>	<b>25</b>
3.1 eGov, legal assistance, citizenship		9	25
3.1.1 Users take advantage of online library resources that:		9	15
Guide them to government websites (e.g., eGov)	Yes		
Guide them to online legal research or legal assistance	Yes		
Guide them to information on how to become a citizen	No		
3.1.2 At least quarterly, the library holds classes, either online or at the library facility, on how to:		0	9
Use online government resources	No		
Become a citizen	No		
<b>BENCHMARK 4: EDUCATION</b>		<b>12</b>	<b>34</b>
4.1 Early literacy, homework, lifelong learning		12	34
4.1.1 The library makes available:		9	18
A selection of organized online resources related to homework help, research and information literacy	Yes		
A selection of organized online resources about college selection and financial aid for students, parents or guardians	No		
Educational testing preparation (e.g., GED, SAT, GRE, GMAT, TOEFL) through the library's website	Yes		
Online exam proctoring services and software	No		
4.1.2 The library holds classes, at least on a quarterly basis, on using or navigating online educational content resources.	No	0	6
4.1.3 Parents, caregivers and children participate in online early literacy games or read-along programs at the library or using the library's website.	Yes	3	3
4.1.4 Users take ESL and foreign language classes through online programs or classes held at the library.	No	0	6
<b>BENCHMARK 5: HEALTH</b>		<b>0</b>	<b>31</b>
5.1 Health and wellness		0	31
5.1.1 Library users are able to:		0	15
Consult a selection of organized online resources to learn about medical conditions, procedures and prescriptions, and wellness	No		
Consult medical databases through the library website	No		
Take classes, at least quarterly, on using online health and wellness resources, including electronic health care	No		
5.1.2 The library selects or organizes digital resources to help people:		0	15
Find out about local doctors or health care providers	No		
Learn about options for obtaining health insurance	No		
Enroll in health insurance	No		

	RESPONSES	YOUR LIBRARY RESULTS	POSSIBLE TOTAL
<b>Engaging the Community and Decision Makers</b>		<b>210</b>	<b>267</b>
<b>BENCHMARK 6: UNDERSTANDING COMMUNITY NEEDS</b>		<b>115</b>	<b>159</b>
6.1 Community and user engagement		37	64
6.1.1 In order to understand community needs: Questions about community digital needs are included in a library-sponsored needs assessment tool.	Yes	25	52
The library conducts focus groups or forums with community members and users on the community's digital services, programs, tools and resource needs.	Yes		
The library conducts a community needs assessment for technology resources in languages other than English.	No		
The library conducts a community needs assessment for technology resources for people with disabilities.	No		
A local government assessment tool asks community members about library digital services, programs, tools and resource needs.	No		
The library asks community members and library users to test prototypes of digital services, programs, tools and resources.	Yes		
6.1.2 The library updates digital services, programs, tools and resources based on the result of the library's efforts to understand community needs.	Yes	6	6
6.1.3 The library updates digital services, programs, tools and resources based on users' feedback and requests.	Yes	6	6
6.2 Assessment		78	95
6.2.1 Does the library have a program in place to determine the results of the programs and services it provides its users and community?	Yes	9	9
6.2.2 Identify whether your library engages in activities to determine the results of the library's programs or resources on patrons': Digital skills	Yes	46	46
Ability to protect their online privacy and security	Yes		
Ability to find a job	Yes		
Level of workforce preparedness	Yes		
Level of health or wellness	Yes		
Educational attainment	Yes		
Ability to pursue artistic or creative activities	Yes		
Ability to create and distribute digital content	Yes		
6.2.3 How does the library determine the results of library programs or resources? Project outcome	Yes	12	18
Partnerships with local universities	No		
Tools the library has developed	Yes		
6.2.4 The library has a program in place to formally assess the outcomes and impacts of the library's programs or resources?	In Progress	5	9
6.2.5 The library keeps track of the use of the following? Databases	Yes	6	12
Hotspots	No		
<b>BENCHMARK 7: LEADERSHIP</b>		<b>21</b>	<b>28</b>
7.1 Library thought leadership		21	28

	RESPONSES	YOUR LIBRARY RESULTS	POSSIBLE TOTAL
<b>7.1.1 Libraries leaders and staff:</b>			
Make at least one presentation annually at professional gatherings on the library's efforts to help library users improve digital skills, learn about new technologies, understand their personal data or improve information literacy	Yes	21	28
Participate in initiatives, such as those involving state libraries or library consortia, that seek to improve the digital programs libraries offer or digital capabilities of libraries themselves	Yes		
Collaborate on grant and other funding opportunities with a community organization for initiatives to improve digital access, skills and information literacy for community members	No		
Consult with community leaders and others on initiatives to improve digital skills, digital programs (e.g., using technology for job search) or network access for the community	Yes		

## BENCHMARK 8: RELATIONSHIPS WITH COMMUNITY LEADERS

74 80

### 8.1 Outreach to community leaders and partners

74 80

#### 8.1.1 In its outreach to community leaders and partners, the library:

Shares training resources and curricula with other libraries or community-based organizations	Yes	31	31
Maintains a list of community organizations to help distribute materials about library digital services, programs, tools and resources	Yes		
Maintains a list of community organizations that offer digital services and resources to easily refer community members for additional services	Yes		
Have a list of local media contacts and updates it at least annually	Yes		
Conducts outreach to local media at least quarterly through one-on-one meetings, press releases, op-eds or media events at the library	Yes		
Partners with corporate foundations, private foundations, community nonprofit organizations and other institutions to support digital programs	Yes		
Partners with corporate foundations, private foundations, community nonprofit organizations and other institutions in its outreach on digital services, programs, tools and expertise	Yes		

#### 8.1.2 Library leaders or staff do the following things with respect to community outreach:

Library leaders attend meetings of local elected governing bodies within their legal service area at least annually.	Yes	43	43
A library representative makes a presentation at least annually to a community-based organization (e.g., Kiwanis, Chamber of Commerce) on the library's digital services and tools.	Yes		
At least one library representative sits on the board of a key community-based organization.	Yes		
Library leadership effectively communicates community priorities to library staff.	Yes		
Library leaders communicate the outcomes and impact of the library's digital programs to local government officials.	Yes		
Library leaders communicate the findings of efforts to understand the results of library's digital services, programs, tools and expertise to partners (e.g., companies, nonprofits, schools).	Yes		

#### 8.1.3 At least one leader from a community-based organization serves on a library committee or governing board.

No 0 6

## Organizational Management

198 279

## BENCHMARK 9: TECHNOLOGY PLANNING/POLICIES/AVAILABILITY

127 181

### 9.1 Technology planning

48 55

#### 9.1.1 The library has a technology management plan?

In Progress 2 3

#### 9.1.2 The library's technology plan has accessibility goals.

In Progress 3 6

#### 9.1.3 The library annually updates its accessibility goals.

Yes 6 6

#### 9.1.4 The library has:

A software and hardware replacement plan with a three to five year refresh cycle	Yes	25	28
A user privacy plan that has practices to ensure security of user data, including clearing online session data from public computers and procedures for handling sensitive information	Yes		
Network security practices for timely application of updates and patches	Yes		
Processes for system recovery to ensure continuity of services in the event of catastrophic technology failure	Yes		
Processes to provide technology services to the community in the event of a disaster or other community emergency	In Progress		

#### 9.1.5 The library annually updates its BYOD and device lending policies.

Yes 6 6

	RESPONSES	YOUR LIBRARY RESULTS	POSSIBLE TOTAL
9.1.6 The library's technology management plan is available for all staff to consult.	Yes	6	6
<b>9.2 Digital services and programs planning</b>		0	18
9.2.1 The library's strategic plan includes goals aimed at helping users improve digital skills, understand their personal data or improve information literacy.	No	0	6
9.2.2 The library's strategic plan includes goals for library staff to stay up to date with the latest developments in information and communications technology.	No	0	6
9.2.3 The library has explicit policies for technology product and service partnerships.	No	0	6
<b>9.3 Technology management</b>		34	58
9.3.1 When it comes to managing its internal technology capabilities, the library:		21	31
Conducts speed tests on public computers to compare actual and advertised bandwidth speed	Yes		
Responds to alerts about connectivity problems in a timely way	Yes		
Monitors in real time connectivity (up/down/ping) at the network level for all locations	Yes		
Allocates bandwidth for library staff functions and public internet access through separate data circuits in some locations	Yes		
Uses session management software	Yes		
Makes available to staff a troubleshooting guide for network devices and peripherals, including call numbers and service provider information	Yes		
Uses a master image deployment and recovery system (e.g., Clonezilla, Ghost) for public computers	No		
Has a lockdown software program (e.g., Deepfreeze) installed on public computers	Yes		
Has cold spares available to switch out downed devices with fresh hardware within a business day	No		
9.3.2 With respect to the library's network capabilities:		12	12
The wireless network signal extends to all public areas of the library at all locations.	Yes		
The library has access to personnel with sufficient IT expertise to maintain its network and public technology systems.	Yes		
The library has at least one staff member located onsite with sufficient IT expertise to maintain the library's network and public technology systems.	Yes		
<b>9.4 Digital services and program tracking</b>		46	49
9.4.1 For library web resources, staff:		15	15
Checks web links at least monthly	Yes		
Reviews library analytics (e.g., number of website and social media visitors, traffic types, popular pages, referrals, retweets) at least quarterly	Yes		
Reviews subscription content (e.g., EBSCO databases, Freegal Music, Learning Express, Lynda.com) usage reports at least quarterly	Yes		
9.4.2 With respect to metrics for library digital resources, staff records metrics of:		31	34
Hours public devices are in use by users	Yes		
Number of attendees in digital classes	In Progress		
Wait times for public devices	Yes		
Number of requests for one-on-one technology help	Yes		
Number of Wi-Fi sessions initiated by users	Yes		
<b>BENCHMARK 10: STAFF DIGITAL EXPERTISE</b>		71	98
<b>10.1 Staff digital knowledge</b>		49	61
10.1.1 Public service staff job descriptions contain digital competencies and responsibilities.	Yes	6	6
10.1.2 The annual evaluation of public service staff performance includes digital services, programs, tools and competency goals.	Yes	6	6
10.1.3 How many public service staff are able to answer basic questions about the library's technology and digital resources:	Most	3	3
10.1.4 How many public service staff are able to answer intermediate questions about the library's technology and digital resources:	About Half	3	6

	RESPONSES	YOUR LIBRARY RESULTS	POSSIBLE TOTAL
10.1.5 How many public service staff are able to answer advanced questions about the library's technology and digital resources:	Few	0	9
10.1.6 To enhance the staff's levels of digital capabilities, the library:			
Participates in or facilitates formal or informal mentorship programs related to digital skills or access	Yes	25	25
Offers a collection of current technology devices and loans them to staff for professional development	Yes		
Provides training at least annually to help serve users with limited accessibilities (e.g., physical disabilities, cognition challenges, seniors)	Yes		
Provides training at least annually on how to protect the online privacy and security of library users	Yes		
10.1.7 The library evaluates staff's preparedness to serve digital needs of library users.	Yes	6	6
10.2 Staff thought leadership and participation		21	37
10.2.1 Library staff:			
Receives recognition for participating in knowledge-sharing forums on libraries' digital programs and services	No	21	37
Participates in the design, evaluation and implementation of digital services, programs and tools	Yes		
Participates in internal initiatives to improve the community's digital skills and access	Yes		
Participates externally with partners, community organizations or professional associations	Yes		
Participates in emerging technology and digital applications initiatives in the community (e.g., new eGovernment portals, community technology centers, technology programs)	No		
<b>TOTAL</b>		<b>583</b>	<b>1,000</b>