

Agenda for Solon Library Board Meeting
Monday, March 29, 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

- February 22, 2021

Citizen's Speak

Committee reports

- Finance
- Johnson County Liaison
- City Liaison
- Building

Directors Report

Approval of Bills

- March 2021

Review of Foundation report

Old Business

- Review expectations/goals for Library Director

New Business

- Review State Board's new site (IA Learns) to record Board professional development hours.
- April opportunity for Board professional development: Library Programming
- Sunshade project proposal

Adjourn

The Solon Public Library Board

Meeting Minutes

Monday, February 22, 2021

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:07 p.m.

Present

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

Absent

Bob Lancaster

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Citizen's Speak and Correspondence

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

Committee Reports

- **Building:** None
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** None

Director's Report

The Library Director's Report reviewed the following: Liz reported that during her second month here she has been able to spend quality time training with the staff on circulation desk activities and interlibrary loans. She has been meeting patrons and has attended some of the virtual programs. She highlighted the good participation in virtual activities and programs and the increasing use of social media platforms and the website to continue to build awareness of library programs. Computer time has been expanded and staff is looking at possible expansion of appointment options. Plans are being made for the summer reading program.

Approval of Bills

The February 2021 bills were unanimously approved for payment as presented.

Review of Foundation Report

The Foundation Report was distributed and reviewed. It was noted that the Foundation will again sponsor two \$500 scholarships to Solon Senior High graduates.

Old Business

- **Update on the FY21 Budget amendment process:** Liz reported that she will work through that process with Cami in April.
- **Action on CD due in February:**
It was moved to cash this CD and put the money in Trust and Agency to be available to use for the new roof and solar panel projects. Motion introduced by Cooney, motion seconded by Nemecek. Motion passed unanimously.
- **Discussion and possible action on expectations and goals/outcomes for Library Director:** Following the meeting, Nemecek led the Board in a group activity to: 1) provide guidance to the new director regarding Board expectations and priorities, and 2) provide the Board with performance objectives for the new director's orientation.

New Business

- None

Next Month's Agenda

- Review expectations/goals for new director.
- Review State Board's new site to record Board professional development hours.

Adjournment

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

Next Meeting

Regular Meeting: Monday, March 29, 2021

Submitted by

Sandy Lawrence

Director's Report March 2021

In March I attended regular meetings with the City Council, Friends of the Library, and Solon Public Library Foundation. We will be assisting the Friends group with their management of the Solon Area Garage Sale June 4th and 5th. We will help promote the sales and support the registration process. The staff suggested that the Friends could safely have their sale outside on the lower level at the west end of the building. While it is dependent on fair weather, it will be much easier to move the sale items out from the basement staging area instead of transporting everything up to the Community Room. The Foundation is offering two \$500 scholarships this year to Solon High School seniors. The applications are mailed or emailed to my attention and I am forwarding them to the scholarship committee for review.

I was invited to be a guest at the March meeting of the Solon Women's Club. This was perfect timing as this club sponsored our Digital Storytimes in March. I was able to share some clips from Cassi's amazing weekly storytime at their Zoom meeting. The members in attendance expressed their appreciation for all of our virtual library programming. Our patrons continue to praise the efforts of our creative, dedicated, and helpful staff and I could not agree with them more!

In February, I requested that our Amazon Prime account be registered as a tax-exempt account so now our purchases are tax-exempt. In March we saved \$71.39 in sales tax on our Amazon purchases. On March 5, 2021, I submitted the Enrich Iowa Agreement to the State Library of Iowa to ensure that we receive Direct State Aid for FY22.

Below you will find some statistics from the past month. I would like to draw your attention to the following highlights for the month of March: Cassi was interviewed in August for a State Library of Iowa Kernels program: Ukulele Storytimes. The video is now part of the Kernels! Continuing Education Program and can be viewed for CE credit: <https://www.statelibraryofiowa.org/ld/c-d/continuing-ed/conted-ials/archives-webinar/kernels/kernels-ukulele-storytimes>. Alexis's Blind Date with a Book program was enjoyed by 31 patrons. It was fun to hear all the comments as patrons returned their books: "It was love at first sight" or "This was not the book for me". Cassi and Deena teamed up to create Spring Break in a Bag kits for our teens. They were packed with fun items including a book, DVD, snacks, and tie dye materials. Megan has been training with the state sponsored WhoFi program to assess our patron WiFi usage. Attached is a summary of the February WiFi Statistics. Sherri has processed 179 new items into our collection and assisted Alexis's weeding efforts by deleting 322 items. More patrons are taking advantage of our longer computer appointments using laptops in the study rooms. Two of our three new CD players are checked out with patrons who are enjoying the juvenile picture book & CD kits. Circulating this equipment is making these kits accessible for more households to enjoy.

Circulation numbers

February 18, 2021 through March 25, 2021

Total Items: 2025 Total Patrons served: 378 Total Patron visits: 270

Collection Development/Maintenance

- Items Cataloged/Processed: 179
- Items Deleted: 322

Outreach Book Deliveries:

2 at Lakeview

2 at Solon Learning Academy

1 Spartan Early Childhood Center

1 Solon Independent Living

Public Relations/Online Services

Facebook

- Followers/likes: 985
- Videos: 361 views
- Number of posts: 75

Instagram

- Followers: 364 (This is a great way to connect with our teens)
- Number of posts: 6

YouTube

- Subscribers: 18
- YouTube videos (Storytime, Adult Programs & Tech Help) viewed 200 times.

Website Visits: 1541 (February)

Newsletter: goes out once per month with updates and links to download activity calendar

Link: <https://mailchi.mp/828709953ed1/library-calendar-of-events-5136728>

Subscribers: 1399

Notary Services: 2 appointments

Blog Post: Making Connections in the Books We Read written by staff and patrons

Link: <http://solonpubliclibrary.blogspot.com/>

Views: 160

Databases

Bridges

- Users: 161
- Materials downloaded: 962

Kanopy

- Users: 61
- Videos streamed: 57

Youth Programming

BAM POW to Go (k-4th graders):

Watch It: Winter Scavenger Hunt - 36

Play It: Color Your Own Puzzle - 25

Make It: Collage Portraits - 36

Build It: Kites- 21

January Coloring Challenge - 17

Teens (5th-12th graders):

Teen Reading Challenge, Year-long program - 12 teens, 19 books

Spring Break in a Bag - 12

Teen Advisory Board Meeting - 6

Manga Me Art Challenge - 3

Storytimes:

March Theme: Pets! (Sponsored by the Solon Women's Club)

Adult Programming

February Cookbook Club (Dill Weed) - 30

Blind Date with a Book (completed 2/28/21) - 31

Cover Letter Writing Class - 3

DIY: Photo Necklaces - 17

Book Club - 10

Beekeeping Classes (3/11, 3/16, 3/18, 3/23) - 21

April 4 - 10 is National Libraries Week, and starting Monday, April 5, we are excited to offer Walk-in Browsing on Monday, Wednesday, Friday, and Saturday. We will also have expanded hours of operation. Our hours will be 9:00 am - 7:00 pm Monday - Thursday, 9:00 am - 5:00 pm Friday, and 9:00 am - 1:00 pm on Saturdays. Walk-in Browsing (no appointment needed!) will be from 3:00 pm - 7:00 pm on Monday and Wednesday, 3:00 pm - 5:00 pm Friday, and 9:00 am - 1:00 pm Saturday. We will allow 20 patrons in the building at a time for a 30-minute browsing visit. Everyone who visits the library will wear a mask and social distance while inside. We will provide hand sanitizer at the door and a digital timer to help keep track of the time to ensure as many patrons as possible can enjoy this open access to library services and resources. Thank you to Board Members, Jackie Nemecek and Chris Christophersen, who volunteered to be "practice patrons" to help promote our new option.

Single Household appointments will be available Monday - Friday from 9:00 am - 12:00 pm. Holds will be available for no-contact pick-up from 1:30 - 7:00 pm Monday - Thursday, 1:30 - 5:00 pm Friday and 9:00 am - 1:00 pm Saturday. Based on a recent Holds Pickup Survey, the majority of our patrons prefer a no-contact holds pickup option. We will keep Tuesday and Thursday afternoons as Holds Pickup days. We will continue to monitor and assess the number and frequency of single household visit appointments needed for our patrons. We want to ensure our resources and services are safely available to all of our patrons. As always, we will continue to be flexible and adapt to the changing needs of our community.

Summer Reading Program planning is in full swing. Assuming all of the movie projector equipment will be available, we have set our first Family Movie Night for Friday, May 28 at 8:45pm. Cassi has created a weekly "Songs on the Lawn" outdoor singing program for children that will happen on Saturday mornings in June and July. She and Deena are collaborating with their Teen Advisory Board to plan engaging teen events throughout the summer. Alexis is using feedback from her survey to create an enjoyable lineup for adults. We are also working with local performers and organizations to schedule some fun outdoor family experiences to share with our community this summer. Finally, we are looking for volunteers to help pass out prizes to our readers in the afternoons outside in the front of the building. Please let me know when you are available to assist with this activity. There is nothing quite like seeing the kids so excited about reading and their joy over a simple prize!

As we began planning for summer outdoor programming, I thought about how useful it would be to have a shaded area to host outdoor events. Scott Kleppe sent me a link for a company that installs sunshades and I think that could be a wonderful addition to the west end of the library building. It would make that patio area more usable at all times of day. I had a very productive meeting with Scott and Bob Lancaster last week to discuss our various building projects. I look forward to working with the Board and the Foundation to see if this idea can become a reality.

Sincerely,

Liz King
Director, Solon Public Library

In February, 141 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



370 ↑ 0

Monthly Sessions



325 ↑ 0

Total Visits



141 ↑ 0

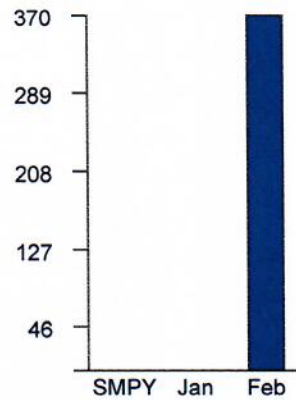
Unique Visitors



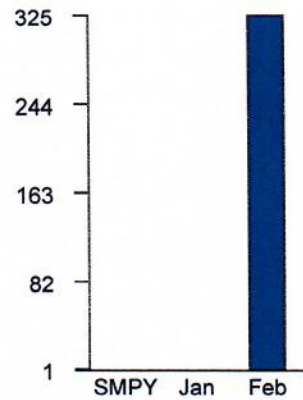
2.3 ↑ 0

Average Return Rate

Total Monthly Session Count

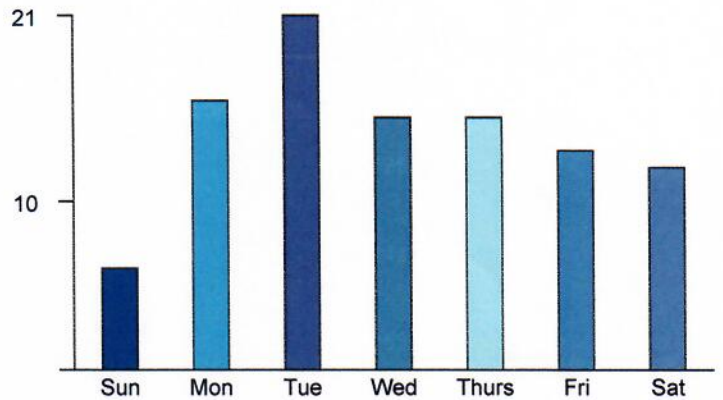


Total Monthly Visits

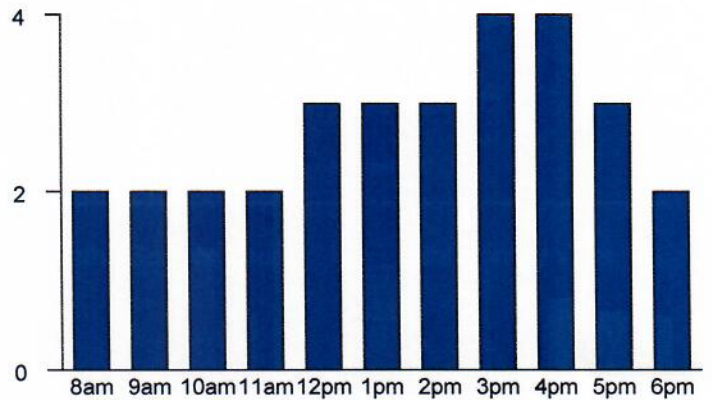


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



Solon Library Bills for March 2021

Starting balance from Expenditure Report dated 3/26/2021

From Dues, Memberships & Magazines (62100)	\$	134.45	
Amazon Prime Membership	\$	119.00	
	\$	15.45	
From Building Maintenance (63100)	\$	(6,081.10)	
Joe's Quality Window Cleaning , Inc	\$	160.00	
	\$	(6,241.10)	
From Utilities (63710)	\$	7,933.14	
Alliant Energy	\$	564.24	
MidAmerican Energy	\$	254.95	
Total Spent	\$	819.19	
	\$	7,113.95	
From Telephone/Internet (63730)	\$	681.32	
ICN inv#614664	\$	188.00	
South Slope	\$	155.15	
Total Spent	\$	343.15	
	\$	338.17	
From Education Programs (64340)	\$	3,686.67	
Adult Program-Amazon (Visa)	\$	54.86	
Adult Program-Amazon (Visa)	\$	5.96	
Adult Program-Amazon (Visa)	\$	4.39	
SRP Adult Program-Amazon (Visa)	\$	193.94	
SRP Youth Program-Amazon (Visa)	\$	134.97	
SRP Youth Program-Amazon (Visa)	\$	116.88	
SRP Adult Program-Amazon (Visa)	\$	5.84	
SRP Youth Program-Amazon (Visa)	\$	54.96	
SRP Youth Program-Discount School Supply (Visa)	\$	71.90	
Garrett Elton Video Editing Story time	\$	330.00	
Taney Kurth Cover Letter Writing Class	\$	50.00	
SRP Youth Program-Oriental Trading Company	\$	373.45	
SRP Youth Program-Oriental Trading Company	\$	346.31	
Youth Program-USA Buttons	\$	75.00	
Youth Program-Everyly Public Library	\$	15.00	
READSquared Online Reading Program Annual Fee	\$	495.00	Offset by donation
Total Spent	\$	2,328.46	
	\$	1,358.21	
From Library Books (65020)	\$	9,278.71	
Baker & Taylor inv#2035771795	\$	19.75	
Baker & Taylor inv#2035771875	\$	261.43	
Baker & Taylor inv#2035774022	\$	265.13	
Baker & Taylor inv#2035797126	\$	83.41	
Baker & Taylor inv#2035823511	\$	176.61	
Baker & Taylor inv#2035829352	\$	217.75	
Baker & Taylor inv#2035829423	\$	355.12	
Baker & Taylor inv#2035831319	\$	23.97	

Antelope Lending Library inv#03242021	\$	183.20	
MidAmerica Books inv#528104	\$	236.03	
Penworthy Company LLC inv#0570076-IN	\$	187.08	
Smart Apple Media inv#ARU0317252	\$	264.51	
Thriftbooks.com (Visa)	\$	39.48	
Amazon 3 Books (Visa)	\$	48.43	
Amazon 1 Book (Visa)	\$	18.00	
Amazon 3 Books (Visa)	\$	17.97	
Amazon 3 Books (Visa)	\$	26.60	
Amazon 3 Books (Visa)	\$	47.39	
Amazon 1 Book (Visa)	\$	13.98	
Amazon 1 Book (Visa)	\$	13.45	
Amazon 1 Book (Visa) (Pearson Diversity Kit)	\$	9.99	Offset by donation
Amazon 2 Books (Visa) (Pearson Diversity Kit)	\$	30.43	Offset by donation
Total Spent	\$	2,539.71	
Remaining Balance	\$	6,739.00	
From Library Video Materials (65030)	\$	3,667.83	
Amazon 1 DVD (Visa)	\$	19.96	
Amazon 1 DVD (Visa)	\$	19.99	
Amazon 1 DVD (Visa)	\$	25.99	
Total Spent	\$	65.94	
Remaining Balance	\$	3,601.89	
From Library Audio Materials (65040)	\$	3,326.97	
MicroMarketing inv#841258	\$	44.99	
MicroMarketing inv#841522	\$	49.79	
Zoom inv#71040164 (Visa)	\$	16.04	
Total Spent	\$	110.82	
Remaining Balance	\$	3,216.15	
From Puzzles, Puppet Kits, Misc. (65050)	\$	827.89	
Amazon 1 Puzzle (Visa)	\$	12.99	
Total Spent	\$	12.99	
Remaining Balance	\$	814.90	
From Operating Supplies (65070)	\$	3,930.82	
Amazon Timers, batteries (Visa)	\$	58.97	
Amazon keyring bracelets (Visa)	\$	8.99	
Amazon Voice Amplifier with wireless microphone headset (Visa)	\$	54.96	
DEMCO labels, book jacket covers, display stands (Visa)	\$	104.64	
DEMCO labels, book jacket covers, tape (Visa)	\$	93.66	
Lexmark printer cartridges (Visa)	\$	525.33	
Office Express copy paper, office supplies (Visa)	\$	106.00	
Total Spent	\$	952.55	
Remaining Balance	\$	2,978.27	
From Postage and Shipping (65080)	\$	101.71	
ILL Book returned	\$	3.45	
Total Spent	\$	3.45	
Remaining Balance	\$	98.26	

From Office Equipment (67250)	\$	(805.00)
Amazon Computer Speaker for CIRC 1 desk (Visa)	\$	19.99
Total Spent	\$	19.99
Remaining Balance	\$	(824.99)

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2020 to 3/31/2021

	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	157,171.19	14,793.61	0.00	30,796.81	83.6
61100 FICA SOCIAL SECURITY	14,058.00	14,058.00	12,023.54	1,131.71	0.00	2,034.46	85.5
61300 IPERS	17,347.69	17,347.69	14,736.10	1,396.51	0.00	2,611.59	84.9
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	16,081.10	27.70	0.00	-6,081.10	160.8
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	5,886.05	1,266.56	0.00	7,113.95	45.3
63730 TELEPHONE/INTERNET	3,700.00	3,700.00	3,361.83	343.15	0.00	338.17	90.9
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	4,813.33	529.56	0.00	3,686.67	56.6
65020 LIBRARY BOOKS	22,500.00	22,500.00	13,221.29	1,985.47	0.00	9,278.71	58.8
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	1,182.17	65.15	0.00	3,667.83	24.4
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	2,323.03	54.04	0.00	3,326.97	41.1
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	3,069.18	113.53	0.00	3,930.82	43.8
65080 POSTAGE AND SHIPPING	900.00	900.00	798.29	3.45	0.00	101.71	88.7
65990 SUPPLIES	100.00	100.00	606.77	123.88	0.00	-506.77	606.8
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	4,805.00	413.04	0.00	-805.00	120.1
LIBRARY SERVICES	342,503.69	342,503.69	243,770.48	22,247.36	0.00	98,733.21	71.2
Expenditures	342,503.69	342,503.69	243,770.48	22,247.36	0.00	98,733.21	71.2
Grand Total Net Effect:	-342,503.69	-342,503.69	-243,770.48	-22,247.36	0.00	-98,733.21	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2020 to 3/31/2021	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	500.00	500.00	141.25	0.00	0.00	358.75	28.3
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
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
March 16, 2021**

Beginning Balance \$ 33,158.13

Income:

Expenses:

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