

**Agenda for Solon Library Board Meeting
Monday, September 27, 2021 @7:00 pm**

Join Zoom Meeting:

Topic: SPL Board of Trustees Meeting

Time: September 27, 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

- Aug 30, 2021

Citizen's Speak

Committee reports

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

Directors Report

Approval of Bills

- September 2021

Review of Foundation report (September 2021)

Old Business

- Library purchasing policy
- Library Pandemic Response documentation
- Library Emergency Preparedness Plan
- Joint meeting of Board of Trustees, Friends of the Library, SPL Foundation is Monday, October 11, 2021 at 7:00 pm
- Feedback from September professional development

New Business

- Initial budget planning for FY2023
- Basement Use policy

Adjourn

The Solon Public Library Board

Meeting Minutes

Monday, August 30, 2021

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:02 p.m. Two new board members, Jennifer Fetzer and Laurie Neuerburg, were welcomed;

Present

Bob Lancaster, Sandy Lawrence, Jackie Nemecek, March Sutton, Chris Christophersen, Jennifer Fetzer, Laurie Neuerburg, Liz King (Library Director)

Absent

None

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

Two citizens' correspondence was received by the board: a thank you to Bob Lancaster and the Library Board for accomplishing the solar panel project at the library, and a thank you from a patron to staff at the Library for their help when she became stressed during a printing project.

Committee Reports

- **Building:** The City has received the insurance money (for the roof damage due to the derecho) and the amount should show in the September account. Also, the City arranged for an outside company to repair the sidewalk on the east side of the building.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** Liz will work with the City to develop an employee handbook for Library staff that supports Library needs and does not conflict with the City handbook.
- **Evaluation committee:** None

Library Director's Report

The Library Director's Report reviewed the following: September is Library Sign-up Month. Patrons will have an opportunity to receive new cards which will also include a fob for a keychain. Data showing all levels of program participation and circulation of materials was shared. Staff will continue with outdoor programming for as long as possible. They continue to look for program options for youth during colder months. The annual library survey that is filed with the state is due October 31.

Approval of Bills

The August 2021 bills were unanimously approved for payment as presented. (Motion by Jackie, second by Bob) The Bridges Overdrive Advantage Program was discussed.

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Solar Monitoring System**

Bob presented the computer program that allows monitoring the production of the solar panels. He also shared more detailed screens that show details about individual panels and other data. At this time, the system is performing a bit above the guarantee.

- **Feedback from August professional development**

Members shared information.

New Business

- **Update Trustee Binders**

Liz distributed new information for Board members binders, including an updated list of Board members.

- **CD renewal dates**

The next CD is up for renewal in November. Jennifer volunteered to report preliminary rates at the October meeting and updated rates at the November meeting for a decision on renewal at that time.

- **Library purchasing process**

The Library is purchasing four new computers now and will schedule four replacement computers each year to manage expenses. Liz will present a Library Purchasing Policy at the next meeting.

- **Library Pandemic Response documentation**

A document is being created from a historical perspective of steps and actions taken by the Library staff during the pandemic. This will aid in developing a future plan.

- **Library Emergency Preparedness Plan**

Sandra Jordan, Regional SGEI Safety Coordinator with the Iowa Association of Municipal Utilities, who works with the City in making their Emergency Preparedness Plan, will meet with Liz and provide a template for the Library's Emergency plan.

- **Solar Energy Education opportunity**
Suggestions were shared about opportunities to explain to the community the Library's solar energy system. Suggestions included working with high school students and/or planning for an activity on Earth Day in the spring.
- **Group meeting between Board of Trustees, Friends of the Library, SPL Foundation**
Liz will explore possible dates for an October meeting.
- **Solon History preservation with Sandy Hanson**
The Library will continue to keep the archives and will explore ways to manage and maintain the materials.
- **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)

Next Month's Agenda

- Library Purchasing Policy
- Library Pandemic Response documentation
- Library Energy Education opportunity
- Joint meeting of Board of Trustees, Friends of the Library, SPL Foundation
- Initial budget planning for FY2023

Adjournment

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

Next Meeting

Regular Meeting: Monday, September 25, 2021

Submitted by

Sandra Lawrence

Director's Report September 2021

In September I attended regular meetings with the City Council, the Friends of the Library, and the Solon Public Library Foundation. The Friends are hosting their annual Halloween Costume Sale on Saturday, September 25th. The Foundation is continuing to work on their art auction fundraising project and looking for new members. The Solon Senior Advocates group hosted an open house celebration in the Community Meeting Room for Judy Shulista (2020) and Kris Brown (2021), recipients of the Solon Senior of the Year award. The Solon Women's Club hosted their fall mum sale on the West Patio of the Library.

September is National Library Card Month and our new library cards arrived just in time to celebrate and encourage our patrons to update their accounts. Our patrons have been enthusiastic about the new library cards with a keyfob and a chance to win a Kindle Fire tablet. Be sure to check out Megan's posts on social media sharing our patrons' photobooth fun celebrating Library Card Month.

Below you will find some statistics from the past month. Cassi and Alexis provided the comparison report for our Summer Reading Program for the past 3 years. Deena and Cassi assisted their TAB group in hosting a successful outdoor games day for kids K-12th grade on an early out Thursday afternoon. Deena also inspires our teen artists with creative Manga challenges each month. Alexis had a great turnout for her digital DIY night learning how to make balloon animals, and our Book Club welcomed several new members as we discussed the All Iowa Reads book: *Little Faith* by Nickolas Butler. Cassi's outdoor Music Buddies program brought songs and laughter to our youngest patrons this month and will continue weekly as long as the weather cooperates. We will be co-hosting another outdoor family movie night with the Community Center on Saturday, September 25. I am very grateful to McKenzie McIlrath and Tom Harder for their assistance with our outdoor movies. A local 4H Club, MacBride's Pride, created an engaging display of their club activities, projects, and awards in our glass case. We hope to showcase local organizations and collections in our glass display case each month. October will be Scouting For Food.

Megan effectively promotes our library activities and resources via multiple communication formats that reach our patrons of all ages throughout the community. The local girl scout regional office contacted me about our upcoming Family Movie Night stating that when they searched events in the area, our movie night was one of the top search results. Megan has also assumed responsibility for all IT-related projects. Her last two weeks have been spent installing our 4 new patron desktop computers and loading the new Cybrarian computer management software on all 10 patron computers. Technical transitions rarely go smoothly, and in the face of each challenge, Megan perseveres and figures out a solution.

The entire staff has also been covering library cleaning duties in addition to our regular responsibilities for over a month as the city continues to search for a new cleaning person or service. Sherri has come out of "retirement from cleaning" to resume several of her former duties while we wait for a replacement. I could not keep up with the cleaning without her. Sherri

also continues to catalog our new acquisitions to keep our new book shelves stocked with appealing options for all of our readers.

Something to keep in mind: Historically, September marked the return to “winter hours” where the library was not open until noon most days. I am so proud of our staff for embracing our standard year-long hours from 9:00 am until close each day. Their creative thinking also results in many suggestions for library improvements. Thanks to the assistance of Kris Richardson and the public works crew, we have new wheeled bases for the glass lego cases which allowed us to swap their locations with the large two-sided shelving unit. This provides display space for all of our cake pans with the Solon History Binders on the other side.

Circulation numbers

August 27, 2021-September 22, 2021

Total Items: 2234 Total Patrons visits: 1838

Inter-library Loan Transactions

44 Items borrowed, 23 items lent to other Iowa libraries

Outreach/Book Deliveries:

0 Lakeview Summer BASP

0 Spartan Early Childhood Center

2 Solon Independent Living

Collection Development/Maintenance

Items Cataloged/Processed - 145

Items Deleted - 167

Items Repaired - 28 (This represents \$556.27 savings in replacement costs)

Public Relations/Online Services

Facebook

- Followers/likes: 1049
- Number of posts: 74

Instagram

- Followers: 416
- Number of posts: 40

YouTube

- Total Channel views: 79
- Subscribers: 20
- YouTube videos (Storytime 73 views, Adult Programs & Tech Help viewed 6 times.

Website Visits in August: 1546

Newsletter Links:

[September Newsletter](#)

45.1% open rate!! (For reference: industry standard for success is 30% open rate)

Subscribers: 1412

Notary Services:12 appointments

Databases

Bridges

- Users: 161
- Materials downloaded: 749

Kanopy

- Users: 3
- Videos streamed: 15

Youth Programming

9/2 BAM POW to Go - Make It: Feather Pencils - 35

9/9 BAM POW to Go - Play It: Button Golf - 18

9/16 BAM POW to Go - Watch It: Park Scavenger Hunt - 13

Music Buddies - 15

Outdoor Games & Snacks - 11

August Coloring Challenge - 13

1000 Books Before Kindergarten - 3

Teens (5th-12th graders):

Teen Reading Challenge, Year-long program - 41 teens, 7 completed challenges

Teen Advisory Board Meeting - 6

August Manga Me Art Challenge - 8

Digital Storytimes:

August Storytime Theme: Water

Adult Programming

August Cookbook Club (Za'atar) - 25 packets claimed, 8 recipes shared

DIY - Balloon Twisting 9/14 - 17 kits claimed, 14 Zoom participants

Book Club - 18 books checked out, 12 discussion participants outside

Email Etiquette Class - 0 participants

Our first month of all walk-in browsing during our regular library hours has gone well. No one seems to miss the appointment hour, and we have still been able to host the Good Earth School groups on Friday mornings. 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. Cassi created an informative Public Health bulletin board to share weekly statistics and scientific support for vaccines and masking.

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.

Looking to October, we hope for mild fall weather and fun outdoor activities with our patrons. We will participate in the SRNA Community Trunk or Treat fun on Saturday, October 23. I look forward to hosting our Joint Boards Meeting in October and appreciate everyone taking the time to attend two meetings in October.

Sincerely,

Liz King
Director, Solon Public Library

In August, 329 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 2 individual days.



Change from prior month
703 ↓ **-36.03%**

Monthly Sessions



630 ↓ **-33.61%**

Total Visits



329 ↓ **-14.99%**

Unique Visitors

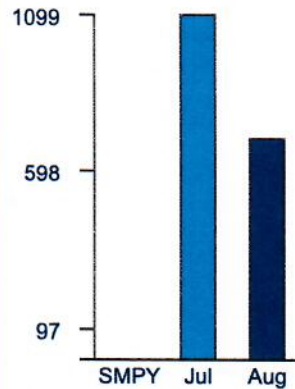


1.91 ↓ **-22.04%**

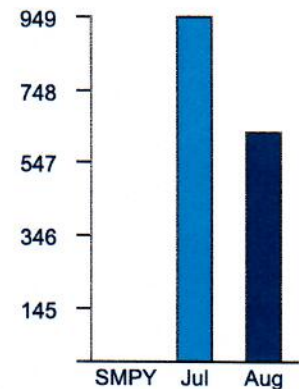
Average Return Rate

Average Dwell Time =
 2 hours

Total Monthly Session Count

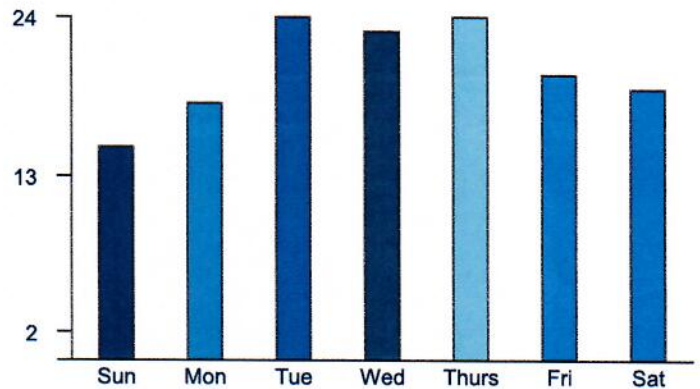


Total Monthly Visits

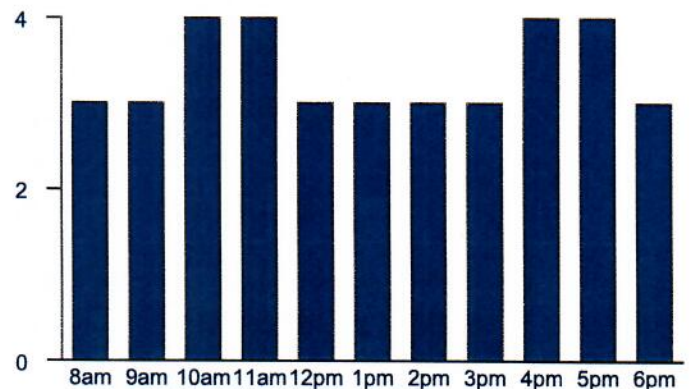


*SMPY: Same Month Prior Year

Average Daily Visits



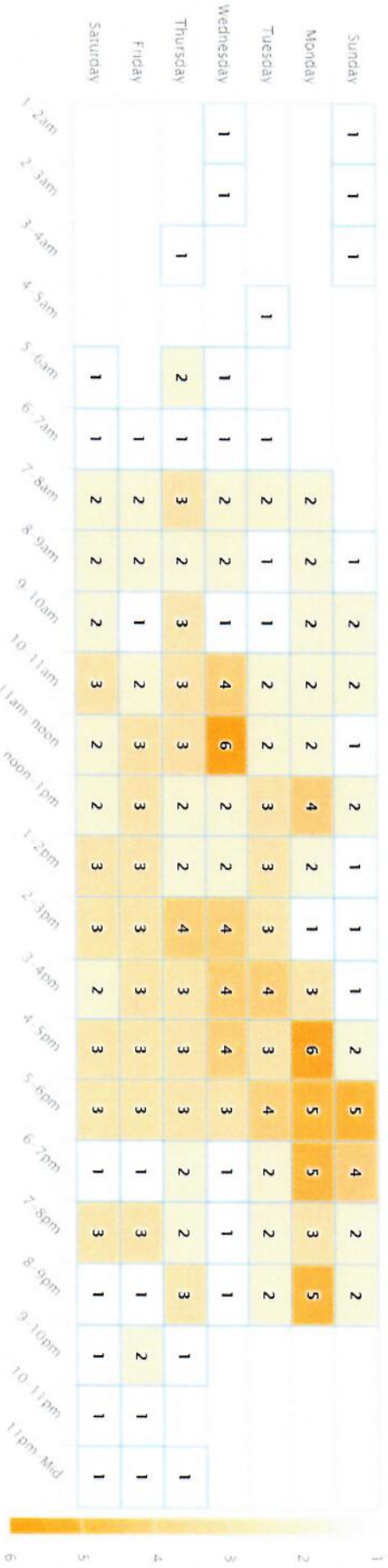
Average Peak Hourly



Average Usage

08/26/2021 - 09/22/2021

Busiest Hour	Least Busy	Hourly Average
6	1	2
Wednesdays at 11 AM	Saturdays at 5 AM	



08/26/2021 - 09/22/2021

	2018	2019	2020	2021 Notes
Adult Reading Program Registered Participants			116	88 2020 participants had to register an adult to register a child
Participants who completed at least 1 level	30	25	26	75
Levels Completed			65	78
Books Read				625
Raffle Tickets Entered			63	415
Youth Reading Program	2018	2019	2020	2021 Notes
Littles Participants (birth-K)	133	132	67	129
Kids Participants (1-4th grade)	277	271	111	187
Teens Participants (5th-12th grade)	198	227	67	133
Books Read (birth-K)	-	-	770	8,133 Started tracking books for Littles in 2020
Minutes Read (1st-12th grade)	497,160	516,580	101,320	514,535 Tracked minutes for all youth in 2018 & 2019

Participant numbers in 2018 & 2019 are an estimate based on total number of reading slips returned

Solon Library Bills for September , 2021

Starting balance from Expenditure Report dated 9/2/21

		Monthly Avg
From Dues, Membership & Magazines (62100)	\$ 700.00	
Total Spent	\$ -	\$ 58.33
Remaining Balance	\$ 700.00	
From Travel and Conference (62400)	\$ 750.00	
Total Spent	\$ -	\$ 62.50
Remaining Balance	\$ 750.00	
From Building Maintenance (63100)	\$ 9,735.00	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Heartland Backflow Inc. inv#1423	\$ 77.00	
Grainger casters for display cases inv#9031496913	\$ 161.02	
Jab Ink new library hours vinyl decal	\$ 20.00	
Amazon 2 StepNpull door openers (Visa)	\$ 59.90	
Total Spent	\$ 317.92	\$ 416.67
Remaining Balance	\$ 4,417.08	
From Org Vehicle/Equipment Maint AC (63320)	\$ 1,618.43	
Google Play 100GB storage annual fee	\$ 21.39	
Total Spent	\$ 21.39	\$ 378.33
Remaining Balance	\$ 1,597.04	
From Utilities (63710)	\$ 11,078.54	
Alliant Energy	\$ 505.01	
Mid-American	\$ 12.13	
Total Spent	\$ 517.14	\$ 1,083.33
Remaining Balance	\$ 10,561.40	
From Telephone/Internet (63730)	\$ 3,551.71	
ICN inv#629819	\$ 188.00	
Southslope	\$ 159.94	
Southslope telephone system repair	\$ 80.00	
Total Spent	\$ 427.94	\$ 324.42
Remaining Balance	\$ 3,123.77	
From Data Bases (63731)	\$ 533.34	
Total Spent	\$ -	\$ 125.00
Remaining Balance	\$ 533.34	
From Publishing (64140)	\$ 600.00	
Total Spent	\$ -	\$ 50.00
Remaining Balance	\$ 600.00	
From Educational Program (64340)	\$ 9,969.04	
Zoom inv#104422852 (Visa)	\$ 16.04	
Garrett Elton, video edit September story times, inv# 18	\$ 290.00	
Darrin Crow Storyteller program	\$ 225.00	
Amazon, Youth program supplies (Visa)	\$ 52.98	
Amazon, Youth program supplies (Visa)	\$ 7.59	
Amazon, Library Card Month supplies (Visa)	\$ 19.99	
Amazon, Adult program supplies (Visa)	\$ 43.36	
Amazon, Adult program supplies (Visa)	\$ 57.20	
Amazon, Adult program supplies (Visa)	\$ 59.95	

Amazon, Adult program supplies (Visa)	\$	45.77	
Casey's General Store, Teen Reading Challenge prize (Visa)	\$	10.00	
The Brass Fountain, Teen Reading Prize Challenge (Visa)	\$	10.00	
Teachers Pay Teachers, Youth program supplies (Visa)	\$	11.76	
Total Spent	\$	849.64	\$ 1,179.17
Remaining Balance	\$	9,119.40	

From Library Books (65020)	\$	18,397.21	
Baker & Taylor inv#2036164655	\$	156.81	
Baker & Taylor inv#2036182537	\$	237.10	
Penworthy Company LLC inv#0574930-IN	\$	308.56	
Smart Apple Media inv#ARU0322420	\$	289.35	
Amazon, 1 book (Visa)	\$	19.81	
Amazon, 1 book (Visa)	\$	16.12	
Amazon, 1 book (Visa)	\$	8.39	
Amazon, 2 books (Visa)	\$	21.55	
Daydreams Comics (Visa)	\$	20.78	
Amazon, 1 book (Visa)	\$	6.74	
Amazon, 4 books (Visa)	\$	42.07	
Amazon, 1 book (Visa)	\$	15.58	
Amazon, 1 book (Visa)	\$	8.18	
Amazon, 1 book (Visa)	\$	16.25	
Amazon, 1 book (Visa)	\$	11.49	
Amazon, 3 books (Visa)	\$	43.21	
Amazon, 2 books (Visa)	\$	41.90	
Amazon, 3 books (Visa)	\$	42.18	
Amazon, 1 book (Visa)	\$	16.71	
Amazon, 1 book (Visa)	\$	18.66	
Amazon, 1 book (Visa)	\$	21.49	
Amazon, 3 books (Visa)	\$	49.38	
Amazon, 1 book (Visa)	\$	12.89	
Amazon, 3 books (Visa)	\$	43.35	
Amazon, 1 book (Visa)	\$	5.47	
Amazon, 1 book (Visa)	\$	10.64	
Amazon, 2 books (Visa)	\$	22.79	
Amazon, 2 books (Visa)	\$	44.77	
Total Spent	\$	1,552.22	\$ 1,875.00
Remaining Balance	\$	16,844.99	

From Library Video Materials (65030)	\$	4,065.73	
Baker & Taylor inv#H57132390	\$	25.35	
Baker & Taylor inv#H57193520	\$	21.74	
Baker & Taylor inv#H57331110	\$	21.74	
Baker & Taylor inv#H57475740	\$	25.36	
Amazon, 1 DVD (Visa)	\$	19.96	
Amazon, 1 DVD trilogy (Visa)	\$	63.98	
Total Spent	\$	178.13	\$ 404.17
Remaining Balance	\$	3,887.60	

From Library Audio Materials (65040)	\$	406.63	
Baker & Taylor inv#2036164655	\$	19.25	
Baker & Taylor inv#2036182537	\$	74.78	
Total Spent	\$	94.03	\$ 470.83
Remaining Balance	\$	312.60	

From Puzzles, Puppet Kits (65050)	\$	472.10	
Total Spent	\$	-	\$ 41.67
Remaining Balance	\$	472.10	

From Operating Supplies (65070)	\$	4,932.06	
DEMCO new library cards inv#6997192	\$	1,517.62	Original amount reduced by account credits
DEMCO cork bases for book ends, book tape (Visa)	\$	75.66	
Office Express, toner inv#189549-0	\$	115.59	

Tallgrass, toner inv#5544198	\$	682.30		
Amazon, Solon History Supplies (Visa)	\$	40.77		
Amazon, gloves (Visa)	\$	19.99		
Menards, cleaning supplies (Visa)	\$	28.13		
Total Spent	\$	2,480.06	\$	541.67
Remaining Balance	\$	2,452.00		

From Postage and Shipping (65080)	\$	896.19		
ILL Books Return (Visa)	\$	6.03		
ILL Book Return (Visa)	\$	2.89		
Total Spent	\$	8.92	\$	75.00
Remaining Balance	\$	887.27		

From Supplies (65990) \$ (148.22)

Total Spent	\$	-	\$	8.33
Remaining Balance	\$	(148.22)		

From Office Equipment (67250) \$ 3,660.32

Total Spent	\$	-	\$	333.33
Remaining Balance	\$	3,660.32		

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 9/30/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	202,741.00	202,741.00	37,200.06	0.00	0.00	165,540.94	18.3
61100 FICA SOCIAL SECURITY	15,165.00	15,165.00	2,834.77	0.00	0.00	12,330.23	18.7
61300 IPERS	18,714.00	18,714.00	3,511.69	0.00	0.00	15,202.31	18.8
61500 EMPLOYEE GROUP INSURANCE/ANNUI	21,174.00	21,174.00	0.00	0.00	0.00	21,174.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	700.00	700.00	0.00	0.00	0.00	700.00	0.0
62400 TRAVEL AND CONFERENCE	750.00	750.00	0.00	0.00	0.00	750.00	0.0
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	523.02	423.02	0.00	9,476.98	5.2
63320 ORG VEHICLE/EQUIPMENT MAINT AC	4,540.00	4,540.00	684.37	684.37	0.00	3,855.63	15.1
63710 UTILITIES	13,000.00	13,000.00	1,921.46	517.14	0.00	11,078.54	14.8
63730 TELEPHONE/INTERNET	3,893.00	3,893.00	689.23	188.00	0.00	3,203.77	17.7
63731 DATA BASES	1,500.00	1,500.00	966.66	666.66	0.00	533.34	64.4
64080 INSURANCE	13,425.00	13,425.00	0.00	0.00	0.00	13,425.00	0.0
64140 PUBLISHING	600.00	600.00	0.00	0.00	0.00	600.00	0.0
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	4,180.96	1,352.77	0.00	9,969.04	29.5
65020 LIBRARY BOOKS	22,500.00	22,500.00	4,102.79	1,322.12	0.00	18,397.21	18.2
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	784.27	300.07	0.00	4,065.73	16.2
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	243.37	68.70	0.00	5,406.63	4.3
65050 PUZZELS, PUPPET KITS	500.00	500.00	27.90	0.00	0.00	472.10	5.6
65070 OPERATING SUPPLIES	6,500.00	6,500.00	1,567.94	786.86	0.00	4,932.06	24.1
65080 POSTAGE AND SHIPPING	900.00	900.00	3.81	0.00	0.00	896.19	0.4
65990 SUPPLIES	100.00	100.00	248.22	0.00	0.00	-148.22	248.2
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	339.68	81.24	0.00	3,660.32	8.5
LIBRARY SERVICES	365,352.00	365,352.00	59,830.20	6,390.95	0.00	305,521.80	16.4
Expenditures	365,352.00	365,352.00	59,830.20	6,390.95	0.00	305,521.80	16.4
Grand Total Net Effect:	-365,352.00	-365,352.00	-59,830.20	-6,390.95	0.00	-305,521.80	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 9/30/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	500.00	500.00	0.00	0.00	0.00	500.00	0.0
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
67271 CAPITAL EQUIP/MEMORIAL DONATIO	0.00	0.00	33,565.00	0.00	0.00	-33,565.00	0.0
67500 BUILDING	0.00	0.00	64,935.00	0.00	0.00	-64,935.00	0.0
TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	98,500.00	0.00	0.00	-88,000.00	938.1
Expenditures	10,500.00	10,500.00	98,500.00	0.00	0.00	-88,000.00	938.1
Grand Total Net Effect:	-10,500.00	-10,500.00	-98,500.00	0.00	0.00	88,000.00	

**Solon Public Library Foundation
Treasurer's Report
September 22, 2021**

Beginning Balance \$ 33,533.23

Income:

Expenses:

Ending Balance \$ 33,533.23

	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 - .20%		6/28/2022	\$ 10,946

**Solon Public Library
Purchasing Policy - DRAFT**

About Library Purchasing Policy

Purchases of the Solon Public Library will follow fundamental principles of prudent procurement practices, applicable State law, and budgetary and administrative control requirements when purchases are made.

Purchases Less Than \$5,000

Any purchase of goods, services, work or improvements where the cost is estimated not to exceed \$5,000 shall be purchased at the best possible price considering needs, expected performance, prior experience, and delivery and service capability.

Purchases Between \$5,001 - \$25,000

Any purchase of goods, services, work or improvements where the cost is estimated to be more than \$5,000 but less than \$25,000 shall be based, whenever possible, on 2-3 competitive quotes.

Purchases In Excess of \$25,000

Generally, any purchase of goods, services, work or improvements where the cost is estimated to be in excess to be in excess of \$25,000 shall be based on competitive bids and purchased from the lowest responsible bidder.

Option 1 Wording: The competitive bid process shall be handled similar to City policies and procedures.

Option 2 Wording: Notices for advertisement for bids shall be published at least once in a newspaper with general circulation within the library's service area at least thirty days prior to receiving the bids. The library will also post notices at the main library building, on the library's website and via other appropriate electronic means.

In addition to price, the Library Board will consider all relevant factors in purchasing goods, services, work or improvements. Relevant factors include, but are not limited to: ability, experience, integrity, quality of previous performance, compliance with laws and ordinances, available financial resources, ability to provide future maintenance and service, and compliance with federal, state and municipal requirements. All purchases subject to the competitive bid process shall be brought to the Library Board and City Council for approval as required by law.

Exemptions from Competitive Bids

Contracts which, by their nature are not adapted to award by competitive bidding, are not subject to competitive bidding, including, but not limited to:

- Contracts for services involving a high degree of professional skill.
- Contracts for the maintenance and servicing of equipment where the maintenance and/or service provider is best done by the manufacturer or authorized service agent.
- Contracts for the purchase, delivery, movement or installation of data processing or telecommunications equipment, software or services.
- Contracts for duplicating machines and supplies.

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- Contracts for utility services such as water, electricity, natural gas, telephone, internet, or garbage removal.
- Contracts for goods or services procured from another government agency.
- Purchases of equipment previously owned by some entity other than the Library itself.
- Contracts for goods or services which are economically procurable from only one source.
- Contracts for emergency expenditures when approved by the Board.

Contracts for Construction and Remodeling

Contracts for constructing a building, remodeling, repairing or improving an existing building, erecting an addition to an existing building, or purchasing the necessary equipment for the library shall follow the procedures set forth in Iowa State Law which includes:

- Iowa Administrative Code 193B-5.1 requires a registered architect to perform the planning and design of a public library building.
- The Iowa Construction Bidding Procedures Act combined rules for county, city and rural water government under one law. Libraries planning new construction should review Iowa Code Chapter 26, which sets requirements for sealed bid thresholds, the bidding process, and population-based competitive bid procedures, and more.

Library Board of Trustees will consult with the city attorney to ensure the project follows all appropriate laws.