

Agenda for Solon Library Board Meeting
Monday, February 22, 2021 @7:00 pm

Join Zoom Meeting:

Solon Public Library Staff is inviting you to a scheduled Zoom meeting.

Topic: SPL Board of Trustees Meeting

Time: Feb 22, 2021 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83088558042>

Meeting ID: 830 8855 8042

Call to order

Approval of the agenda

Approval of the minutes

- January 25, 2021

Citizen's Speak

Committee reports

- Finance
- Johnson County Liaison
- City Liaison
- Building

Directors Report

Approval of Bills

- February 2021

Review of Foundation report

Old Business

- Update on FY21 Budget amendment process
- Action on CD due in February
- Discussion and possible action on expectations and goals/outcomes for Library Director

New Business

-

Adjourn

The Solon Public Library Board

Meeting Minutes (DRAFT)

January 25, 2021

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:05 p.m. March welcomed our new Board member, Chris Christophersen.

Present

Frank Cooney, Bob Lancaster, Sandy Lawrence, Jackie Nemecek, March Sutton, Chris Christophersen, Liz King (Library Director)

Absent

None

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the November 30, 2020 meeting were unanimously approved as distributed. The minutes of the December 14, 2020 meeting were unanimously approved as distributed.

Citizen's Speak and Correspondence

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

Election of Officers

The following slate of officers was proposed:

President: March Sutton

Vice President: Bob Lancaster

Secretary: Sandy Lawrence

The slate was unanimously approved as presented.

Committee Reports

- **Building:** None
- **Finance:** The down payment on the shingles has been made and may call for a budget adjustment to be determined in the spring.
- **Johnson County Liaison:** An email was sent to Pat Heiden, our Board of Supervisor's contact about Kris' retirement after 30 years and Liz King's hiring as new library director.
- **City of Solon Liaison:** The budget was submitted to the City Council. John reported that the Council expressed appreciation for the work the library has done to maintain individual visits and to keep materials and activities available to patrons. The City is still taking applications for another Board member (male) who must reside in the city limits. (Iowa Code regulations requiring gender balance on all appointed boards.) If one is not found in three months, the position is open to any gender residing in the city limits.
- **Hiring Committee:** None

Library Director's Report

The new Library Director, Liz King briefly introduced herself and shared her background. The Library Director's Report reviewed the following: she has attended meetings with the City Council, Friends of the Library and the Library Foundation Board. She has completed necessary paper work and safety training with the City. Other meetings are scheduled. Circulation numbers, program participation numbers, outreach, public relations and other special events were documented.

Approval of Bills

The December 2020 bills were unanimously approved for payment as presented.
The January 2021 bills were unanimously approved for payment as presented.

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Discussion and possible action on FY21 Budget.** There is a shortfall in salaries due to payment of Kris' accrued vacation and sick leave days of \$17,816. A discussion was held on possible line items that could absorb some of the shortfall as well as using Trust and Agency or CD funds. Liz will work with Cami to clarify.

New Business

- **Discussion and possible action on CD renewal.** The next CD is due in February and we will act on it at the February 22 meeting.
- **Discussion and possible action on defining Library Director orientation time period.** The evaluation process may be extended through the next fiscal year to align with the March 2022 evaluation cycle. March will check with Cami.
- **Discussion and possible action regarding Board expectations of goals and/or outcomes for Library Director orientation/evaluation time period.** The planned goal setting activity will be moved to the February meeting with the expectation that we can participate in person.

Next Month's Agenda

- **Action on CD due in February**
- **Discussion and possible action on Budget adjustment information**
- **Discussion and possible action on expectation and goals/outcomes for Library Director**

Adjournment

The meeting was adjourned at 8:25 p.m.

Next Meeting

Regular Meeting: Monday, February 22, 2021

Submitted by

Sandy Lawrence

Director's Report February 2021

As I enter my second month as Director and our second Board Meeting together, I am amazed at how much I have learned about the operation of this library from our Library Staff, the Board of Trustees, and the City Administration group. While my first couple weeks here were spent in meetings or preparing for meetings, this month I was able to spend some quality time training with my staff on circulation desk activities and Interlibrary Loans, meet patrons, and attend some of our amazing virtual programs.

Below you will find some statistics from the past month. I would like to draw your attention to the following highlights: Alexis's Virtual Trivia Night attracted 52 people from across the country competing for the top prize and bragging rights, and Blind Date with a Book has been very popular. Cassi's BAM POW activity kits grades K-4 continue to "sell out" each week. Deena had two new teens join the Virtual Teen Advisory Board this month. Megan's expertise in promoting library programs on a variety of social media platforms and our website offers patrons multiple ways to learn about the library. The Staff Spotlights have been a big hit, as have the Tech Help and In the Kitchen video series. Sherri has processed 152 new items into our collection.

We have expanded our options for patrons who wish to have longer computer time. Utilizing our new laptops and the two study rooms, patrons can now make 50-minute appointments for computer usage. These appointments can happen concurrently with the 20 minute browsing appointments and still keep single households separate from each other to ensure everyone's safety. Megan has also added a Live Chat (Bold360) feature to our website. This program is currently offered at no charge by the State of Iowa Library, and provides another option for patrons to connect with us.

At the February 17 City Council Meeting, Patricia Heiden, Chairperson of the Johnson County Board of Supervisors, shared that Johnson County would be continuing to follow the CDC recommended guidelines for COVID safety including mask mandates and social distancing practices to protect our community. Mayor Steve Stange echoed her sentiments on how important it is for all of us to continue to keep each other safe while we await the completion of the vaccination process. I feel that our current library practices reflect this commitment to safety for our patrons, staff, and the community as a whole. We are setting an excellent example as leaders in the community, while providing access to our materials and resources in a variety of ways.

Circulation numbers

January 25, 2021 through February 17, 2021

Total Items: 1694 Total Patrons served: 352 Total Patron visits: 197

Outreach Book Deliveries:

2 at Lakeview

2 at Solon Learning Academy

1 Spartan Early Childhood Center

Winter Library Challenge (completed January 31, 2021): 26 Youth, 10 Adult

Adult Programming

Virtual Trivia Night - 52

DIY Live Zoom: Body Scrubs - 3

Book Club - 25

DIY Take & Make: Body Scrubs - 20

January Cook Book Club: Turmeric - 25

Blind Date with a Book (ongoing for February)

I am in the process of evaluating our staff schedule and seeing how we can expand our appointment options safely. Cassi and Deena are making plans for our Reading Colors Your World Summer Reading Program. We plan to collaborate with the other Johnson County Libraries to offer outdoor family movie nights in May, June, and July. Outdoor viewing has been made available by Swank Movie Licensing to provide safe, social distanced options for summer. We are also preparing several laptop kits that will allow patrons to checkout laptops for home use.

One more thing to consider: 2021 is our 20th year in the new library building! What can we do to celebrate and plan for the future? I have already mentioned this to the Library Foundation and will share it with the Friends Group as well. I believe there was a 10-year anniversary committee in 2011, and perhaps a similar committee could be formed to commemorate this milestone as soon as it is safe to do so.

Sincerely,

Liz King

Director, Solon Public Library

Solon Library Bills for February 2021

Starting balance from Expenditure Report dated 2/18/2021

From Building Maintenance (63100)	\$ (6,053.40)
Grainger (light bulbs)	\$ 124.14
Doors Inc. (replacement keys)	\$ 27.70
Total Spent	\$ 151.84
Remaining Balance	\$ (6,177.54)
From Utilities (63710)	\$ 8,380.51
Alliant Energy	\$ 447.37
Remaining Balance	\$ 7,933.14
From Telephone/Internet (63730)	\$ 681.32
ICN inv#612509	\$ 188.00
South Slope	\$ 154.91
Total Spent	\$ 342.91
Remaining Balance	\$ 493.32
From Education Programs (64340)	\$ 4,216.23
Youth Program-Amazon (Visa)	\$ 41.69
Adult Program-Amazon (Visa)	\$ 25.00
Youth Program Walmart (Visa)	\$ 29.68
Adult Program-Amazon (Visa)	\$ 14.28
Adult Program-Amazon (Visa)	\$ 4.91
Adult Program-Amazon (Visa)	\$ 13.30
Youth Program Walmart (Visa)	\$ 34.50
Adult Program-Big Grove Brewery (Alexis)	\$ 50.00
Adult Program-Walmart (Alexis)	\$ 17.45
Garrett Elton Video Editing Story time	\$ 333.25
Total Spent	\$ 564.06
Remaining Balance	\$ 3,652.17
From Library Books (65020)	\$ 11,264.18
Baker & Taylor inv#2035721818	\$ 42.83
Baker & Taylor inv#2035719300	\$ 64.60
Baker & Taylor inv#2035722992	\$ 328.51
Baker & Taylor inv#2035725088	\$ 345.84
Baker & Taylor inv#2035744179	\$ 202.68
Baker & Taylor inv#2035767496	\$ 225.79
MidAmerica Books	\$ 354.10
Amazon 8 Books (Visa)	\$ 65.07
Amazon 1 Book (Visa)	\$ 18.18
Amazon 1 Book (Visa)	\$ 12.29
Amazon 4 Books (Visa)	\$ 42.29
Amazon 2 Books (Visa)	\$ 26.40
Amazon 2 Books (Visa)	\$ 20.38
Amazon 3 Books (Visa)	\$ 21.37
Amazon 6 Books (Visa)	\$ 43.25

Amazon 2 Books (Visa) \$	26.68
Amazon 2 Books (Visa) \$	33.15
Amazon 1 Book (Visa) \$	19.21
Amazon 1 Book (Visa) \$	18.14
Total Spent \$	1,910.76
Remaining Balance \$	9,353.42
From Library Video Materials (65030) \$	3,732.98
Swank Movie Licensing USA (annual subscription) \$	409.00
Amazon 1 DVD (Visa) \$	18.18
Baker & Taylor inv#H54105230 \$	21.72
Baker & Taylor inv#H54198540 \$	18.84
Total Spent \$	448.90
Remaining Balance \$	3,284.08
From Library Audio Materials (65040) \$	3,381.01
MicroMarketing inv#836696 \$	38.00
Amazon 3 portable CD players (Visa) \$	80.22
Zoom inv#65380389 (Visa) \$	16.04
Total Spent \$	134.26
Remaining Balance \$	3,246.75
From Puzzles, Puppet Kits, Misc. (65050) \$	942.51
Amazon 2 Puzzles (Visa) \$	31.54
Amazon 2 Cake pans (Visa) \$	17.12
Amazon 4 Puzzles (Visa) \$	65.96
Total Spent \$	114.62
Remaining Balance \$	827.89
From Operating Supplies (65070) \$	4,044.35
DEMCO labels, tape, hanging storage bags (Visa) \$	113.53
Stamp Fulfillment Services envelopes for city payments \$	133.41
Total Spent \$	246.94
Remaining Balance \$	3,797.41
From Postage and Shipping (65080) \$	105.16
Book return to Baker & Taylor (Visa) \$	3.45
ILL Book returned \$	3.45
Total Spent \$	6.90
Remaining Balance \$	98.26
From Office Equipment (67250) \$	(391.96)
DEMCO Book Cart \$	413.04
Total Spent \$	413.04
Remaining Balance \$	(805.00)

EXPENDITURE REPORT

City of Solon

Page: 1
2/18/2021
7:44 am

For the Period: 7/1/2020 to 2/28/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	187,968.00	187,968.00	142,377.58	14,695.69	0.00	45,590.42	75.7
61100 FICA SOCIAL SECURITY	14,058.00	14,058.00	10,891.83	1,124.22	0.00	3,166.17	77.5
61300 IPERS	17,347.69	17,347.69	13,339.59	1,387.27	0.00	4,008.10	76.9
61500 EMPLOYEE GROUP INSURANCE/ANNUI	20,165.00	20,165.00	0.00	0.00	0.00	20,165.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	700.00	700.00	565.55	0.00	0.00	134.45	80.8
62400 TRAVEL AND CONFERENCE	1,000.00	1,000.00	365.00	0.00	0.00	635.00	36.5
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	16,053.40	433.30	0.00	-6,053.40	160.5
63320 ORG VEHICLE/EQUIPMENT MAINT AC	4,540.00	4,540.00	1,957.50	0.00	0.00	2,582.50	43.1
63710 UTILITIES	13,000.00	13,000.00	4,619.49	196.50	0.00	8,380.51	35.5
63730 TELEPHONE/INTERNET	3,700.00	3,700.00	3,018.68	532.79	0.00	681.32	81.6
63731 DATA BASES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
64080 INSURANCE	13,425.00	13,425.00	48.00	0.00	0.00	13,377.00	0.4
64140 PUBLISHING	600.00	600.00	698.07	0.00	0.00	-98.07	116.3
64340 EDUCATIONAL PROGRAM	8,500.00	8,500.00	4,283.77	478.44	0.00	4,216.23	50.4
65020 LIBRARY BOOKS	22,500.00	22,500.00	11,235.82	852.08	0.00	11,264.18	49.9
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	1,117.02	68.46	0.00	3,732.98	23.0
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	2,268.99	185.82	0.00	3,381.01	40.2
65050 PUZZELS, PUPPET KITS	1,000.00	1,000.00	57.49	0.00	0.00	942.51	5.7
65070 OPERATING SUPPLIES	7,000.00	7,000.00	2,955.65	35.31	0.00	4,044.35	42.2
65080 POSTAGE AND SHIPPING	900.00	900.00	794.84	72.03	0.00	105.16	88.3
65990 SUPPLIES	100.00	100.00	482.89	0.00	0.00	-382.89	482.9
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	4,391.96	2,248.81	0.00	-391.96	109.8
LIBRARY SERVICES	342,503.69	342,503.69	221,523.12	22,310.72	0.00	120,980.57	64.7
Expenditures	342,503.69	342,503.69	221,523.12	22,310.72	0.00	120,980.57	64.7
Grand Total Net Effect:	-342,503.69	-342,503.69	-221,523.12	-22,310.72	0.00	-120,980.57	

EXPENDITURE REPORT

City of Solon

Page: 1
2/18/2021
7:46 am

For the Period: 7/1/2020 to 2/28/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM							
65020 LIBRARY BOOKS	500.00	500.00	141.25	0.00	0.00	358.75	28.3
65030 LIBRARY VIDEO MATERIALS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
65040 LIBRARY AUDIO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
67270 OTHER CAPITAL EQUIPMENT	500.00	500.00	0.00	0.00	0.00	500.00	0.0
	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	141.25	0.00	0.00	10,358.75	1.3
Expenditures	10,500.00	10,500.00	141.25	0.00	0.00	10,358.75	1.3
Grand Total Net Effect:	-10,500.00	-10,500.00	-141.25	0.00	0.00	-10,358.75	

**Solon Public Library Foundation
Treasurer's Report
February 16, 2021**

Beginning Balance		\$ 32,260.13
Income:		
	Kris Brown Retirement Fundraiser-Outdoor activities	\$ 790.00
	Alice Broderick- in honor of Brian Broderick	\$ 50.00
	Alice Broderick- in honor of Mary Bowler	\$ 50.00
	Alice Broderick- in honor of Mary Bowler (this is not a duplicate)	\$ 50.00
Expenses:		
	Stamps ck- #1203	\$ 22.00
	Safety deposit box	\$ 20.00
Ending Balance		\$ 33,158.13
	CD's	
Greenstate - 3.26%	1/1/2022	\$ 17,103
Greenstate - .95%	9/19/2021	\$ 25,600
Solon State Bank 2.65%	2/6/2022	\$ 22,880
Bridge Bank - 2.5%	6/18/2021	\$ 10,946

SOLON STATE BANK
126 SOUTH MARKET
SOLON IA 52333

SOLON STATE BANK
126 SOUTH MARKET
SOLON IA 52333

PHONE: 319-624-3405

CITY OF SOLON
SUSAN SIDDELL
101 N IOWA
SOLON IA 52333

CUSTOMER: 400702

AS OF: 01/29/21

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TIME DEPOSIT CERTIFICATE 140348

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ORIGINAL ISSUE DATE:	02/21/18	INTEREST RATE:	.7500 %
ORIGINAL ISSUE VALUE:	56,495.06	MATURITY DATE:	02/21/21
		TERM:	36 MONTHS
		BALANCE AS OF 01/29/21:	57,561.72

* I N T E R E S T A D V I C E *

INTEREST TO BE PAID ON: 02/20/21 INTEREST PAID THIS TERM: 1,284.29
INTEREST TO BE PAID: 217.63
ON 02/20/21, INTEREST PAID IN 2021 WILL BE 217.63.
INTEREST WILL BE COMPOUNDED ON A SEMI-ANNUALLY BASIS.
INTEREST WILL BE CREDITED TO YOUR CERTIFICATE SEMI-ANNUALLY.

ON 02/22/21, ASSUMING NO OTHER ACTIVITY, THE PROJECTED BALANCE OF YOUR
TIME DEPOSIT CERTIFICATE 140348 WILL BE 57,779.35.

* A P P R O A C H I N G M A T U R I T Y A D V I C E *

YOUR CERTIFICATE WILL MATURE ON 02/21/21.

THIS IS TO INFORM YOU THAT YOUR CERTIFICATE OF DEPOSIT, HEREIN DESCRIBED,
WILL REACH ITS FINAL MATURITY AS NOTED ABOVE. PLEASE PRESENT THE
CERTIFICATE PROMPTLY AT MATURITY FOR PAYMENT. IT IS NOT AUTOMATICALLY
RENEWABLE AND NO INTEREST WILL ACCRUE AFTER THE MATURITY DATE SHOWN.