

Agenda for Solon Library Board Meeting
Monday, July 26, 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: July 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

- June 28, 2021

Citizen's Speak

Committee reports

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

Directors Report

Approval of Bills

- July 2021

Review of Foundation report

Old Business

- **Boardroom 2021 Series: Inspire Your Community with Inspiring Stories** archive available on IA Learns
- 24-hour WiFi access

New Business

- Public Computer Use Policy, Internet Policy, Copyright Policy
- Rabe Invoice for Solar Panels
- Solar Monitoring System
- Professional Development Options for August:
IA Learns webinar: **Boardroom 2021 Series: It's Great to Collaborate!**
Tuesday, August 24, 2021 6:00 pm - 7:30 pm Live Webinar.

Archived Webinar: **Boardroom Series 2020: Building Diversity on Library Boards**
Enroll through IA Learns for continuing education credit.

Adjourn

The Solon Public Library Board

Meeting Minutes

June 28, 2021

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:02 p.m.

Present

Sandy Lawrence, March Sutton, Chris Christophersen, Liz King (Library Director)

Absent

Bob Lancaster, Jackie Nemecek

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:** March reported that the City has applicants and an approval may be made at the July meeting. Board positions will continue to be posted.
- **Evaluation committee:** None

Library Director's Report

The Library Director's Report reviewed the following: The summer program has been very successful with increasing in-person visits to the library. The 9:00-10:00a.m. weekday hour will continue to be reserved for household visits, school visits, library staff meetings and volunteer training. Walk-in browsing for library resources and services will be available the entire rest of the day until closing time. The lobby holds cart in the entryway will continue for easy patron access. Staff is already beginning to plan for Thursday activities for school-age youth when school starts in the fall. A variety of sites and cooperative programming is being investigated in order to keep group sizes smaller. Library program participation statistics were shared.

Approval of Bills

The June 2021 bills were unanimously approved for payment as presented. Motion, Chris, second Sandy.

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Feedback from professional development on IA Learns webinars in May and June.**
Board members shared programs they had viewed on IA website.

24-hour WiFi access

There is no extra charge for 24-hour access. The Computer and Internet policies will be reviewed at our July Board meeting.

New Business

- **Community Meeting Room Policy**

Motion: It was moved to approve the Community Meeting Room Policy as presented.
Discussion: the Policy now more clearly establishes the Process, Fees and User Responsibilities.

Motion introduced by *Sandy*. Motion seconded by Chris. Motion passed unanimously.

FY22 Budget

Liz presented a staff salary proposal that fit within the City of Solon salary ranges.

Motion: To accept the proposed staff salary increases that fit within the City of Solon salary ranges and within the FY22 library budget.

Motion introduced by Chris, Motion seconded by Sandy. Motion passed unanimously.

Motion: To approve a 1.5% Colo and 1% merit raise for the Library Director for FY22.

Motion introduced by Sandy, seconded by Chris. Motion passed unanimously.

Robison Invoice for Roof Replacement

Motion: Invoice was approved as received. Motion by Chris, Seconded by Sandy.
Motion passed unanimously.

Solar Monitoring System for Rabe app

Item moved to July agenda

Closed Session for Director Evaluation.

It was agreed that the Board did not need to go into a closed session for the purpose of Director Evaluation. Library Director Liz King had prepared a checklist of completed and ongoing tasks that corresponded to a list of priorities compiled by the Board of Trustees February 22, 2021 and revised April 20, 2021. This comprehensive checklist gave an extensive view of activities

completed during the past six months and indicated ongoing activities extending into FY22. The Director was commended for her leadership during the difficult months of the pandemic and the successful reopening of the library.

Next Month's Agenda

- **Computer and Internet Policy**
- **Solar Monitoring Panel**

Adjournment

The meeting was adjourned at 8:42 p.m.

Next Meeting

Regular Meeting: Monday, July 26, 2021

Submitted by

Sandy Lawrence

Director's Report July 2021

In July I attended regular meetings with the City Council and the Solon Public Library Foundation. The Friends of the Library do not meet in July. I submitted the FY21 Direct State Aid Report and FY21 Open Access Report. We celebrated Sherri Chalupa's 20 Year Anniversary working at the library. I also had the pleasure of experiencing my first Solon Beef Days. Beautiful weather, exciting events, seeing Kris Brown in the parade, and a chance to meet more of the community while serving alongside other city staff made for an entertaining weekend. We are also grateful to the Solon Beef Days committee for providing 4 all-night ride passes as prizes for our Summer Reading Program.

As a staff, we brainstormed ideas for the ARPA grants offered through the State Library of Iowa and decided the best way to utilize the funds would be to purchase high demand titles of eBooks and audiobooks through the Bridges Overdrive Advantage program. This will improve access for our library patrons and reduce wait times for popular items. We were approved for a \$5,000 grant and have until January 2022 to spend the funds awarded to our library. This grant stipulates that the funds are reimbursed for eligible expenses that are submitted by April 30, 2022.

Below you will find some statistics from the past month. Attached is a summary of the June WiFi Statistics. Summer Reading Program participation continues to bring patrons of all ages to the library on a weekly basis. We have had an excellent response to our family programming including visits from Blank Park Zoo and The Iowa Raptor Project, and Teen Movie Night. We will finish July with Family Movie Night, Iowa Children's Museum, and Virtual Trivia Night. Be sure to check out our Community Art Mural on the west patio. There are still some squares available to be colored to complete our Andy Warhol Soup Can Masterpiece.

We will continue to reserve the first hour (9:00 - 10:00 am M-F) for single household visits, school visits, staff meetings, and volunteer training through the end of August, 2021. We will also continue to encourage and provide masks for any unvaccinated individuals. While our staff is fully vaccinated, we continue to wear our masks based on recent scientific findings and in support of our patrons who are not yet able to be vaccinated. Upon approval of our revised Meeting Room Policy by the Board of Trustees in June, we began accepting reservations for use of the Community Meeting Room for the months of August - October.

Our weekly volunteers have proved invaluable in providing assistance with assembling To Go activities, cleaning books, searching for lost library materials, and disposing of weeded items. We currently have 4 adults and 7 teens volunteering each week.

Circulation numbers

June 24, 2021 - July 22, 2021

Total Items: 3682 Total Patrons visits: 2038

Inter-library Loan Transactions

32 Items borrowed, 14 items lent to other Iowa libraries

Outreach/Book Deliveries:

3 Lakeview Summer BASP

2 Spartan Early Childhood Center

1 Solon Independent Living

Collection Development/Maintenance

Items Cataloged/Processed - 146

Items Deleted - 272

Items Repaired - 46 (This represents \$823.60 savings in replacement costs)

Public Relations/Online Services

Facebook

- Followers/likes: 1029
- Videos: 291 views
- Number of posts: 66

Instagram

- Followers: 405
- Number of posts: 60

YouTube

- Total Channel views: 138 (86 unique viewers)
- Subscribers: 20
- YouTube videos (Storytime 59 views, Adult Programs & Tech Help viewed 79 times.

Website Visits in June: 3518 (+1635)

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

Links:

[First July Newsletter](#)

[Second July Newsletter](#)

Subscribers: 1409

Notary Services: 4 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: 169
- Materials downloaded: 804

Kanopy

- Users: 6
- Videos streamed: 69

Youth Programming

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

6/24 BAM POW to Go - Watch It: Backyard Bugs - 60

7/1 BAM POW to Go - Make It: Paracord Keychain - 60

7/8 BAM POW to Go - Build It: Foam Speedboat - 60

7/15 BAM POW to Go - Play It: Family Olympics - 60

June Coloring Challenge - 40
1000 Books Before Kindergarten - 6
Songs on the Lawn - 28, 2 sessions

Teens (5th-12th graders):

Teen Reading Challenge, Year-long program - 40 teens, 3 completed challenges
Teen Advisory Board Meeting - No June Meeting
June Manga Me Art Challenge - 7
Teen Chef's Challenge Activity Bag - 17

Digital Storytimes:

Summer Storytime Theme: Reading Colors Your World and Summer Time

Adult Programming

June Cookbook Club (white pepper) - 28, 8 online participants
DIY - Faux Stained Glass 7/13 - 20 kits picked up, 5 Zoom attendees
SRP Weekly Take & Make - Notebooks 6/21 - 20
SRP Weekly Take & Make - Shrinky Dinks 7/5 - 20
SRP Weekly Take & Make - Puzzle 6/14 - 25
Book Club - 8 attendees outside, 13 books checked out
Collaborative Art Project - 23 squares completed, 46 est. participants

Summer Reading Program

Littles (0-K) - 115 Readers, 4,576 Books read
Kids (1st-4th) - 171 Readers, 148,466 Minutes read
Teens (5th-12th) - 125 Readers, 168,754 Minutes read
Adults (16 & up) - 79 Participants, 286 Books read

We are so pleased with these participation numbers and the response to our Walk-in Browsing all summer. We continue to monitor guidelines and recommendations for safe library practices. Staff discussions are underway about the best approach to fall programming.

Sincerely,

Liz King
Director, Solon Public Library

In June, 441 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



1138 ↑ 47.98%

Monthly Sessions



1020 ↑ 44.68%

Total Visits



441 ↑ 50%

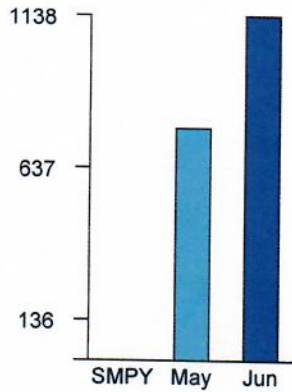
Unique Visitors



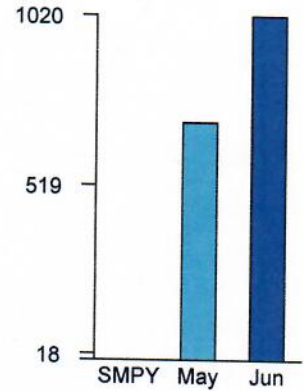
2.31 ↓ -3.75%

Average Return Rate

Total Monthly Session Count

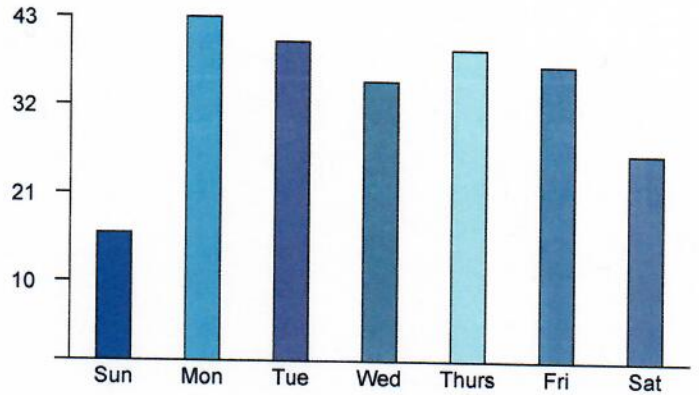


Total Monthly Visits

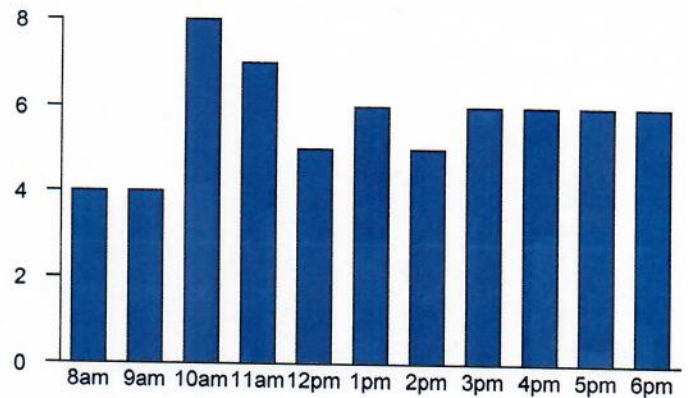


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



Average dwell-time .97 hours



Fiscal Trend Summary (July-June)
 Solon Public Library
 Month Ending June-2021

	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Visitor Session Information					
Total Session Count	370	655	693	769	1,138
Total Session Time	613.08	657.8	690.53	684.28	986.3
Average Session Time	1.65	1	0.98	0.88	0.87
Average Sessions Per Visit	1.14	1.11	1.1	1.09	1.12
Average Hours Per Visit	1.88	1.12	1.08	0.97	0.97
Visitor Information					
Total Visits	325	588	631	705	1,020
Daily Return Visits		198	380	448	677
Daily New Visits	325	390	251	257	343
Monthly Unique Visitors	141	243	275	294	441
Average Visitor Return Rate	2.3	2.42	2.29	2.4	2.31
Monthly Average Hours Per Device	4.33	2.7	2.5	2.32	2.23

Visitor Session Information	Jun-21	Prior Month Compare		Same Month Prior Year Compare	
		Change	%	Jun-20	Change
Total Session Count	1,138	369	47.98%	1,138	100%
Total Session Time	986.3	302.02	44.14%	986.3	100%
Average Session Time	0.87	-0.01	-1.14%	0.87	100%
Average Sessions Per Visit	1.12	0.03	2.75%	1.12	100%
Average Hours Per Visit	0.97		0%	0.97	100%
Visitor Information					
Total Visits	1,020	315	44.68%	1,020	100%
Daily Return Visits	677	229	51.12%	677	100%
Daily New Visits	343	86	33.46%	343	100%
Monthly Unique Visitors	441	147	50%	441	100%
Average Visitor Return Rate	2.31	-0.09	-3.75%	2.31	100%

Solon Library Bills for July, 2021

Starting balance from FY22 Budget

		Monthly Avg
From Dues, Membership & Magazines (62100)	\$ 700.00	\$ 58.33
Total Spent	\$ -	
Remaining Balance	\$ 700.00	
From Travel and Conference (62400)	\$ 750.00	\$ 62.50
Total Spent	\$ -	
Remaining Balance	\$ 750.00	
From Building Maintenance (63100)	\$ 10,000.00	\$ 416.67
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Joe's Quality Window Cleaning inv#19829	\$ 100.00	
Total Spent	\$ 5,100.00	
Remaining Balance	\$ 4,900.00	
Robison Construction inv#5692 Roof Replacement	\$ 33,565.00	Paid from Trust & Agency 031-0000-10100
From Org Vehicle/Equipment Maint AC (63320)	\$ 4,540.00	\$ 378.33
Cybrarian Patron Computer Automation Software	\$ 683.85	
Total Spent	\$ 683.85	
Remaining Balance	\$ 3,856.15	
From Utilities (63710)	\$ 13,000.00	\$ 1,083.33
Alliant Energy	\$ 559.44	
Mid-American	\$ 12.13	
Total Spent	\$ 571.57	
Remaining Balance	\$ 12,428.43	
From Telephone/Internet (63730)	\$ 3,893.00	\$ 324.42
ICN inv#623309	\$ 188.00	
Southslope	\$ 159.94	
Total Spent	\$ 347.94	
Remaining Balance	\$ 3,545.06	
From Data Bases (63731)	\$ 1,500.00	\$ 125.00
Transparent Language inv#33075	\$ 300.00	State databases under committee review
Total Spent	\$ 300.00	
Remaining Balance	\$ 1,200.00	
From Publishing (64140)	\$ 600.00	\$ 50.00
Total Spent	\$ -	
Remaining Balance	\$ 600.00	
From Educational Program (64340)	\$ 14,150.00	\$ 1,179.17
July Zoom inv#93835456 (Visa)	\$ 16.04	
University of Iowa Recreational Services, Raptor Program inv#22	\$ 200.00	
Adrianna Edvenson, UI School of Music, performance program inv#1	\$ 100.00	
The Iowa Children's Museum, outreach summer program inv#3922	\$ 200.00	
Walmart, Adult program supplies, Staff Reimburse	\$ 24.42	
Dollar Tree, Adult program supplies, Staff Reimburse	\$ 20.14	
Garrett Elton, video edit June story times inv#15	\$ 330.00	
Garrett Elton, video edit July story times inv#16	\$ 290.00	
Office Express, SRP prizes inv#174611-0	\$ 48.04	
Office Express, SRP prizes inv#175467-0	\$ 21.41	
Amazon, Adult program supplies (Visa)	\$ 14.80	
Amazon, Adult program supplies (Visa)	\$ 3.99	
Amazon, Adult program supplies (Visa)	\$ 6.97	
Amazon, Adult program supplies (Visa)	\$ 71.96	
Amazon, Youth program supplies (Visa)	\$ 105.05	

Amazon, Youth program supplies (Visa)	\$	12.58
Amazon, Youth program supplies (Visa)	\$	199.15
Amazon, Youth program supplies (Visa)	\$	127.38
Brass Fountain, Adult SRP prizes (Visa)	\$	60.00
Casey's General Store, Teen Reading Challenge gift cards (Visa)	\$	30.00
Good Vibes gift card, Teen Reading Challenge (Visa)	\$	10.00
HyVee youth program supplies (Visa)	\$	77.97
HyVee youth program supplies (Visa)	\$	81.95
Koeckritzrugs.com, color carpet circles (Visa)	\$	219.99
Oriental Trading Company, youth SRP prizes (Visa)	\$	341.79
Oriental Trading Company, youth SRP prizes (Visa)	\$	125.68
Sam's Mainstreet Market, program supplies (Visa)	\$	19.98
Target, teen chef challenge supplies (Visa)	\$	68.90
Total Spent	\$	2,828.19
Remaining Balance	\$	11,321.81

From Library Books (65020)	\$	22,500.00	\$	1,875.00
Iowa Barns Inv#85826	\$	29.95		
Baker & Taylor Inv#2036032121	\$	114.65		
Baker & Taylor Inv#2036047431	\$	202.45		
Baker & Taylor Inv#2036050213	\$	405.10		
Baker & Taylor Inv#2036070296	\$	262.27		
Baker & Taylor Inv#2036078428	\$	70.30		
Baker & Taylor Inv#2036079097	\$	92.59		
Baker & Taylor Inv#2036080192	\$	287.14		
Penworthy Inv#0573748-IN	\$	382.53		
Daydreams Comics (Visa)	\$	23.30		
Prairie Lights Books (Visa)	\$	19.03		
Amazon, 5 magnifiers for reading (Visa)	\$	6.99		
Amazon, 12 books (Visa)	\$	131.61		
Amazon, 2 books (Visa)	\$	39.98		
Amazon, 4 books (Visa)	\$	42.47		
Amazon, 3 books (Visa)	\$	35.65		
Amazon, 1 book (Visa)	\$	13.95		
Amazon, 1 book (Visa)	\$	15.80		
Amazon, 6 books (Visa)	\$	75.07		
Amazon, 3 books (Visa)	\$	40.68		
Amazon, 1 book (Visa)	\$	18.42		
Amazon, 3 books (Visa)	\$	41.82		
Amazon, 8 books (Visa)	\$	111.88		
Amazon, 1 book (Visa)	\$	13.48		
Amazon, 6 books (Visa)	\$	65.99		
Amazon, 2 books (Visa)	\$	20.05		
Amazon, 1 book (Visa)	\$	24.95		
Amazon, 1 book (Visa)	\$	23.93		
Amazon, 1 book (Visa)	\$	11.47		
Amazon, 4 books (Visa)	\$	61.17		
Amazon, 3 books (Visa)	\$	50.57		
Amazon, 3 books (Visa)	\$	48.94		
Amazon, 2 books (Visa)	\$	33.48		
Amazon, 1 book (Visa)	\$	14.38		
Total Spent	\$	2,832.04		
Remaining Balance	\$	19,667.96		

From Library Video Materials (65030)	\$	4,850.00	\$	404.17
Baker & Taylor inv#H55894370	\$	68.84		
Baker & Taylor inv#H56167810	\$	26.08		
Baker & Taylor inv#H56153820	\$	21.71		
Baker & Taylor inv#H56163830	\$	21.74		
Baker & Taylor inv#H56191140	\$	92.75		
Baker & Taylor inv#H56265870	\$	21.74		
MicroMarketing inv#854084	\$	43.98		
MicroMarketing inv#854787	\$	18.38		
Amazon, 1 DVD (Visa)	\$	17.96		

Amazon, 2 DVDs (Visa)	\$	39.98	
Amazon, 2 DVDs (Visa)	\$	42.98	
Amazon, 1 DVD (Visa)	\$	19.96	
Amazon, DVD cases (Visa)	\$	16.50	
Amazon, DVD cases (Visa)	\$	14.60	
Amazon, DVD cases (Visa)	\$	17.00	
Total Spent	\$	484.20	
Remaining Balance	\$	4,365.80	
From Library Audio Materials (65040)	\$	5,650.00	\$ 470.83
Baker & Taylor Inv#2036032121	\$	10.99	
Baker & Taylor Inv#2036078428	\$	19.24	
Baker & Taylor Inv#2036080192	\$	24.74	
Zoom June Inv#88359180 (Visa)	\$	16.04	
Total Spent	\$	71.01	
Remaining Balance	\$	5,578.99	
From Puzzles, Puppet Kits (65050)	\$	500.00	\$ 41.67
Amazon, adventure backpack supplies (Visa)	\$	27.90	
Total Spent	\$	27.90	
Remaining Balance	\$	472.10	
From Operating Supplies (65070)	\$	6,500.00	\$ 541.67
Office Express, paper towels, toner inv#174397-0	\$	199.88	
Office Express, calendars, toner inv#176820-0	\$	237.88	
Amazon, kids disposable masks (Visa)	\$	19.98	
Amazon, plastic bags (Visa)	\$	32.25	
Amazon, kids disposable masks (Visa)	\$	32.58	
Amazon, lanyards for library cards (Visa)	\$	47.99	
DEMCO, labels, date stamp, supplies (Visa)	\$	93.78	
Dollar Tree, storage containers (Visa)	\$	6.42	
Dollar Tree, storage containers (Visa)	\$	4.28	
JoAnn Fabrics, display cabinet garlands (Visa)	\$	61.02	
Target, plant tray, notebooks (Visa)	\$	15.68	
Total Spent	\$	751.74	
Remaining Balance	\$	5,748.26	
From Postage and Shipping (65080)	\$	900.00	\$ 75.00
Open Access book return (Visa)	\$	3.81	
Total Spent	\$	3.81	
Remaining Balance	\$	896.19	
From Supplies (65990)	\$	100.00	\$ 8.33
Brass Fountain gift card, employee recognition (Visa)	\$	50.00	
Total Spent	\$	50.00	
Remaining Balance	\$	50.00	
From Office Equipment (67250)	\$	4,000.00	\$ 333.33
ULINE flat shelf utility cart inv#136086132	\$	160.95	
ULINE flat shelf utility cart casters inv#136062189	\$	37.50	
Amazon, shop vacuum (Visa)	\$	59.99	
Total Spent	\$	258.44	
Remaining Balance	\$	3,741.56	

Solon Public Library – Policies – Internet Use in Library

The Solon Public Library provides Internet access to members of the community as part of our mission to provide educational, cultural and informational opportunities.

The Internet is a global network. The Internet and its available resources may contain material that is controversial in nature. The library will not censor access to information or restrict access to information that some may deem offensive or controversial in nature. As with other library materials, the library affirms responsibility of parents and guardians to guide their children's use of the Internet.

Privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Patrons are urged to respect the sensibilities of others when accessing information that may be offensive to someone else.

The Internet is not a secure, private environment. Patrons handling financial transactions or other activities that require confidentiality do so at their own risk. Public computers will be subject to monitoring by network administrators in the usual performance of their duties.

The library and its staff do not maintain or retrieve browser history or keep records of patron usage. The library will not retrieve any information, including web sites visited, passwords or credit card numbers, or any other information a customer has entered. At the end of the business day, all customer computer use is erased.

Wireless Internet

The library provides unsecured, wireless Internet access for public use. The library does not provide personal wireless devices for public use, unless for a special program. The library does not provide technical support for privately owned personal wireless devices. Personal use of the library's public wireless access shall conform with policies regulating other types of public Internet access provided by the library.

Solon Public Library – Policies – Computer Use Guidelines

- All patrons must sign up at the circulation desk to use the public computers/Internet.
- Visitors are allowed to use the computers, without registration, for a drop-in visit. A registration card will be required with return visits.
- Reservations, by phone, for a specific computer, are allowed only for testing or other similar situations.
- Users may not incur any costs to the Solon Public Library through access to fee-for-service information providers, shopping online, or any other Internet use.
- Users may not change the configuration of software or hardware on the Internet computers.
- There is a 60-minute time limit on the use of the computer. Time may be extended, if other computers are available, and/or schoolwork needs to be finished.
- The consumption of food and drink is not allowed by the computer stations.
- Computer projects and printing jobs must be completed in a timely fashion and/or five minutes before closing.
- Black and white printing is set as the default, and is available for patron use at 10 cents per printed page. Color printing is an option at 50 cents per page.
- The library does not offer email accounts not already available through browsers.
- Patrons must provide their own devices to save files. Computer memory is cleared upon restarting computer and the library is not responsible for saving information.

Computer use guidelines – page 2

- Software downloaded from the Internet may contain a virus and users should have virus-checking software on their personal computers. The Solon Library is not responsible for damage to a patron's computer, or for any loss of data, damage or liability that may occur from patron use of the Internet services.

Loss of computer privileges

Given the public setting, patrons are asked to respect the sensibilities of others when accessing potentially offensive information and images. The staff reserves the right to end a session if inappropriate material displays on the screen.

- Patrons who are misusing the computer will receive a verbal warning first, depending on the degree of misuse, and then will forfeit their use of a public computer if inappropriate behavior continues. Misuse includes: loud and/or disruptive actions.
- Problems will be documented in "Incident Reports" notebook.
- Illegal acts involving library computers may also be subject to prosecution by local, state, or federal authorities. It is against the law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2)
- Computer records on public, Internet access computers are not private. Library personnel may access history or computer use if problems are suspected. On the other hand, computer use will be held private unless requested by proper authorities.
- If a patron feels that they have lost their computer privileges unfairly, a request for review must be made to the Solon Library Board.

Library Use of Social Networking Sites

The Solon Public Library's social networking sites will be used to inform patrons about library resources and activities and provide a source for online discussion. Postings on the sites will be reviewed and administered by Solon Library staff. Publication of comments does not constitute endorsement of the views expressed by the participants.

Approved April 2015.

Reviewed and updated July 29, 2019

Solon Public Library
Public Computer and Technology Use Policy

About the Public Computers and Technology

The Solon Public Library provides audiovisual equipment, computers, and other technology for use within the Library.

Responsibilities of Patrons

1. All patrons must sign up at the circulation desk to use the public computers/Internet.
2. Using Library equipment assumes responsibility for loss or damage to the equipment or to media used in conjunction with equipment. Limited instruction in the use of equipment may be available.
3. Users may not incur any costs to the Solon Public Library through access to fee-for-service information providers, shopping online, or any other Internet use.
4. Users may not change the configuration of software or hardware on the public computers.
5. The consumption of food and drink is not allowed by the computer stations.
6. Disruptive behavior or abuse to equipment may result in termination of a patron's privilege to use library equipment.
7. Given the public setting, patrons are asked to respect the sensibilities of others when accessing potentially offensive information and images. The staff reserves the right to end a session if inappropriate material displays on the screen.
8. Illegal acts involving library computers may also be subject to prosecution by local, state, or federal authorities. It is against the law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2). Under copyright law, illegal duplication or sharing of copyrighted materials is prohibited.
9. Use of the Internet on any SPL device implies agreement with the SPL Internet Use Agreement.
10. The library holds no responsibility for the privacy of data entered onto or saved on devices, or data sent over wireless. The library's wireless is an open network.
11. The library's technology equipment is for public use and patrons should log off any personal online accounts after using the library technology and save any work created during the session to a personal device or account. Once library computers are restarted, any data saved on the computers is deleted and the computers revert to the default settings.
12. Users agree to abide by library procedures regarding reservations, time limits, and checking out of equipment.
13. The library tries to keep equipment in good working order, but is not responsible for loss of data due to equipment malfunctioning.

Solon Public Library
Public Computer and Technology Use Policy

Time Limits

1. There is a 60-minute time limit on the use of the computer. Time may be extended, if other computers are available.
2. Library staff reserve the right to adjust time limits on the use of computer during peak usage times.

Printing

1. Black and white printing is set as the default, and is available for patron use at 10 cents per printed page.
2. Color printing is an option at 50 cents per page.

Solon Public Library Internet Use Policy

About the Internet

The Internet is a global electronic network of information. The Internet and its resources may contain information that is inaccurate, controversial, or offensive. The Solon Public Library has no control over, and assumes no responsibility for, the content of the Internet. The Library provides Internet access as another resource for information and entertainment.

Access to the Internet

1. The Solon Public Library does not prevent access to any resources freely available on the Internet. Parents or guardians, not the Library or its staff, are responsible for the information selected and/or accessed by their children. The Library will not be responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.
2. All patrons using the library's Internet-enabled computers must agree to the Internet User Agreement before use.
3. The library also provides internet access through an unsecured wireless network. Any information accessed or transmitted has the possibility of being intercepted by others without users' knowledge. There is also a possibility data stored locally on a user's device could be accessed by others if not properly secured.
4. The library does not assume any responsibility for the safety of personal devices or the data on it. Virus and security protection is the sole responsibility of the wireless user.

Rules for Internet Access

1. Use of the Library's wireless network or of a Library computer implies agreement with the Library's Internet Use Policy on file.
2. Users must comply with all local, state and federal laws while using the Internet. Users found to have violated any laws, including but not limited to those concerning privacy, obscenity, fraud or copyright, while using Library facilities or equipment will have their Internet privileges revoked.
3. The library does not filter Internet content. Staff may, however, ask users to refrain from printing or displaying certain content on screens open to public sight in order to ensure the secure and comfortable environment of the Library.
4. Users must not incur any costs to the Solon Public Library through access to fee-for-service information providers, online shopping, or any other Internet use.
5. Computer use records are confidential and the library does not retain them. Users should log out at the end of their session to ensure privacy.

Loss of Internet Privileges Use of the Library's network or computers in an illegal, disruptive, or destructive manner, or failure to abide by Library policies or procedures, may result in the loss of Internet or library privileges.

Internet User Agreement

1. I have read the Solon Public Library Internet Use Policy and agree to abide by the policy.
2. I understand that the Library is not responsible for the content, accuracy or validity of any information found on the Internet. I understand that some information on the Internet may be controversial or offensive. I agree to take responsibility for my use of the Internet.
3. I understand that the Library's wireless access is not secure. Any information transmitted has the possibility of being intercepted by others without the user's knowledge. There is also a possibility that data stored locally on a connected wireless device could be vulnerable. I understand that the Library is not responsible for the safety of my personal device or the data on it.
4. I agree to make only legal use of Library computers and/or Internet access. I recognize that unauthorized reproduction or use of material accessed on the Internet may be a criminal offense under the U.S. Copyright Act.
5. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
6. I understand that the Library is not responsible for any damage to personal devices or equipment.
7. I understand that if I fail to abide by the Solon Public Library Internet Policy, I will lose my privilege of computer use and Internet access.

**Solon Public Library
Library Copyright Policy**

About Library Copyright Policy

The purpose of this policy is to recognize the rights of copyright holders and the rights of patrons to use Library materials and equipment. The Library will not knowingly allow violation of the law either by staff or by the public.

Fair Use and Copyright in the Library

1. The Library shall consider Fair Use Doctrine (Title 17 United States Code, Section 107) or Creative Commons factors when evaluating patron and staff use of materials for the purposes of copyright.
2. The Library assumes no legal responsibility for enforcement of copyright.
3. The Library assumes neither liability nor responsibility for patrons' actions.
4. The Library will make a reasonable effort to inform patrons about the limits which the law places on reproduction and performance of copyrighted material.
5. Under copyright law, illegal duplication or sharing of copyrighted materials is prohibited. Copyrighted materials may include, but are not limited to, all printed matter, audio recordings, video recordings, computer software, databases, and digital files that are owned or licensed by the Library, obtained through interlibrary loan, or downloaded from the Internet. Warnings will be posted on or near all public equipment capable of reproducing print, audio, video, and visual materials.
6. Library materials are for personal use only unless public performance rights have been obtained. Groups using playback equipment in the meeting rooms will need to acknowledge that they have obtained permission from the copyright holder and will be notified that the Library is not liable for any potential violations.



RABE HARDWARE, INC.
 317 LOCUST ST. NW
 PO BOX 148
 BLAIRSTOWN, IA 52209-0148
 PHONE: (319) 454-6514

SOLD TO: CITY OF SOLON
 101 N IOWA STREET
 SOLON IA 52333

SHIP TO:

CUST NO: 602623
 TERMS: DUE UPON RECEIPT

DATE: 7/14/21
 CLERK: ER
 SALESPERSON:
 TAX: 002 RESALE
 TIME: 2:37
 TERMINAL: 551

REFERENCE: BID/SOLAR @ LIBRARY/320 W MAIN
 JOB NO: 000
 DEL. DATE: 7/14/21

ORDER: 396577

INVOICE: 120412

LINE	QTY	UM	SKU	DESCRIPTION	UNITS	SUGG	PRICE/ PER	EXTENSION	
1	1	EA	SOLLIB-PAY1	MATERIAL PAYMENT FOR SOLAR EQUIPMENT	1		61920.00 /EA	61,920.00	N
2									
3	1	EA	ELC NC LABOR	INSTALLED VSUN 102-PANEL ROOF MOUNT SOLAR SYSTEM ON 6/30/21 -- BRAD, CULLEN, BLAKE, MITCH	1		10230.00 /EA	10,230.00	*N
4									
5									
6									
7				*Includes 20yr inverter warranty					

72,150.00
 - 7215.00 Cr #044615

 \$ 64,935.00 *Balance remaining*

DUE UPON RECEIPT

TAXABLE 0.00
 NON-TAXABLE 72150.00
 SUBTOTAL 72150.00

** AMOUNT CHARGED TO STORE ACCOUNT ** 72150.00

TAX AMOUNT 0.00
TOTAL 72150.00

Thank you!

TOT WT: 0.00

X _____
 Received By