

Agenda for Solon Library Board Meeting
Monday, May 24, 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: Apr 26, 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

- April 26, 2021

Citizen's Speak

Committee reports

- Finance
- Johnson County Liaison
- City Liaison
- Building
- Evaluation

Directors Report

Approval of Bills

- May 2021

Review of Foundation report

Old Business

- Feedback from May professional development: IA Learns webinar: **The Boardroom 2021 series: "Inspire Your Community With Inspiring Stories."**
- Library hours of operation and patron access plan based on CDC recommendations dated May 16, 2021
- 24-hour WiFi access

New Business

- OPEN/CLOSE signage
- June purchase of office chairs through Tallgrass Business Resources

- June professional development opportunity: IA Learns Kernels: Online Trivia for Adults with Alexis Kurth (30 minute video)

https://www.youtube.com/redirect?event=video_description&redir_token=QUFFLUhqblZfY0FvUUx1TnZNRTRlekR1TWRBRkVFMDQ5d3xBQ3Jtc0tsV3RqNHE4UWFHMXItVDNyZERhdTdxXIfLUJiS3JpYk1jUXp4YmNwWG9FemE3LTIGRmRLYjE5clZuZ0qyc0JKaGd6eTJHdFd5UENYR3JvOWQ5czcybUQzUUt5OVp0MUxKeU1DWVBYN1ZKd2JRQ2dEMA&q=https%3A%2F%2Flsglm700.learnsoft.com%2FLSGLM%2FLogin%2Fialearns.aspx%3Fcid%3D88%26showloi%3D1%26svtab%3D6%26loiid%3D657

- To set up an IA Learns account:

<https://lsglm700.learnsoft.com/LSGLM/Login/ialearns.aspx?ecart=1>

Adjourn

The Solon Public Library Board

Meeting Minutes

Monday April 26, 2021

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:03 p.m.

Present

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

Absent

Chris Christopherson

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

Liz read a letter from Kris Brown, retired Library Director, thanking the Board for its past support and for the cards and gift she received in retirement.

Committee Reports

- **Building:** None
- **Finance:** Bob reported that funds are available for the new roof and the solar panels that will be completed this summer.
- **Johnson County Liaison:** None
- **City of Solon Liaison:** March reported that Cami has received no applications for the open Board position. March asked her to re-advertise which is the responsibility of the City. The position is for a male applicant who resides within the city limits.

Library Director's Report

The Library Director's Report reviewed the following: Liz has attended the regular meetings of the Library Foundation, Friends of the Library and the City Council. The Foundation has received 11 applications for the two \$500 scholarships. They will be awarded on Senior Awards Night. Liz was interviewed by Solon Speaks, a student podcast, and they will also help promote the Summer Reading Programs and especially the Teen Movie Nights and activities. Several staff members, including Liz, have attended First Aid/CPRA/AED training. Liz will work with Scott Kleppe and the regional safety coordinator to develop an Emergency Action Plan for the Library. Statistics were shared about the library programs and planning is well underway for the Summer Reading Program for all ages. Also, several family programs are being scheduled with a storyteller, Raptor presentation and Blank Park Zoo. Walk-in Browsing has been successful and it will be extended in the afternoons starting May 1. Board members asked Liz

to work on a plan to extend open browsing to morning hours also, since school will soon be out and this will offer more opportunities for families.

Approval of Bills

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

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Finalize expectations/goals for Library Director**

Jackie distributed to Board members an edited copy of expectations Board members generated in an activity at the February Board meeting. For the rest of this year ending in June, the Board will expect Liz to report with brief statements or data on the general expectations that the Board listed. The general categories correspond to the current evaluation form used by the city. The city evaluation form will be used next year while the Board develops a new form that fits better with the Library Director's job description. The Board will also expect Liz to come up with her goals for the year. The Board established an Evaluation Committee to work on a new evaluation form during the coming year. Committee members are March, Jackie and Chris, with input from Liz.

- **Sunshade project update**

The sunshades the City had suggested were too expensive at this time. There may be options to borrow an outdoor tent/awning and Liz will check into those options.

Feedback from April professional development: Library Programming

Board members reported on various online library programs that they had watched or participated in during April, including Cassi's storytimes, checking in on the Blog and several adult programs.

New Business

- **May opportunity for Board professional development: The boardroom 2021 series: "Inspire Your Community With Inspiring Stories."** Webinar scheduled May 25, 6:00-7:30 pm. Board members can attend live or watch the archived webinar after the live date.

- **HOOPLA digital eBooks, audiobooks, movies and music**

Board members were asked to preview this program to determine if it is something the library should offer to patrons. The library sets the number of borrows per month per patron account. The Library then puts a deposit in a HOOPLA account, for example \$1000 for the year. When that amount is used that is it for the year. No decision was made and more investigation will be done.

Next Month's Agenda:

Overdrive Bridges state contract

Adjournment

The meeting was adjourned at 8:30 p.m.

Next Meeting

Regular Meeting: Monday, May 24, 2021

Submitted by

Sandy Lawrence

Director's Report May 2021

In May I attended regular meetings with the City Council and the Friends of the Library. The Solon Public Library Foundation meeting will be rescheduled due to technical difficulties. The Solon Area Garage Sale registrations are due by Friday, May 21. The Friends group is starting to work on the gardens around the library and hired a seasonal landscaping person. Based on information from the roofing company, the Friends can safely have their garage sale outside on the lower level at the west end of the building assuming the weather cooperates.

I submitted an EBSCO Solar Grant application on May 6, 2021 highlighting our plans for the library solar panel project. Thank you to Kris Brown, Bob Lancaster, and Scott Kleppe for helping to provide background information and building specifications for the grant submission. For the fifth year, EBSCO accepted applications for grants that will fund solar installations at libraries around the world. As part of the 2021 EBSCO Solar initiative, EBSCO will be making a total of \$200,000 in grants available.

Below you will find some statistics from the past month. Attached is a summary of the April WiFi Statistics. May has been all about getting ready to Color Our World with Reading this summer. Thanks to incredible teamwork and the assistance of several volunteers, we created 1193 Summer Reading Kick Off Kits. Cassi delivered them to each of the Solon schools and daycares. Each child will get to take home a kit on Friday, May 21 to kick off summer reading! To add to the excitement, we have a colorful display of all of the grand prizes available for each reading level. Be sure to stop by the library and see what you can win by participating. Solon Public Library has two IA Learns Kernels videos highlighting our successful programs. In addition to Cassi's Ukulele Storytime released in March, Alexis was showcased this month for her Virtual Trivia Nights.

We expanded Walk-In Browsing to every afternoon and patrons have appreciated the increased accessibility of library materials and resources. We welcomed students from the Good Earth School on two Friday mornings in May and will continue to host them every other Friday through the summer. We also had visits from all of the Solon Middle School 6th graders this week. It has been so much fun to see their enthusiasm for being back in the library.

Circulation numbers

April 23, 2021 through May 20, 2021

Total Items: 2304 (+450) Total Patrons served: 673 (+257) Total Patron visits: 632 (+273)

Inter-library Loan Transactions

41 Items borrowed, 30 items lent to other Iowa libraries

Outreach/Book Deliveries:

1 at Lakeview

1 at Solon Learning Academy

1 Spartan Early Childhood Center

1 Solon Independent Living - 49 items checked out, including magnifying readers sheet

1193 Summer Reading Kickoff Kits delivered to Solon Schools/Daycares

Public Relations/Online Services

Facebook

- Followers/likes: 1000
- 28-day reach: 4,514
- Videos: 307 views

- Number of posts: 56

Instagram

- Followers: 374 (This is a great way to connect with our teens)
- 28-day reach: 240
- Number of posts: 12

YouTube

- Total Channel views: 99
- Subscribers: 19
- YouTube videos (Storytime, Adult Programs & Tech Help) viewed 99 times.

Website Visits: 1638 (April)

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

Link: <https://mailchi.mp/c72b21cc0b9c/library-calendar-of-events-5155172ts-5148072>

Special Summer Reading Program Newsletter Link:

<https://mailchi.mp/0de0d87c8b23/library-calendar-of-events-5156068>

Subscribers: 1399

Notary Services: 4 appointments

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

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

Views: 107

Databases

Bridges

- Users: 160
- Materials downloaded: 765

Kanopy

- Users: 5
- Videos streamed: 29

Youth Programming

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

4/22: BAM POW to Go - Build It: Cloud Dough - 28

4/29: BAM POW to Go - Play It: Finger Twister - 35

5/6: BAM POW to Go - Make It: Clothespin Puppets - 25

5/13: BAM POW to Go - Watch It: Cardboard TV - 21

April Coloring Challenge - 24

1000 Books Before Kindergarten - 1

Teens (5th-12th graders):

Teen Reading Challenge, Year-long program - 17 teens, 40 books

Teen Blog Post - 0

Teen Advisory Board Meeting - 9 In person, outside meeting!

April Manga Me Art Challenge - 2

Digital Storytimes:

April Theme: Spring

Adult Programming

April Cookbook Club (Chili Powder) - 19

Virtual Trivia Night - 32

DIY: Seed Bombs - 24 packets picked up, 3 Zoom attendees

Book Club - 10 Zoom attendees, 13 books checked out

Beekeeping Classes (3/25, 3/29, 4/1, 4/6) - 21 Second half of 8-part program

Beginning June 1, 2021:

We will reserve 1 hour each weekday morning for those patrons that prefer a single family appointment. Walk-in Browsing will begin at 10:00 am through closing time.

Our schedule will be as follows:

- Single Household Appointments 9:00 am - 10:00 am Monday - Friday (10 slots/week)
- Walk-In Browsing and Holds Pick-up 10:00 am - 7:00 pm Monday - Thursday, 10:00 am - 5:00 pm Friday, and 9:00 am - 5:00 pm Saturday

We will welcome fully vaccinated patrons mask-free, and continue to encourage and provide masks for all other patrons. Our fully-vaccinated staff will continue to wear masks in support of all those not yet vaccinated who wish to visit the library safely.

We will continue to monitor the patron usage of the morning appointment slots and make adjustments as needed.

These library hours will be in effect year round and we will be changing the information on the library door to this simplified schedule:

Monday - Thursday 9:00 am - 7:00 pm

Friday - Saturday 9:00 am - 5:00 pm

We feel it is much easier for patrons to access the library with a consistent year round schedule. We are finalizing procedures for making the community meeting room available. Currently patrons may request either of the two study rooms for small gatherings during our walk-in browsing time.

We are so excited about our Summer Reading Plans and hope you will all attend our first in-person, outdoor Family Movie Night on Friday, May 28 at 8:45pm. It would be wonderful to have the entire Board of Trustees here to welcome our families for a night of fun.

Sincerely,

Liz King

Director, Solon Public Library

In April, 275 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

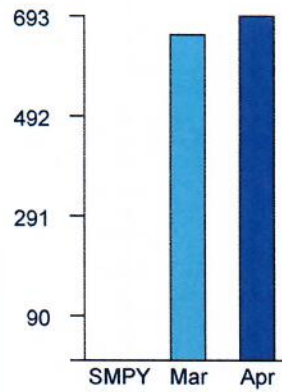
Change from prior month



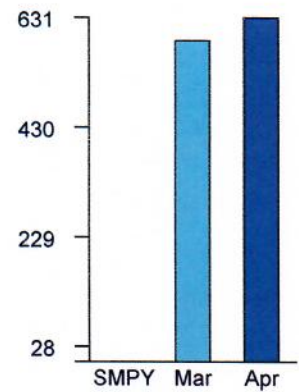
693 ↑ 5.8%

Monthly Sessions

Total Monthly Session Count



Total Monthly Visits



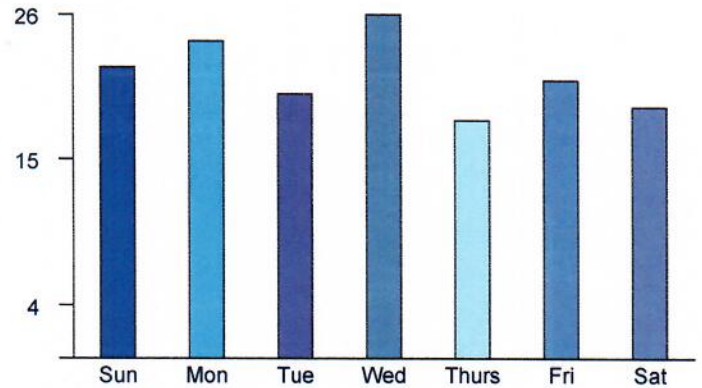
*SMPY: Same Month Prior Year



631 ↑ 7.31%

Total Visits

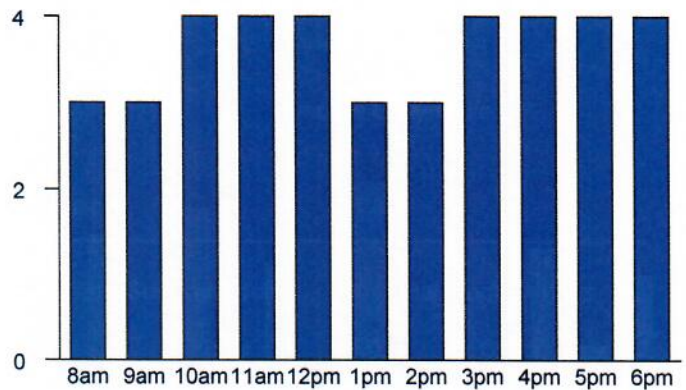
Average Daily Visits



275 ↑ 13.17%

Unique Visitors

Average Peak Hourly



2.29 ↓ -5.37%

Average Return Rate

Solon Library Bills for May 2021

Starting balance from Expenditure Report dated 5/20/2021

From Dues, Memberships & Magazines (62100)	\$	(83.55)
	\$	(83.55)
From Building Maintenance (63100)	\$	(6,486.10)
Joe's Quality Window Cleaning, Inc Inv#19766	\$	80.00
Record Automatic Doors, Inc Inv#095632	\$	350.52
Total Spent	\$	430.52
Remaining Balance	\$	(6,916.62)
From Org Vehicle/Equipment Maint AC (63320)	\$	2,462.50
Amazon Extension Cord (Visa)	\$	9.30
DISPLAYS2GO Outdoor Bulletin Board Inv#PSI1772558	\$	478.05
Total Spent	\$	487.35
Remaining Balance	\$	1,975.15
From Utilities (63710)	\$	6,517.50
Alliant Energy	\$	427.95
MidAmerican Energy	\$	90.60
Total Spent	\$	518.55
Remaining Balance	\$	5,998.95
From Telephone/Internet (63730)	\$	(13.93)
ICN inv#618986	\$	188.00
South Slope	\$	138.53
Total Spent	\$	326.53
Remaining Balance	\$	(340.46)
From Data Bases (63731)	\$	1,100.00
EBSCO NovelList Plus and NovelList Select	\$	865.00
Total Spent	\$	865.00
Remaining Balance	\$	235.00
From Education Programs (64340)	\$	304.97
SRP Adult Program-Big Grove Brewery (Visa)	\$	60.00
SRP Adult Program-Casey's General Store (Visa)	\$	10.00
SRP Adult Program Sam's Mainstreet Market (Visa)	\$	10.00
Adult Program-Amazon, Trivia Night Prize (Visa)	\$	25.00
SRP Youth Program-Oriental Trading SRP kit bags (Visa)	\$	1,127.11
SRP Youth Program-Oriental Trading (Visa)	\$	58.09
Adult DIY Program-Amazon (Visa)	\$	48.85
SRP Youth Program-Office Express snacks inv#166712-0	\$	190.77
Garrett Elton Video Editing Story time inv#14	\$	338.00

SRP Youth Program-Amazon Teen Movie snacks (Visa) \$	27.96
Total Spent \$	1,895.78
Remaining Balance \$	(1,590.81)

From Library Books (65020) \$	5,329.50
Baker & Taylor inv#2035927875 \$	352.66
Baker & Taylor inv#2035949597 \$	131.83
Baker & Taylor inv#2035963071 \$	291.81
Baker & Taylor inv#20355964667 \$	156.58
Baker & Taylor inv#20355970002 \$	160.11
Penworthy Company LLC inv#0571491-IN \$	146.15
Penworthy Company LLC inv#0572028-IN \$	206.07
Amazon 2 Books (Visa) \$	16.70
Amazon 1 Book (Visa) \$	10.98
Amazon 1 Book (Visa) \$	9.89
Amazon 1 Book (Visa) \$	17.20
Amazon 2 Books (Visa) \$	20.74
Amazon 2 Books (Visa) \$	17.94
Amazon 6 Books (Visa) \$	72.24
Amazon 1 Book (Visa) \$	10.34
Amazon 1 Book (Visa) \$	10.83
Amazon 2 Books (Visa) \$	22.14
Amazon 1 Book (Visa) \$	17.55
Amazon 1 Book (Visa) \$	11.99
Amazon 3 Books (Visa) \$	44.44
Total Spent \$	1,728.19
Remaining Balance \$	3,601.31

From Library Video Materials (65030) \$	2,889.02
Baker & Taylor inv#H55154340 \$	50.00
Baker & Taylor inv#H55338190 \$	14.49
Baker & Taylor inv#H55375880 \$	21.74
Amazon 3 DVDs, DVD player, BluRay player (Visa) \$	179.71
Amazon 2 Shoulder bags for DVD players (Visa) \$	37.20
Amazon 1 DVD (Visa) \$	19.99
Total Spent \$	323.13
Remaining Balance \$	2,565.89

From Library Audio Materials (65040) \$	2,862.56
Baker & Taylor inv#2035963071 \$	102.83
Zoom inv#82725688 (Visa) \$	16.04
Total Spent \$	118.87
Remaining Balance \$	2,743.69

From Puzzles, Puppet Kits, Misc. (65050) \$	780.55
--	---------------

Total Spent \$	-
----------------	---

Remaining Balance	\$	780.55
From Operating Supplies (65070)	\$	1,261.11
Office Express paper inv#164767-0	\$	12.17
Office Express office supplies inv#165908-0	\$	72.93
Office Express office supplies, toner inv#166130-0	\$	159.58
Office Express trash liners inv#166135-0	\$	85.67
Office Express hand soap refill 4 gallons inv#166429-0	\$	74.99
Amazon 3 2021-2022 planners (Visa)	\$	20.22
DEMCO shelf labels and bookmarks (Visa)	\$	93.36
Tallgrass Business Resources office supplies, toner inv#5536756	\$	352.03
Office Express paper, toner, office supplies inv#167602-0	\$	441.35
Office Express paper, toner inv#167717-0	\$	165.57
Apparel 1 Screen-Printing and Embroidery SRP shirts inv#4186	\$	161.70
Office Express cardstock inv#168358-0	\$	8.99
Total Spent	\$	1,648.56
Remaining Balance	\$	(387.45)
From Postage and Shipping (65080)	\$	85.07
ILL Book returned (Visa)	\$	3.28
ILL Book returned (Visa)	\$	3.28
Total Spent	\$	6.56
Remaining Balance	\$	78.51
From Office Equipment (67250)	\$	(901.87)
Amazon Vacuum Cleaner (VISA)	\$	189.99
Office Express Laminator inv#165908-0	\$	132.99
Total Spent	\$	322.98
Remaining Balance	\$	(1,224.85)
Overall Remaining Balance (not including salaries, FICA, Insurance)	\$	7,435.31

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2020 to 5/31/2021

	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	185,475.65	6,853.07	0.00	2,492.35	98.7
61100 FICA SOCIAL SECURITY	14,058.00	14,058.00	14,186.59	522.05	0.00	-128.59	100.9
61300 IPERS	17,347.69	17,347.69	17,408.03	646.93	0.00	-60.34	100.3
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	783.55	99.00	0.00	-83.55	111.9
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	16,486.10	245.00	0.00	-6,486.10	164.9
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	7,001.05	518.55	0.00	5,998.95	53.9
63730 TELEPHONE/INTERNET	3,700.00	3,700.00	4,040.46	326.53	0.00	-340.46	109.2
63731 DATA BASES	1,500.00	1,500.00	400.00	400.00	0.00	1,100.00	26.7
64080 INSURANCE	13,425.00	13,425.00	11,768.00	0.00	0.00	1,657.00	87.7
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	8,195.03	1,188.26	0.00	304.97	96.4
65020 LIBRARY BOOKS	22,500.00	22,500.00	17,064.07	1,128.27	0.00	5,435.93	75.8
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	1,945.79	640.02	0.00	2,904.21	40.1
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	2,787.44	273.37	0.00	2,862.56	49.3
65050 PUZZELS, PUPPET KITS	1,000.00	1,000.00	219.45	41.73	0.00	780.55	21.9
65070 OPERATING SUPPLIES	7,000.00	7,000.00	5,738.89	2,288.44	0.00	1,261.11	82.0
65080 POSTAGE AND SHIPPING	900.00	900.00	814.93	9.74	0.00	85.07	90.5
65990 SUPPLIES	100.00	100.00	606.77	0.00	0.00	-506.77	606.8
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	4,921.86	116.86	0.00	-921.86	123.0
LIBRARY SERVICES	342,503.69	342,503.69	302,864.23	15,297.82	0.00	39,639.46	88.4
Expenditures	342,503.69	342,503.69	302,864.23	15,297.82	0.00	39,639.46	88.4
Grand Total Net Effect:	-342,503.69	-342,503.69	-302,864.23	-15,297.82	0.00	-39,639.46	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2020 to 5/31/2021

	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
May 18, 2021

Beginning Balance \$ 33,443.23

Income:

Expenses:

Ending Balance \$ 33,443.23

	CD's		
Greenstate - 3.26%	1/1/2022	\$	17,240
Greenstate - .95%	9/19/2021	\$	25,660
Solon State Bank 2.65%	2/6/2022	\$	22,880
Bridge Bank - 2.5%	6/18/2021	\$	10,946