

Agenda for Solon Library Board Meeting  
Monday, June 28, 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

- May 24, 2021

Citizen's Speak

Committee reports

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

Directors Report

Approval of Bills

- June 2021

Review of Foundation report

Old Business

- Feedback from professional development on IA Learns webinars in May and June.
- 24-hour WiFi access

New Business

- Community Meeting Room Policy
- FY22 Budget
- Robison Invoice for Roof Replacement
- Solar Monitoring System for Rabe app

Closed Session for Director Evaluation

Adjourn

# The Solon Public Library Board

## Meeting Minutes

May 24, 2021

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Lancaster* at 6:59 p.m.

### Present

Bob Lancaster, Sandy Lawrence, Jackie Nemecek, Chris Christophersen, Liz King (Library Director)

### Absent

Frank Cooney, March Sutton

### 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:** Shingles have been delayed one week. Roofing will start next week unless it rains. Project will take a day and a half.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** March was not in attendance, however Liz reported that there still are no applicants for the vacant Board position. The library has been given permission to display a poster advertising the open position.
- **Evaluation committee:** Jackie will chair this committee. She reported that they have not met yet, however she will provide committee members with reference sources and set up a meeting.

### Library Director's Report

The Library Director's Report reviewed the following: The library's new hours were discussed. Beginning June 1 Walk-in Browsing and Holds Pick-up will be 10:00a.m. to 7:00pm Monday through Thursday, 10:00a.m. to 5:00p.m. Friday and 9:00a.m. to 5:00 p.m. Saturday. Single Household Appointments will continue from 9:00 to 10:00 weekdays. Year round library hours will now be 9:00a.m. to 7:00p.m. Monday through Thursday and 9:00a.m. to 5:00p.m. Friday and Saturday. Materials have been distributed for Summer Reading and plans are set for Family Nights and other summer activities.

### **Approval of Bills**

The May 2021 bills were unanimously approved for payment as presented. Motion by Jackie, second by Chris.

### **Review of Foundation Report**

The Foundation Report was distributed and reviewed.

### **Old Business**

- **Feedback from May professional development IA Learns webinar, The Boardroom 2021 series: "Inspire Your Community With Inspiring Stories."** Program will be held May 25 so no report.
- **Library hours of operation and patron access plan based on CDC recommendations dated May 16, 2021.** New hours will be consistent year round. From 9:00a.m. to 10:00 a.m. M-F will be reserved for single household appointments. Walk-in Browsing and Holds Pick-up will be available M-Th from 10:00a.m. to 7:00p.m. and from 10:00a.m. to 5:00p.m. F-Sat. 24-hour WIFI access: There are no extra fees for 24 hour use. It is not monitored in terms of users. Liz will check the library's Internet Policy to make sure our policy is up-to-date and we are protected against illegal downloading of movies.

### **New Business**

- **Open/Close signage:** The plastic open/closed sign will be removed. The LED sign in the window will show open/closed information.
- **June purchase of office chairs through Tallgrass Business Resources:** Liz has ordered 6 office chairs for staff at a total of \$1225.66 and this invoice will come out of this fiscal year.
- **June professional development opportunity: IA Learns Kernels: Online Trivia for Adults with Alexis Kurth (30 minute video)**
- **To set up an Iowa Learns account:**  
<https://isglm700.learnsoft.com/LSGLM/Login/ialearns.aspx?ecart=1>

### **Next Month's Agenda**

- **Review and possible update of the Internet Use Policy re: 24 hour access**

### **Adjournment**

The meeting was adjourned at 7:45 p.m.

### **Next Meeting**

Regular Meeting: Monday, June 28, 2021

### **Submitted by**

Sandy Lawrence

## Director's Report June 2021

In June I attended regular meetings with the City Council, the Friends of the Library, and the Solon Public Library Foundation. The Solon Area Garage Sale registrations process went smoothly, and the Friends were very pleased with the profits from the registrations (\$500.00), plant sale (\$701.00) and garage sale (\$781.82). The grand total was \$1982.82. Several of our teens assisted the dedicated Friends members with their sale. The Foundation held their first in-person meeting at the library on June 23. It continues to be a challenge to find a regular meeting day/time that works for everyone. They are looking for new members and we have promoted that information on our library website and bulletin board. I completed our staff evaluations and really enjoyed the individual meetings with each of my exceptional staff members.

Be sure to check out our new roof and solar panels at the library! Thanks to Robison Construction, our 20-year old roof was replaced on June 9 and 10. Rabe Hardware started the solar panel installation on June 21. The panels are in place and Rabe is working with Alliant Energy to finalize the schedule for the conversion process. EBSCO has not announced the recipients of the 2021 EBSCO Solar Grants. The website states it will be announced online at the end of June.

Below you will find some statistics from the past month. Attached is a summary of the May WiFi Statistics. Megan also provided some key statistics that she will be sharing with our patrons on social media. June has been a whirlwind of activities related to Reading Colors Our World summer reading program(SRP). The response has been amazing! It has been a joy to see patrons of all ages turning in reading slips for prizes and chances to win the grand prizes. Many parents comment that they cannot believe how much their children are reading with the added incentives that our SRP provides. The prizes have been flying off the shelf, and Cassi has done an exceptional job tracking all of the participants in READSquared and ensuring the shelves are restocked.

I am so proud of our staff and all they are providing for summer reading. Typically, SRP planning begins in the fall as soon as the summer is over. Our staff was able to design, create, and implement our programs in just 3 months! Our first in-person, outside programs have been wonderful for our patrons and staff. Cassi is providing Songs on the Lawn every Saturday morning, Alexis had a great turn-out for her Stargazing event provided by the University Astronomy Department, our littles enjoyed Storyteller Darrin Crow, and our teens were the first to experience the new outdoor movie equipment. The challenges of weather interrupting outdoor programming continues, but we are grateful for the times when it all works out and we can host our patrons in engaging activities.

We have also been thrilled to welcome back so many of our patrons with our flexible walk-in browsing times that started on June 1. With the exception of the first hour (9:00 - 10:00 am M-F) reserved for single household visits, school visits, staff meetings, and volunteer training; patrons are able to enjoy library resources and services all day until closing time. On June 1, we also

began welcoming all vaccinated patrons mask-free, and continue to encourage and provide masks for any unvaccinated individuals. While our staff is fully vaccinated, we continue to wear our masks in support of our patrons who are not yet able to be vaccinated.

As our circulation numbers show, our library activity has increased exponentially in June. Our dedicated staff have demonstrated flexibility and teamwork working together to assist patrons during peak visit times. As we make this transition back to "normal" library activity, we will assess our workload and evaluate sustainability and value of programs/activities provided during earlier pandemic times. We will definitely continue our library holds cart for easy patron access in the entryway. We are very grateful for our weekly library volunteers who help us with assembling SRP kits and To Go activities, cleaning books, and disposing of weeded items. We will hold two teen volunteer orientations in the coming week to train new applicants and look forward to their assistance.

### **Circulation numbers**

April 23, 2021 through May 20, 2021

Total Items: 5263 (+2959) Total Patrons served: 1019 (+346) Total Patron visits: 2236 (+1604)

### **Inter-library Loan Transactions**

48 Items borrowed, 21 items lent to other Iowa libraries

### **Outreach/Book Deliveries:**

4 Lakeview Summer BASP

1 Spartan Early Childhood Center

1 Solon Independent Living

### **Public Relations/Online Services**

Facebook

- Followers/likes: 1021
- 28-day reach: 5,161 (+647)
- Videos: 316 views
- Number of posts: 75 (+19)

Instagram

- Followers: 396 (+22)
- 28-day reach: 419 (+179)
- Number of posts: 80 (+68)

YouTube

- Total Channel views: 57
- Subscribers: 20
- YouTube videos (Storytime, Adult Programs & Tech Help) viewed 57 times.

Website Visits in May: 1883 (+245)

Newsletter: Due to number of activities for summer reading, we increased publication of our newsletter to twice per month

Links:

[First June Newsletter](#)

[Second June Newsletter](#)

Subscribers: 1409 (+10)

Notary Services: 2 appointments

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

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

Views: 94

### **Databases**

Bridges

- Users: 184
- Materials downloaded: 865 (+100)

Kanopy

- Users: 66 (+51)
- Videos streamed: 46 (+17)

### **Youth Programming**

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

5/27: BAM POW to Go - Play It: Fortune Teller - 24

6/3: BAM POW to Go - Make It: Snake Knitting - 36 (See media post for patron's long snake!)

6/10: BAM POW to Go - Make It: Fuse Beads - 60

6/17: BAM POW to Go - Build It: Hedgehog Racer - 60

May Coloring Challenge - 56

1000 Books Before Kindergarten - 6

Songs on the Lawn - 33, 3 sessions so far

#### **Teens (5th-12th graders):**

Teen Reading Challenge, Year-long program - 24 teens, 85 books

Teen Blog Post - 0

Teen Advisory Board Meeting - 9

May Manga Me Art Challenge - 2

Teen Chef's Challenge Activity Bag - 17

#### **Digital Storytimes:**

Summer Storytime Theme: Reading Colors Your World

#### **Adult Programming**

May Cookbook Club (Cumin Powder) - 21, 12 online participants

DIY: Fairy Gardens - 24 packets picked up, 6 Zoom attendees

Book Club - 10 Zoom attendees, 13 books checked out  
June Cookbook Club (White Pepper) - 28 kits  
Stargazing - 14

**Summer Reading Program**

Littles (0-K) - 78 Readers, 1,897 Books read  
Kids (1st-4th) - 119 Readers, 60,747 Minutes read  
Teens (5th-12th) - 88 Readers, 58,921 Minutes read  
Adults (16 & up) - 69 Participants, 126 Completed challenges

As we close out Fiscal Year 2020-2021, we are very grateful for our incredible community support. We will continue to provide exceptional service, resources, and programming to our patrons. We plan to begin taking reservations for the community meeting room before the end of summer. Staff discussions are underway about the best approach to fall programming.

Sincerely,

Liz King  
Director, Solon Public Library

In May, 294 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



769 ↑ 10.97%

Monthly Sessions



705 ↑ 11.73%

Total Visits



294 ↑ 6.91%

Unique Visitors

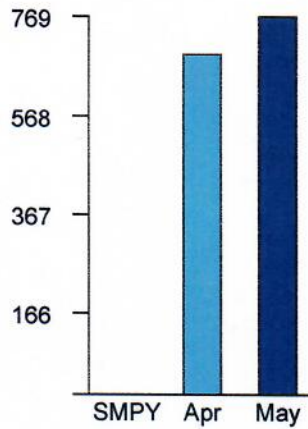


2.4 ↑ 4.8%

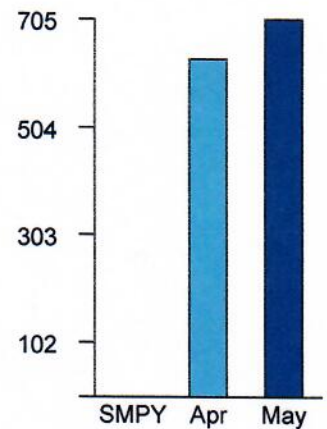
Average Return Rate

Average Dwell Time = 49 minutes

Total Monthly Session Count

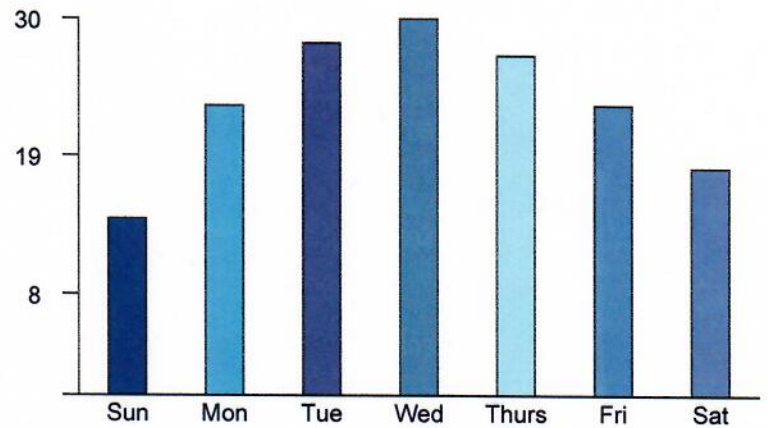


Total Monthly Visits

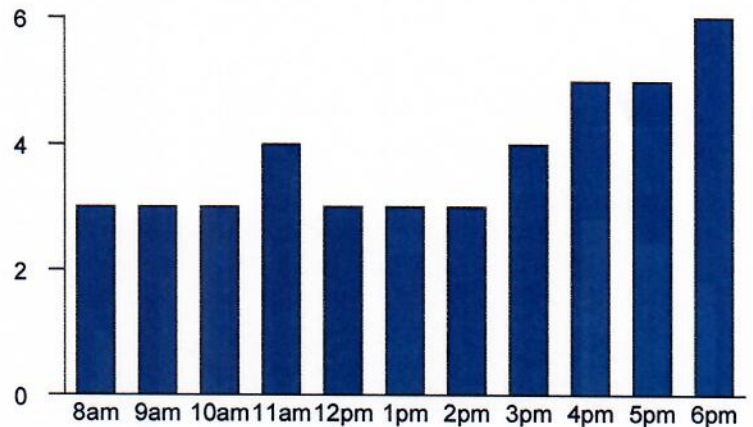


\*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly





**Since we first began  
booking appointments  
in July 2020, you've  
visited the Library over  
700 times!**



**Since the height of the  
pandemic, you checked  
out over 12,990 ebooks  
and audiobooks with  
Bridges!**



**In the past year, we've  
provided services to  
over 5,500 members of  
our community!**



**In the past year, we've  
checked out over 28,000  
materials to our  
patrons!**



**Solon Library Bills for June 2021**

Starting balance from Expenditure Report dated 6/23/21

<b>From Dues, Memberships &amp; Magazines (62100)</b>	\$	<b>(83.55)</b>
	\$	<b>(83.55)</b>
<b>From Building Maintenance (63100)</b>	\$	<b>(6,916.62)</b>
Doors Inc. Inv#, re-keyed meeting room closet, Inv#306135	\$	182.00
Total Spent	\$	182.00
<b>Remaining Balance</b>	\$	<b>(7,098.62)</b>
<b>From Org Vehicle/Equipment Maint AC (63320)</b>	\$	<b>1,972.75</b>
Total Spent	\$	-
<b>Remaining Balance</b>	\$	<b>1,972.75</b>
<b>From Utilities (63710)</b>	\$	<b>5,998.95</b>
Alliant Energy	\$	391.07
MidAmerican Energy	\$	21.98
Total Spent	\$	413.05
<b>Remaining Balance</b>	\$	<b>5,585.90</b>
<b>From Telephone/Internet (63730)</b>	\$	<b>(340.46)</b>
ICN inv#621147	\$	188.00
South Slope	\$	138.53
Total Spent	\$	326.53
<b>Remaining Balance</b>	\$	<b>(666.99)</b>
<b>From Data Bases (63731)</b>	\$	<b>735.00</b>
Total Spent	\$	-
<b>Remaining Balance</b>	\$	<b>735.00</b>
<b>From Education Programs (64340)</b>	\$	<b>(1,699.14)</b>
Darrin Crow-Talespinner & Troubadour, SRP Family Program 6/24/21	\$	225.00
Blank Park Zoo, SRP Family Program 6/29/21	\$	184.00
SRP Adult Program-Good Vibes Gift Card	\$	10.00
Oriental Trading, SRP Prizes Inv#710332600-01	\$	208.51
4imprint, SRP Prizes Inv#21244255	\$	316.79
Total Spent	\$	944.30
<b>Remaining Balance</b>	\$	<b>(2,643.44)</b>
<b>From Library Books (65020)</b>	\$	<b>3,742.94</b>
Baker & Taylor inv#2035980647	\$	26.23
Baker & Taylor inv#2036005029	\$	139.86
Baker & Taylor inv#2036012018	\$	147.97

Baker & Taylor inv#2036020070	\$	306.53
Center Point Large Print Annual Subscription inv#1850809	\$	1,603.44
MidAmerica Books inv#531732	\$	75.80
Penworthy Books inv#0572936-IN	\$	87.24
Total Spent	\$	2,387.07
<b>Remaining Balance</b>	<b>\$</b>	<b>1,355.87</b>
<b>From Library Video Materials (65030)</b>	<b>\$</b>	<b>2,576.09</b>
Total Spent	\$	-
<b>Remaining Balance</b>	<b>\$</b>	<b>2,576.09</b>
<b>From Library Audio Materials (65040)</b>	<b>\$</b>	<b>2,743.69</b>
MicroMarketing inv#851601	\$	59.99
MicroMarketing inv#852474	\$	24.99
Zoom inv#88359180 (Visa)	\$	16.04
Total Spent	\$	101.02
<b>Remaining Balance</b>	<b>\$</b>	<b>2,642.67</b>
<b>From Puzzles, Puppet Kits, Misc. (65050)</b>	<b>\$</b>	<b>780.55</b>
Total Spent	\$	-
<b>Remaining Balance</b>	<b>\$</b>	<b>780.55</b>
<b>From Operating Supplies (65070)</b>	<b>\$</b>	<b>(427.82)</b>
DEMCO laminate rolls inv#6960303	\$	107.87
DEMCO bookends, display easels, laminate inv#6964323	\$	328.31
Office Express paper & toner inv#171060-0	\$	606.35
Office Express toner inv#171060-1	\$	138.11
Office Express paper inv#171167-0	\$	152.91
Office Express computer duster inv#171249-0	\$	10.54
Total Spent	\$	1,344.09
<b>Remaining Balance</b>	<b>\$</b>	<b>(1,771.91)</b>
<b>From Postage and Shipping (65080)</b>	<b>\$</b>	<b>78.51</b>
Total Spent	\$	-
<b>Remaining Balance</b>	<b>\$</b>	<b>78.51</b>
<b>From Office Equipment (67250)</b>	<b>\$</b>	<b>(1,244.84)</b>
Tall Grass 6 office chairs inv#2412	\$	1,225.66
Total Spent	\$	1,225.66
<b>Remaining Balance</b>	<b>\$</b>	<b>(2,470.50)</b>
<b>Overall Remaining Balance (not including salaries, FICA, Insurance)</b>	<b>\$</b>	<b>992.33</b>

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2020 to 6/30/2021

	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	187,968.00	211,000.00	199,501.33	6,937.92	0.00	11,498.67	94.6
61100 FICA SOCIAL SECURITY	14,058.00	17,000.00	15,255.13	528.54	0.00	1,744.87	89.7
61300 IPERS	17,347.69	20,000.00	18,732.04	654.93	0.00	1,267.96	93.7
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	0.00	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	20,000.00	16,826.10	342.00	0.00	3,171.90	84.1
63320 ORG VEHICLE/EQUIPMENT MAINT AC	4,540.00	4,540.00	2,567.25	609.75	0.00	1,972.75	56.5
63710 UTILITIES	13,000.00	13,000.00	7,414.10	413.05	0.00	5,585.90	57.0
63730 TELEPHONE/INTERNET	3,700.00	3,700.00	4,040.46	0.00	0.00	-340.46	109.2
63731 DATA BASES	1,500.00	1,500.00	765.00	365.00	0.00	735.00	51.0
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	10,199.14	2,004.11	0.00	-1,699.14	120.0
65020 LIBRARY BOOKS	22,500.00	22,500.00	18,757.06	1,692.99	0.00	3,742.94	83.4
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	2,273.91	328.12	0.00	2,576.09	46.9
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	2,906.31	118.87	0.00	2,743.69	51.4
65050 PUZZELS, PUPPET KITS	1,000.00	1,000.00	219.45	0.00	0.00	780.55	21.9
65070 OPERATING SUPPLIES	7,000.00	7,000.00	7,427.82	1,688.93	0.00	-427.82	106.1
65080 POSTAGE AND SHIPPING	900.00	900.00	821.49	6.56	0.00	78.51	91.3
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	5,244.84	322.98	0.00	-1,244.84	131.1
<b>LIBRARY SERVICES</b>	<b>342,503.69</b>	<b>381,130.00</b>	<b>327,174.82</b>	<b>16,013.75</b>	<b>0.00</b>	<b>53,955.18</b>	<b>85.8</b>
Expenditures	342,503.69	381,130.00	327,174.82	16,013.75	0.00	53,955.18	85.8
<b>Grand Total Net Effect:</b>	<b>-342,503.69</b>	<b>-381,130.00</b>	<b>-327,174.82</b>	<b>-16,013.75</b>	<b>0.00</b>	<b>-53,955.18</b>	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2020 to 6/30/2021

	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	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  
June 23, 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 \$	23,492
Bridge Bank - 2.5%	6/18/2021- but will renew on 6/28 for .20%	\$	10,946

**Solon Public Library Foundation Scholarship Account  
Treasurer's Report  
June 23, 2021**

Beginning Balance \$ 2,000.00

Income:

Expenses:

Ending Balance \$ 2,000.00

## Current Meeting Room Policy on website

The Library has a large room available for public use. This room has a capacity for 80 people with 80 chairs and 18 tables provided. The kitchen has a refrigerator, microwave and sink plus a 30-cup coffee pot, punch bowls, and some dishes and silverware which can be used. A projection screen and internet access are also available. This room, approximately 750 square feet in size, can be divided and used by two separate groups when less space is needed for each group.

### **Meeting Room Policy**

Updated September 2019

- A reservation must be made for the use of the meeting room in person. You can download the reservation form through the link below, fill it out, and bring it in with you to reserve the room.
- **Library programs receive first consideration in scheduling.**
- A deposit of \$25 is required, except for library or city functions. For-profit groups/meetings are required to pay an additional \$20 to use the room. All deposits and fees must be paid prior to the event. If a group meets on a regular basis, a deposit can be held for them.
- Smoking and open flames on candles or other decorative pieces are not allowed. The consumption of alcoholic beverages and the use of controlled substances are also not allowed.
- Children's groups must have at least one adult supervisor. Children may not be left unattended in the library during meetings.
- Groups or individuals may use the kitchen, but are expected to leave it clean. Also, please wipe tables, vacuum the carpet as needed, and take your garbage with you; garbage bags are provided. If your event is scheduled while the library is closed, a key is provided for the custodial closet where you can find a mop and extra supplies, if needed.
- Groups failing to leave the room in a neat, orderly, clean condition may forfeit the cleaning deposit and/or future use of the facility.
- If a meeting is scheduled when the main library is closed, you are responsible for picking up keys during normal library hours. Please turn off lights, secure the building when you leave, and drop the keys in the book drop to the left of the main entrance.
- The library takes no responsibility for any items left in the meeting room. Items found by staff are generally placed in the Lost & Found Box in the hall.



## Solon Public Library Community Meeting Room Policy

### About the Meeting Room

The Library has a large community room available for public use. This room has a capacity for 50 people with 50 chairs and 20 tables provided. The kitchen has a refrigerator, microwave and sink plus a 30-cup coffee pot, punch bowls, and some dishes and silverware which can be used. Public Wi-Fi is available for all groups and patrons. A media cart with a laptop and projector are available, when requested at time of application. This room, approximately 750 square feet in size, can be divided and used by two separate groups when less space is needed for each group.

### Reservation Process

Interested individuals or groups can complete an application for the meeting room online or in-person. Visit our website to download the application form, fill it out, and bring it in to the Library during regular hours. Or complete the online form. (<https://www.solon.lib.ia.us/services/meeting-room>)

- *This is an application only, Library staff will contact you to confirm your reservation within seven (7) business days.*
- **Library programs receive first consideration in scheduling.**
- Reservations are made on a first come, first served basis.
- Reservations may be made up to three months in advance and there may be up to three reservations scheduled for a group at a time.
- If a reservation needs to be rescheduled by a group, the new date must be within three months of the original date.

### Fees

\$25 deposit is required for each application form, except for library or government functions.

\$20, additional fee For-profit groups/meetings are required to pay for each event.

\$5 garbage fee to leave bagged garbage in the meeting room. Free to take your garbage with you.

Garbage bags are provided.

- Deposits and fees must be received at the time of scheduling.
- Deposit will not be returned until Staff have verified the applicant has met all responsibilities as listed below.
- Deposit checks not picked up within 1 month of meeting will be shredded. Cash will be donated to the library.

### User Responsibility

- No smoking, no open flames on candles or other decorative pieces.
- No alcoholic beverages and no controlled substances.
- The kitchen and meeting room are to be left clean. Wipe tables and vacuum floor as needed.
- After a meeting, the user should leave the meeting room in its standard arrangement (see posted layout).
- If additional tables, chairs and/or media cart is needed for a meeting, applicant must request at time of application.
- Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff.
- Children's groups must have at least one adult supervisor.
- Children may not be left unattended in the library during meetings.

Reviewed and revised by the Library Board of Trustees: June 2021 (DRAFT)

**Solon Public Library**  
**Community Meeting Room Policy**

- Applicant placing the reservation request is responsible for all reasonable repair or replacement costs for damage to the facility space, fixtures, or equipment utilized during the reservation.
- If a meeting is scheduled when the main library is closed, applicant is responsible for picking up keys during regular library hours. Please turn off lights, secure the building when you leave, and drop the keys in the book drop to the left of the main entrance.
- The library takes no responsibility for any items left in the meeting room. Items found by staff are generally placed in the Lost & Found Box in the hall.
- In case of emergency, please call 309-368-4739 or 319-631-5071

BUDGET WORKSHEET

City of Solon

Month: 6/30/2021	Prior Year Actual	Current Year			Estimated Total	(6) Requested	(7) Recommended	(8) Adopted
		Original Budget	Amended Budget	Actual Thru June				
Fund: 001 - GENERAL FUND								
Expenditures								
Dept: 4410 LIBRARY SERVICES								
60100 SALARIES	184,930	187,968	211,000	199,501	0	202,741		
61100 FICA SOCIAL SECURITY	14,101	14,058	17,000	15,255	0	15,165		
61200 FICA MEDICARE	0	0	0	0	0			
61300 IPERS	16,947	17,348	20,000	18,732	0	18,714		
61500 EMPLOYEE GROUP INSURANCE/ANNUI	0	20,165	20,165	0	0	21,174		
62100 DUES, MEMBERSHIPS & MAGAZINE S	0	700	700	784	0	700		
62400 TRAVEL AND CONFERENCE	85	1,000	1,000	365	0	750		
63100 BUILDING MAINTENANCE	25,321	10,000	20,000	16,828	0	10,000		
63320 ORG VEHICLE/EQUIPMENT MAINT AC	4,622	4,540	4,540	2,567	0	4,540		
63710 UTILITIES	11,045	13,000	13,000	7,414	0	13,000		
63730 TELEPHONE/INTERNET	4,365	3,700	3,700	4,040	0	3,893		
63731 DATA BASES	1,281	1,500	1,500	765	0	1,500		
64080 INSURANCE	11,965	13,425	13,425	11,768	0	13,425		
64140 PUBLISHING	363	600	600	698	0	600		
64340 EDUCATIONAL PROGRAM	6,438	8,500	8,500	10,199	0	14,150		
65020 LIBRARY BOOKS	20,005	22,500	22,500	18,757	0	22,500		
65030 LIBRARY VIDEO MATERIALS	3,717	4,850	4,850	2,274	0	4,850		
65040 LIBRARY AUDIO MATERIALS	5,623	5,650	5,650	2,906	0	5,650		
65050 PUZZELS, PUPPET KITS	0	1,000	1,000	219	0	500		
65070 OPERATING SUPPLIES	7,711	7,000	7,000	7,428	0	6,500		
65080 POSTAGE AND SHIPPING	1,122	900	900	821	0	900		
65990 SUPPLIES	502	100	100	607	0	100		
67250 OFFICE EQUIPMENT	12,558	4,000	4,000	5,245	0	4,000		
LIBRARY SERVICES	332,701	342,504	381,130	327,173	0	365,352	0	0
Total Expenditures	332,701	342,504	381,130	327,173	0	365,352	0	0
Grand Total:	-332,701	-342,504	-381,130	-327,173	0	-365,352	0	0

BUDGET WORKSHEET

City of Solon

Month: 6/30/2021	Prior	Current Year		Estimated	(6)	(7)	(8)
	Year	Original	Amended				
	Actual	Budget	Budget	June	Requested	Recommended	Adopted
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	2,591	500	500	141	0	500	
64380 BANK SERVICE CHARGE	0	0	0	0	0		
64990 MISC. CONTRACT WORK	733	0	0	0	0		
65020 LIBRARY BOOKS	2,153	5,000	5,000	0	0	5,000	
65030 LIBRARY VIDEO MATERIALS	1,216	500	500	0	0	500	
65040 LIBRARY AUDIO MATERIALS	0	500	500	0	0	500	
65080 POSTAGE AND SHIPPING	0	0	0	0	0		
67270 OTHER CAPITAL EQUIPMENT	0	4,000	4,000	0	0	4,000	
67271 CAPITAL EQUIP/MEMORIAL DONATIO	0	0	0	0	0		
67300 LAND	0	0	0	0	0		
67500 BUILDING	2,629	0	0	0	0		
TRUST & AGENCY LIBRARY BLDG TR	9,322	10,500	10,500	141	0	10,500	0
Total Expenditures	9,322	10,500	10,500	141	0	10,500	0
Grand Total:	-9,322	-10,500	-10,500	-141	0	-10,500	0



Robison Construction, Inc.  
 701 Center Point Rd. NE  
 Cedar Rapids, IA. 52402  
 Office: 319-363-0110  
 FAX: 319-363-0111  
 Email: office@robison-construction.com

# Invoice

Date	Invoice #
6/10/2021	5692

Bill To
City Of Solon Iowa 320 W Main Street Solon, IA 52333

Terms	Project
Net 45	

Item	Description	Amount
GAF Timberline H...	SOLON PUBLIC LIBRARY - Labor & material to remove existing shingles down to deck. - Remail any loose wood. If bad or rotten wood is discovered, it will be replaced at a price of \$90 per sheet. (To be discussed with owner.) - Install 6 of Ice and Water shield at all gutter lines, and 3' of Ice and Water in all valleys. PER CODE - Install Synthetic underlayment to keep roof dry. - Install Starter Shingles along all gutter lines. - Install GAF TIMBERLINE Lifetime Dimensional Shingles per specifications using 1 roofing nails. - Install Shingle Over Ridge Vent - Install new vent pipe boots and kitchen & bathroom vents. - Inspect chimney & furnace flashings. - Keep existing drip edge - Clean up all job related debris including magnetic roller for pick up of nails. - Provide Lifetime workmanship warranty and GAF SYSTEM PLUS Material WARRANTY - Our Crews are licensed and insured. - Crews will maintain safety requirement at all times during the construction process COLOR: WEATHERED WOOD	47,950.00
Customer Deposit	LESS: Customer Deposit-Down Payment (Ck #Ck #044901 12/22/2020)  ***ALL WORK COMPLETE PER SIGNED CONTRACT - THANK YOU FOR YOUR BUSINESS***	-14,385.00

Thank you for your business! Remit to above address.	<b>Total</b>	\$33,565.00
Accepting all major credit & debit cards! A 3% processing fee will be added.	<b>Payments/Credits</b>	\$0.00
<i>Past due accounts are subject to a finance charge of 18.0% per annum.</i>	<b>Balance Due</b>	\$33,565.00

## **Solar Panel Updates and Solar Energy Monitoring App**

I was just informed from the crew leader with Rabe Hardware that when he met with Alliant Energy this morning it was determined that the CT cabinet at the electric meter is not going to handle the solar panel project and will need to be replaced (upgraded). Rabe Hardware will be meeting with an Alliant Field Engineer tomorrow for Alliant's requirements and then work on getting us a change order estimate. This upgrade will also require the power to be off for a entire day for the change out and Rabe will also be talking scheduling with us once they know what Alliant will require and availability of equipment.

Scott Kleppe

It was recommended that we install/purchase a small monitoring system, connected to the Internet, and place it in a location for the public to see that shows the details of the solar panel system via a small app provided by Rabe Hardware. I will not be at the June meeting, as we are attending a wedding in New Orleans, and would like this to be considered as an agenda item.

Thanks,

Bob Lancaster  
Vice President  
Solon Public Library Board of Trustees  
<https://www.solon.lib.ia.us>

I spoke to some old HP contacts from my days as a IT Consultant and they agreed with me that an All-in-One computer with Wi-Fi would be the best option. All we would need is an AC circuit and wall mount. No network cables, no keyboard nor mouse once the system is programmed. Pricing starts around \$400 for a 20" monitor and CPU, and goes up based on the size of the monitor to well over \$2000 for the cream of the crop 32" screen with a screaming fast CPU. My suggestion would be get bids from at least three vendors after the board decides what size of monitor would allow the patrons to clearly view the production from the array. I would suggest a 24" to 27" screen and not be concerned about the CPU specs. Because, the performance of the CPU is not important as the app is updated every 15 minutes.

Here's what Rabe Hardware's solar array data looks like:

<https://monitoringpublic.solaredge.com/solaredge-web/p/kiosk?guid=3fb51a3e-df05-4b10-9b54-b12228f84a25>

Bob Lancaster  
Vice President  
Solon Public Library Board of Trustees  
<https://www.solon.lib.ia.us>

## **Solon Public Library Board of Director's Activity April 26, 2021**

**Purpose:** 1.) to provide guidance to new director with re: to Board expectations and priorities, and 2.) to provide the Board with performance objectives for the new directors orientation period.

**Activity:** (variation of Affinity Diagram process)

- Write one priority goal or activity for the new director on a sticky note (one idea per note page). Target 3-6 top priorities for the remainder of this fiscal year, ending in June.
- The posters on the walls around the room have titles from each section of the current evaluation form we use for the director and staff. Keeping a safe distance from others, post your goal/expectation on the poster under a category that seems to fit best.
- Facilitator reads aloud the individual expectations/goals and opens for discussion and questions and clarifications.

**Summary of discussion:** the members of the Board agreed that this is not intended as an evaluation tool, but a working document to be used as guidance for the director and to review her (and our) progress in areas indicated as possible priorities and expectations.

### **RELATIONSHIPS**

- Rebuild community relationships as we emerge from C19
- Establish community partnerships.
- Maintain good relations with the city council, library Board and community.

### **LEADERSHIP**

- Oversee and keep Board informed about installation of new roof and solar panels. Work with Scott and Bob re: this.
- Create a Board education calendar to ensure the Board is reaching on-going education requirements for accreditation.
- Prioritize purchases of new materials of various types.
- In cooperation with city officials, finalize FY 20-21 budget and begin FY 21-22 budget. Inform Board.
- Work with budget to determine appropriate % in various categories.

### **CUSTOMER SERVICE**

- To plan and work toward opening the library for full services.
- Develop viable summer activities for different age groups in order to satisfy community needs and expectations.
- To get the message out to the public that the library does provide services during the pandemic.

### **JOB COMMITMENT**

- Meet members of the Board of Directors, Friends, and Foundation and of the City admin and Council.
- Begin to identify areas for growth and opportunity for the library.

### **PROFESSIONALISM**

- Create a systematic policy review rotation for the Board to insure all policies are reviewed in a timely manner.
- Continue coursework to stay current with trends occurring across the state.
- Arrange for opportunities for staff in-service for professional growth.

### **SAFETY**

- Continue steps needed to maintain a safe environment for staff and patrons.

### **PROBLEM-SOLVING**

- Investigate how other communities are adapting to the current covid protocols as they build their programs.
- Have a vision for the library and plan for the future. Long range goals are important.

### **OTHER**

- Be prepared to help set annual goals for library support groups (Board, Friends, Foundation), staff and yourself