

Agenda for Solon Library Board Meeting
Monday, August 30, 2021 @7:00 pm
Solon Public Library Meeting Room

Join Zoom Meeting:

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

Topic: SPL Board of Trustees Meeting

Time: August 30, 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

Welcome to new Board Members Jennifer Fetzner and Laurie Neuerburg

Approval of the agenda

Approval of the minutes

- July 26, 2021

Citizen's Speak

Committee reports

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

Directors Report

Approval of Bills

- August 2021

Review of Foundation report (July 2021)

Old Business

- Solar Monitoring System
- Feedback from August professional development

New Business

- Update Trustee Binders
- CD renewal dates
- Library purchasing process

- Library Pandemic Response documentation
- Library Emergency Preparedness Plan
- Solar Energy Education opportunity
- Group meeting between Board of Trustees, Friends of the Library, SPL Foundation
- Solon History preservation with Sandy Hanson
- Professional Development Options for September; IA Learns Webinars:
Boardroom Series 2021: Debuting the New Iowa Library Trustees' Handbook, 2021 edition (Webinar Archive)

Library Budgets and the Law (Webinar Archive)

Enroll through IA Learns for continuing education credit.

Adjourn

The Solon Public Library Board

Meeting Minutes

July 26, 2021

Call to Order

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

Present

Bob Lancaster, Sandy Lawrence, Jackie Nemecek, Chris Christopherson, John Farlinger, Liz King (Library Director)

Absent

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:** Bob reported on the solar array timeline:
Administrative review of Inspection/Completion of paperwork is done.
Tech/Engineer review and waive or complete the witness test is done.
Meter order went out.
Hopefully completion of all steps will be done by August 26.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** None
- **Evaluation committee:** None

Library Director's Report

The Library Director's Report reviewed the following: Highlights from the written report included that staff is still working on programming for the fall. Liz is talking with other community youth program leaders about sharing spaces within the community in order to accommodate smaller groups of children for activities. The Raptor Program had 62 participants and the Children's Museum from Coralville will be at the library tomorrow. The Summer Reading program has continued to be very successful with high participation by youth and adults.

Approval of Bills

The July 2021 bills were unanimously approved for payment as presented. (Motion by Jackie, second by Sandy).

Review of Foundation Report

No report.

Old Business

- **Boardroom 2021 Series: Inspire Your Community with Inspiring Stories**
Archive addition is available on IA Learns
- **24-hour WiFi access**
Motion: to approve 24-hour WiFi access made by Sandy, second by Chris.
Discussion: Provider indicated there is no additional charge and no penalties can be incurred.
Motion approved unanimously.

New Business

- **Public Computer Use Policy, Internet Policy, Copyright Policy**
Policies were discussed and acted upon separately.

Public Computer Use and Technology Policy

After discussion, the following changes were made to the policy as presented:

5. The consumption of food and drink is not allowed by the computer stations.

~~Disruptive behavior or abuse to equipment may result in termination of a patron's privilege to use library equipment.~~

6. 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.~~ Disruptive behavior or abuse to equipment may result in termination of a patron's privilege to use library equipment.

Time Limits

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

Printing

~~Black and white printing is set as the default, and is available for patron use at 10 cents per print~~

~~1. ed page.~~

~~2. Color printing is an option at 50 cents per page.~~

There is a fee for printing and/or making copies at the library. Current fees are posted at the library

Motion to approve as amended was made by Jackie, second by Chris. Approved unanimously.

Internet User Policy

The following changes were made to the Internet user Policy.

4. I agree to make only legal use of Library computers and/or Internet access. 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). 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 during use.
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.~~

Motion to adopt the Internet User Policy as amended was made by Chris, seconded by Jackie. Motion approved unanimously.

Internet User Agreement

The following changes were made to the Internet User Agreement.

4. I agree to make only legal use of Library computers and/or Internet access. 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). 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 during use.
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.~~

Motion to approve the Internet user Policy as amended made by Sandy, seconded by Chris. Motion approved unanimously approved.

Library Copyright Policy

Policy was unanimously approved as presented. Motion by Jackie, seconded by Chris.

Policies are available in their entirety on the Library website.

Motion: To approve Rabe Invoice for Solar installation.

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

Solar Monitoring System. Item will be placed on next month's agenda.

Next Month's Agenda

- CD renewal
- Solar Monitoring system

Adjournment

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

Next Meeting

Regular Meeting: Monday, August 30, 2021

Submitted by

Sandy Lawrence

Director's Report August 2021

In August I attended regular meetings with the City Council. The Solon Public Library Foundation did not meet in August. I provided a library report to be read at the Friends of the Library and the Johnson County Librarians August meetings while I was on vacation. The Library had the privilege of being right next to The Moving Wall Exhibit August 12 - August 16. What an inspiring example of city-wide cooperation and an incredibly moving experience for all who visited the wall. To contribute to the community experience, the staff created a meaningful display of materials and resources to provide patrons the opportunity to learn more about the Vietnam War.

Below you will find some statistics from the past month. Attached is a summary of the July WiFi Statistics. Summer Reading Program participation continued right up until the 5:00 pm deadline on Saturday, August 21. Historically, the summer reading program ended after Beef Days in July, but this year, we decided to keep it going until school started. I commend Alexis and Cassi on their tireless efforts and strong commitment to keep our patrons of all ages excited about reading the entire summer! It has been a joy to see our grand prize winners come to collect their prizes. Be sure to watch our social media posts from Megan sharing their smiles. Parents were so pleased with the amount of reading their children eagerly completed throughout the program. Overall, it has been a huge success and an amazing team effort.

The final phase of our solar panel project was completed and we received our Certificate of Completion and Permission to Operate from Alliant Energy on August 4, 2021. This Green Energy Project would not have been possible without the leadership of Kris Brown, Bob Lancaster, Scott Kleppe, and the support of the entire Board of Trustees. I look forward to seeing the positive impact on our next electricity statement.

Our weekly volunteers logged over 130 hours this summer providing valuable assistance with multiple activities. We wish our teen volunteers the best as they begin their new school year. We look forward to continuing to work with our adult volunteers and plan to provide fall orientation sessions for new teens who wish to volunteer.

Six groups have reserved the Community Meeting Room since we began taking reservations in July. We are pleased with the new process of having each group re-set the room after use to ensure that it is ready for the next scheduled activity or meeting. Our staff member Sherri who was also serving as the City Custodian resigned from cleaning duties as of August 20, 2021. We are grateful for her years of service keeping the library sparkling clean, and wish her the best with her well-deserved free time. The position has been posted by the City. We will share the cleaning responsibilities in the library until a replacement is hired.

Circulation numbers

July 23, 2021 - August 27, 2021

Total Items: 4290 Total Patrons visits: 2533

Inter-library Loan Transactions

45 Items borrowed, 31 items lent to other Iowa libraries

Outreach/Book Deliveries:

0 Lakeview Summer BASP

1 Spartan Early Childhood Center

0 Solon Independent Living

Collection Development/Maintenance

Items Cataloged/Processed - 163

Items Deleted - 139

Items Repaired - 19 (This represents \$350.52 savings in replacement costs)

Public Relations/Online Services

Facebook

- Followers/likes: 1035
- Videos: 175 views
- Number of posts: 54

Instagram

- Followers: 411
- Number of posts: 35 plus stories

YouTube

- Total Channel views: 80
- Subscribers: 20
- YouTube videos (Storytime 46 views, Adult Programs & Tech Help viewed 34 times.

Website Visits in July: 1445

Newsletter Links:

[August Newsletter](#)

[September Newsletter](#)

Subscribers: 1408

Notary Services: 6 appointments

Databases

Bridges

- Users: 158
- Materials downloaded: 760

Kanopy

- Users: 6
- Videos streamed: 15

Youth Programming

Family Movie Night: Akeelah and the Bee - 11

July Coloring Challenge - 21

1000 Books Before Kindergarten - 8

Teens (5th-12th graders):

Teen Reading Challenge, Year-long program - 43 teens, 4 completed challenges

Teen Advisory Board Meeting - 6

July Manga Me Art Challenge - 11

End of Summer Outdoor Games - 12

Digital Storytimes:

Summer Storytime Theme: Reading Colors Your World and Summer Time

Adult Programming

July Cookbook Club (Pink Himalayan Salt) - 22
SRP Weekly Take & Make: Collage- 7/19 - 16
SRP Weekly Take & Make: Embroidery - 7/26 - 20
Trivia Night 7/29 - 25 (One team from the United Kingdom at 1:30 am)
Chamber Music Ensemble Performance 8/3 - 10
DIY - Rock Painting 8/10 - 15
Book Club - 7 attendees outside, 18 books checked out
Collaborative Art Project - All squares except 2 completed

Summer Reading Program

Littles (0-K) - 129 Readers, 8,131 Books read
Kids (1st-4th) - 187 Readers, 236,361 Minutes read
Teens (5th-12th) - 133 Readers, 278,174 Minutes read
Adults (16 & up) - 88 Participants, 625 Books read

Starting September 1, we will offer walk-in browsing during our regular library hours: Monday - Thursday 9am - 7pm, Friday and Saturday 9am - 5pm. Based on patron usage, we will no longer reserve the first hour for appointments. Based on Johnson County Public Health Department and CDC recommendations, we are encouraging masks for all individuals indoors regardless of vaccination status. We will continue to provide masks for those who need one. 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.

We continue to monitor guidelines and recommendations for safe library practices. While it is not safe to provide indoor, in-person events at this time, we will continue to provide engaging virtual activities, grab & go kits, and outdoor programs as long as the weather cooperates. We encourage everyone to check our website, social media, and activity calendars for details on all the library offerings.

We will be celebrating National Library Card Month in September. New library cards will be arriving soon that include a key fob card! Each person who signs up for a library card or updates their existing card will be entered into a drawing for a Kindle Fire. We are communicating to our patrons that starting January 2022, we will require some form of identification to check out materials. Options include their library card, key fob card, virtual card on their smartphone, or a photo ID. These guidelines improve our ability to protect the privacy of our patrons and ensure that only authorized account users are checking out materials. We are also in the process of completing our Annual Survey that is due in October.

Sincerely,

Liz King
Director, Solon Public Library

In July, 387 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



1099 -3.43%

Monthly Sessions



949 -6.96%

Total Visits



387 -12.24%

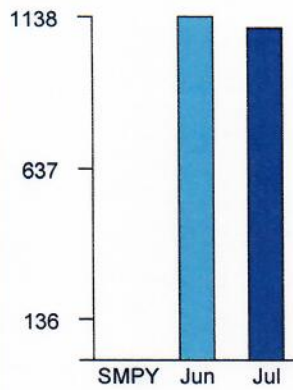
Unique Visitors



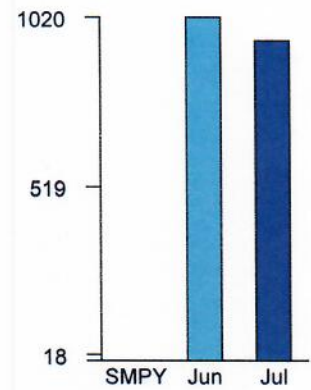
2.45 6.06%

Average Return Rate

Total Monthly Session Count

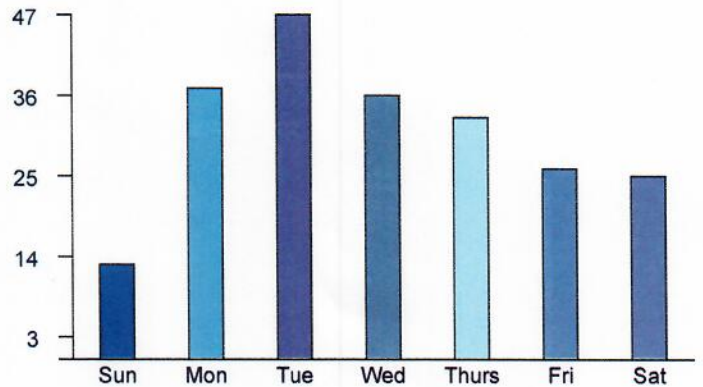


Total Monthly Visits

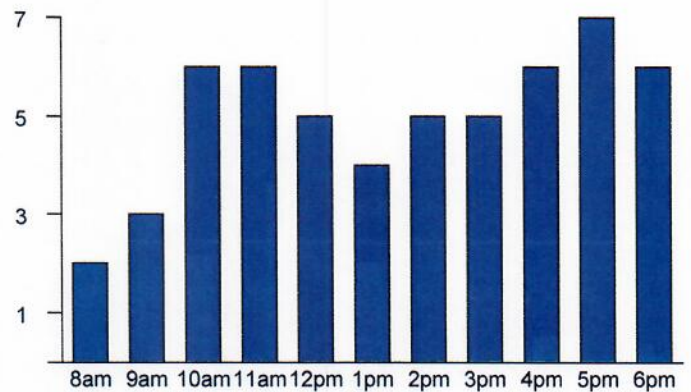


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



Average session time = 21 minutes

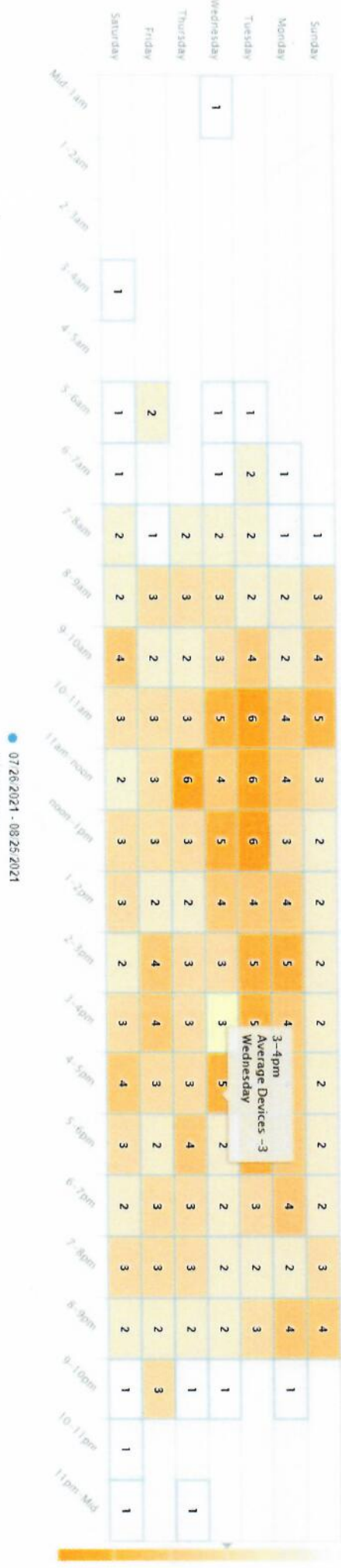
Average Usage

● 07/26/2021 - 08/25/2021

Busiest Hour
6
Thursdays at 11 AM

Least Busy
1
Saturdays at 3 AM

Hourly Average
3



● 07/26/2021 - 08/25/2021

WhoFi Report

Solon Library Bills for August, 2021

Starting balance from Expenditure Report dated 8/25/21

		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)	\$ 9,900.00	\$ 416.67
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Doors Inc. lock repair inv#307766	\$ 165.00	
Total Spent	\$ 165.00	
Remaining Balance	\$ 4,735.00	
Rabe Hardware Invoice #120412	\$ 64,935.00	Paid from Trust & Agency library building account
From Org Vehicle/Equipment Maint AC (63320)	\$ 3,856.15	\$ 378.33
Google storage	\$ 0.52	
Dell Technologies, replace 4 public desktop computers	\$ 2,237.20	Order placed, invoice to follow shipment
Total Spent	\$ 2,237.72	
Remaining Balance	\$ 1,618.43	
From Utilities (63710)	\$ 12,428.43	\$ 1,083.33
Alliant Energy	\$ 820.62	
Mid-American	\$ 12.13	
Total Spent	\$ 832.75	
Remaining Balance	\$ 11,595.68	
From Telephone/Internet (63730)	\$ 3,893.00	\$ 324.42
ICN inv#627637	\$ 188.00	
Southslope	\$ 153.29	
Total Spent	\$ 341.29	
Remaining Balance	\$ 3,551.71	
From Data Bases (63731)	\$ 1,500.00	\$ 125.00
LIB-Bridges Overdrive through State Library of Iowa	\$ 666.66	
Total Spent	\$ 666.66	
Remaining Balance	\$ 833.34	
From Publishing (64140)	\$ 600.00	\$ 50.00
Total Spent	\$ -	
Remaining Balance	\$ 600.00	
From Educational Program (64340)	\$ 11,321.81	\$ 1,179.17
Zoom inv#99242793 (Visa)	\$ 16.04	
JoAnn Fabric Adult program supplies, Staff Reimburse	\$ 22.77	
Dollar Tree, Adult program supplies, Staff Reimburse	\$ 25.44	
Garrett Elton, video edit August story times, inv# 17	\$ 330.00	
Braeden Jones, Speaker's Fee Adult Program inv#1	\$ 100.00	
Lucas Oliveira, Adult Program inv#101	\$ 100.00	
Office Express, 16 x 20 Library Card Month inv#184550-0	\$ 41.98	
Amazon, Library Card Month display (Visa)	\$ 13.97	
ALA, Library Card Month Posters, bookmarks, award stickers (Visa)	\$ 87.00	
Amazon, Youth program supplies (Visa)	\$ 15.98	
Amazon, Youth program supplies (Visa)	\$ 27.98	
Amazon, Youth program supplies (Visa)	\$ 79.89	
Amazon, Youth program supplies (Visa)	\$ 69.84	

Amazon, Youth program supplies (Visa)	\$	10.98
Oriental Trading, Summer Reading Prizes (Visa)	\$	14.00
Oriental Trading, Summer Reading Prizes (Visa)	\$	246.94
Amazon, Adult program supplies (Visa)	\$	58.18
Amazon, Adult program supplies (Visa)	\$	34.42
Amazon, Online Trivia Night Prize (Visa)	\$	25.00
Sam's Mainstreet Market, youth prizes (Visa)	\$	13.62
Sam's Mainstreet Market, youth prizes (Visa)	\$	12.87
Target, youth prizes (Visa)	\$	5.87
Total Spent	\$	1,352.77
Remaining Balance	\$	9,969.04

From Library Books (65020)	\$	19,719.33	\$	1,875.00
Baker & Taylor inv#2036102411	\$	219.31		
Baker & Taylor inv#2036120254	\$	88.06		
Baker & Taylor inv#2036128894	\$	113.31		
Baker & Taylor inv#2036134367	\$	29.35		
Baker & Taylor inv#2036143296	\$	87.29		
Baker & Taylor inv#2036143353	\$	365.93		
Amazon, 1 book (Visa)	\$	15.59		
Amazon, 1 book (Visa)	\$	27.87		
Amazon, 3 books (Visa)	\$	59.48		
Amazon, 1 book (Visa)	\$	16.61		
Amazon, 4 books (Visa)	\$	72.89		
Amazon, 1 book (Visa)	\$	22.25		
Amazon, 3 books (Visa)	\$	53.56		
Amazon, 1 book (Visa)	\$	9.71		
Hinchas Press, 1 book (Visa)	\$	17.99		
Amazon, 1 book (Visa)	\$	7.99		
Amazon, 1 book (Visa)	\$	15.16		
Amazon, 1 book (Visa)	\$	13.93		
Amazon, 1 book (Visa)	\$	10.53		
Amazon, 2 books (Visa)	\$	28.98		
Amazon, 1 book (Visa)	\$	16.27		
Amazon, 1 book (Visa)	\$	16.34		
Total Spent	\$	1,308.40		
Remaining Balance	\$	18,410.93		

From Library Video Materials (65030)	\$	4,365.80	\$	404.17
Baker & Taylor inv#H56265870	\$	21.74		
Baker & Taylor inv#H56289590	\$	18.84		
Baker & Taylor inv#H56662370	\$	21.72		
Baker & Taylor inv#H56787820	\$	47.09		
Baker & Taylor inv#H56830920	\$	22.47		
Baker & Taylor inv#H57008400	\$	65.22		
Baker & Taylor inv#T24038950	\$	43.48		
Amazon, 2 DVDs (Visa)	\$	24.57		
Amazon, 1 DVD (Visa)	\$	12.79		
Amazon, 1 DVD (Visa)	\$	9.96		
Amazon, 1 DVD (Visa)	\$	5.99		
Amazon, 1 DVD (Visa)	\$	19.99		
Amazon, 1 DVD (Visa)	\$	7.95		
Total Spent	\$	321.81		
Remaining Balance	\$	4,043.99		

From Library Audio Materials (65040)	\$	5,475.33	\$	470.83
Baker & Taylor inv#2036128894	\$	46.71		
Baker & Taylor inv#2036143296	\$	21.99		
Bridges Overdrive Advantage Program Deposit	\$	5,000.00	ARPA Grant to reimburse April, 2022	
Total Spent	\$	5,068.70		
Remaining Balance	\$	406.63		

From Puzzles, Puppet Kits (65050)	\$	472.10	\$	41.67
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Total Spent	\$	-	
Remaining Balance	\$	472.10	
From Operating Supplies (65070)	\$	5,718.92	\$ 541.67
DEMCO, labels and bookends inv#6980216 (Visa)	\$	151.06	
DEMCO, book cover, bookends, display easels inv#6980260 (Visa)	\$	214.49	
Office Express, toilet paper, office supplies inv#180029-0	\$	105.89	
Office Express, paper towels, printer toner inv#180236-0	\$	165.69	
Office Express, page protectors and dividers inv#180239-0	\$	19.38	
Office Express, book tape inv#181290-0	\$	13.42	
Amazon, kid's face masks (Visa)	\$	61.95	
Amazon, lanyards (Visa)	\$	47.99	
Amazon, spray bottle (Visa)	\$	6.99	
DEMCO, 2000 new library cards with key fob cards	\$	2,361.60	Order placed, invoice to follow shipment
Total Spent	\$	3,148.46	
Remaining Balance	\$	2,570.46	
From Postage and Shipping (65080)	\$	896.19	\$ 75.00
ILL Book Returns (Visa)	\$	6.03	
Total Spent	\$	6.03	
Remaining Balance	\$	890.16	
From Supplies (65990)	\$	50.00	\$ 8.33
Stamped envelopes for bill payments	\$	198.22	Future envelope expenses to be Postage 65080
Total Spent	\$	198.22	
Remaining Balance	\$	(148.22)	
From Office Equipment (67250)	\$	3,741.56	\$ 333.33
Amazon, staplers (Visa)	\$	15.28	
Amazon, desk organizer (Visa)	\$	8.24	
Amazon, 4 trash cans (Visa)	\$	57.72	
Total Spent	\$	81.24	
Remaining Balance	\$	3,660.32	

**Solon Public Library Foundation
Treasurer's Report
July 28, 2021**

Beginning Balance		\$ 33,443.23
Income:		
	Donation-Benzings	\$ 50.00
Expenses:		
Ending Balance		\$ 33,493.23
	CD's	
Greenstate - 3.26%		1/1/2022 \$ 17,380
Greenstate - .95%		9/19/2021 \$ 25,721
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
July 28, 2021

Beginning Balance	\$ 2,000.00
Income:	
Expenses:	
Ending Balance	\$ 2,000.00

Solon Public Library CDs

Bank	Maturity Date	Amount as of 6/28/21
Bridge Bank	11/30/2021	\$ 152,110.77
Green State Bank	3/6/2022	\$ 107,331.88
Solon State Bank	5/30/2023	\$ 106,354.53