

**Agenda for Solon Library Board Meeting  
Monday, February 28, 2022 @7:00 pm**

**Join Zoom Meeting:**

Topic: SPL Board of Trustees Meeting

Time: February 28, 2022 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

- Jan 31, 2022

Citizen's Speak:

- 

Election of Officers

Committee reports

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

Directors Report

Approval of Bills

- February 2022

Review of Foundation report

Old Business

- Budget for FY2023
- Covid Summary Report status update
- Teen Services Librarian position update
- Earth Day Program in April
- Solon Beef Days in July

New Business

- Discussion and action on CD maturing in March 2022
- Library Director Evaluation Form

- Policy Review: Photographs in the Library (2014)
- Board Email
- Continuing Education Opportunity:  
Iowa Libraries Online Conference: *Make Room for YES: Overcome Challenges and Take Up New Opportunities*. Register and watch the archive of the Morning Keynote and the evening Trustee panel discussion through IA Learns.

Intellectual Freedom for Iowa's Librarians and Boards: *Lessons Learned, Legislative Updates, and Your Role*: **Wednesday, March 9 from 6:00 - 8:30 p.m**

<https://www.statelibraryofiowa.gov/index.php/news/2022/02/state-library-partners-ila-and-iasl-offer-intellectual-freedom-seminar-mar-9>

Public Library Panel registration: 6:00 - 6:55 pm

[https://zoom.us/webinar/register/WN\\_uXwMAeNpRfaYdiQK-VoffQ](https://zoom.us/webinar/register/WN_uXwMAeNpRfaYdiQK-VoffQ)

Legislative Updates: 7:00 - 7:25 pm

[https://zoom.us/webinar/register/WN\\_fUZJ0liQRs-KgBcWoo-WXA](https://zoom.us/webinar/register/WN_fUZJ0liQRs-KgBcWoo-WXA)

Board Training: 7:30 - 8:25 pm

[https://zoom.us/webinar/register/WN\\_YNxiKTaoTHmx-K55hsAI9A](https://zoom.us/webinar/register/WN_YNxiKTaoTHmx-K55hsAI9A)

Next Meeting: Monday, March 28, 2022 at 7:00 pm

Adjourn

# The Solon Public Library Board

## Meeting Minutes January 31, 2022

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:00 p.m.

### Present

Bill Christensen, Chris Christophersen, Laurie Neuerburg, Jennifer Fetzer, Jackie Nemecek, March Sutton, Liz King (Library Director), John Farlinger (City Board Liason)

### Absent

Sandy Lawrence

### 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

Citizen's Speak: Postcard received from Toys for Tots

### Committee Reports

- **Building:** The Library had maintenance completed on one of the original furnaces. Cost to pay for maintenance came out of the building maintenance expenditures.
- **Finance:** Jen noted CD renewal will come due on March 3rd, 2022 for CD currently at Green State Bank for \$107,331.88. During the February 2022 meeting the Board will review and make a decision on the CD.
- **Johnson County Liaison:** None
- **City of Solon Liaison:** None
- **Hiring Committee:** Jackie and Chris created a rough draft for the Solon Library Director position. Discussion on the format to keep the rating system established, add in a professional development section, create it in a format that is easily usable format. Finalization of the document will be on the February 2022 agenda.

### Library Director's Report

The Library Director's Report reviewed the following: Liz presented at the Johnson County Legislators Virtual Reception. Reception theme was Moving Forward: Increasing Access. The library participated in the Community Christmas tree walk and hosted the Women's Club annual Holiday and Wreath Contest and Auction. The contest earned \$1200.00 that will go towards updating patron computers. Meeting held with the Solon Economist. The newspaper is considering the option of moving to digital or combining with another newspaper. Library in service in January was with Iowa Libraries Online and Cassie also provided training on book

## The Solon Public Library Board

- **Covid Summary Recap**
- **Board of Library (President/Vice-President/Secretary) Elections**
- **Budget Recap**

### **Adjournment**

The meeting was adjourned at 8:26 p.m.

### **Next Meeting**

Regular Meeting: Monday, February 28, 2021

### **Submitted by**

Jen Fetzer

## Director's Report February 2022

In February I attended regular meetings with the City Council and the Friends of the Library, and the Solon Public Library Foundation. The City held the public hearing for the FY23 Maximum Tax Levy Rate on February 16. The Friends of the Library Book Sale will be on Saturday, March 5th from 8 am - 12 noon. The Foundation's Don Ochs Scholarship application was provided to the high school and has been posted on our website. The deadline for the applications is Friday, March 25. I also attended the quarterly meeting of the Johnson County Library Directors and the monthly planning meeting for the Local Libraries LIT Author series. We continue to enjoy our monthly visits from the Good Earth School.

We wish Deena Foss a very happy retirement after 13 years as our Teen Services Librarian. We received two applications for our open position and held interviews at the end of February. We are hoping to get the position filled in early March.

February programming included our 100th episode of Cassi's amazing Digital Storytimes. If you have any littles in your life, I encourage you to watch an episode on demand with them. The community enjoyment and engagement with these Digital Storytimes is obvious each time a young patron comes in and excitedly recognizes Cassi from TV! Blind Date with a Book has been expanded this year to include Blind Playdate with a book for grades 3 - 5 and options for Teen and YA books as well. Many patrons have remarked on finding a book they would never have chosen, but were so happy they picked from the Blind Date shelf. We have also started a Let's Go LEGO! program. Kids can check out a lego kit, build something at home and bring it back to be displayed at the library.

### **Winter Library Challenge:**

61 registered participants (birth-4th Grade)  
42 registered participants (grades 5 - adult)

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

1 Lakeview BASP  
1 Spartan Early Childhood Center  
0 Solon Independent Living  
15 Solon Women's Club

Newsletter Link:     [February Newsletter](#)  
                              [March Newsletter](#)

### **Youth Programming**

1/27/22 - BAM POW to Go - Build It: Pipe Cleaner Constellations - 36  
2/3/22 - BAM POW to Go - Play It: Balloon Tennis - 36  
2/10/22 - BAM POW to Go - Watch It: Indoor Scavenger Hunt - 36  
2/17/22 - BAM POW to Go - Build It: Paper Plate Flying Discs - 36  
January Coloring Challenge - 22

1000 Books Before Kindergarten - 2  
NEW: Let's Go LEGO! - 15 creations returned for display

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

Teen Reading Challenge, Year-long program - 22 teens, 1 completed challenge  
January Manga Me Art Challenge - 5

**Digital Storytimes:**

February Storytime Theme: Friendship

**Adult Programming**

Cookbook Club - January: Millet- 26 packets claimed, 7 recipes shared on Facebook  
February DIY - Felt Heart Garland - 19 kits claimed, 9 Zoom participants  
February Book Club - The Downstairs Girl - 14 books checked out, 10 discussion participants (6 in person/4 via Zoom)

We continue to monitor guidelines and recommendations for safe library practices. We have distributed over 1800 at home COVID test kits since we became a distribution site in the last week of September. The demand for the kits has been decreasing along with the county positivity rate. Cassi continues to provide weekly updates to our Public Health Bulletin Board COVID statistics.

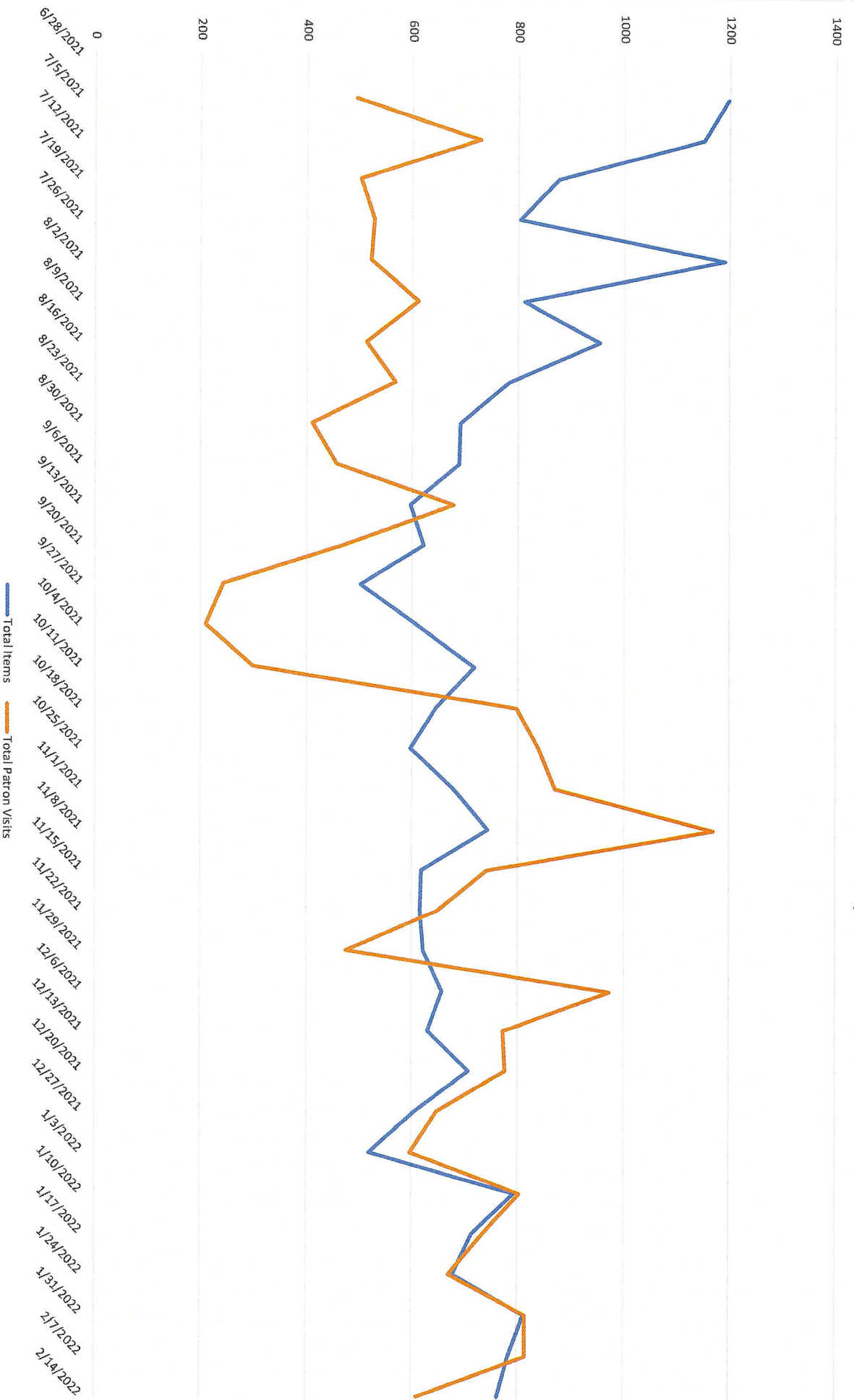
Looking forward to March, the final Author Event in the Local Libraries LIT program will be R. O. Kwon on March 3, 2022 at 7:00 pm. Alexis has several engaging programs lined up including a Master Gardener program, Adult Game Night and a program on Book Mending. Our expert, Cassi will be offering training on book mending to our patrons and several of our local library staff members.

Sincerely,

Liz King  
Director, Solon Public Library

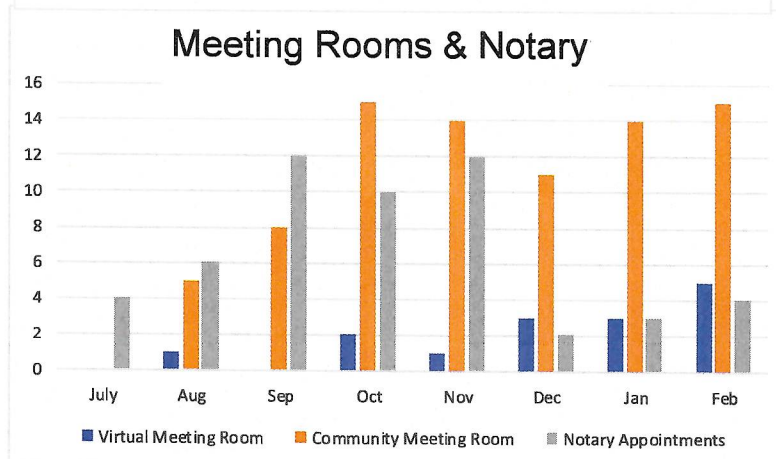
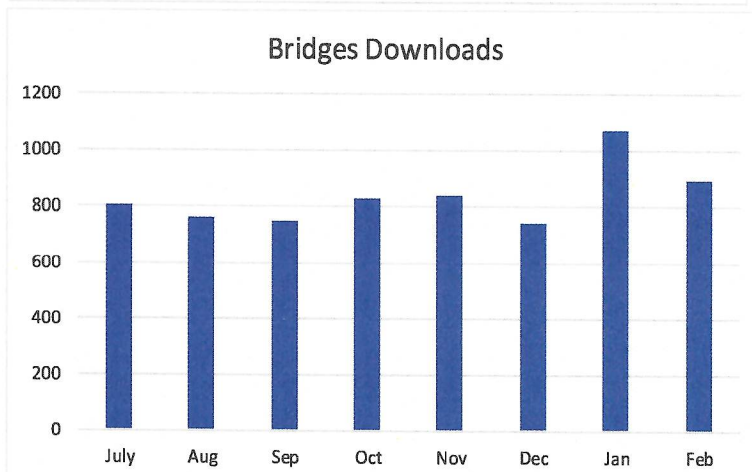
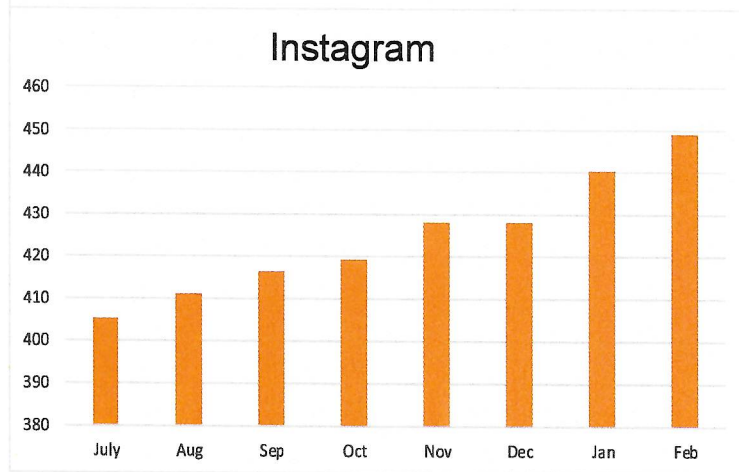
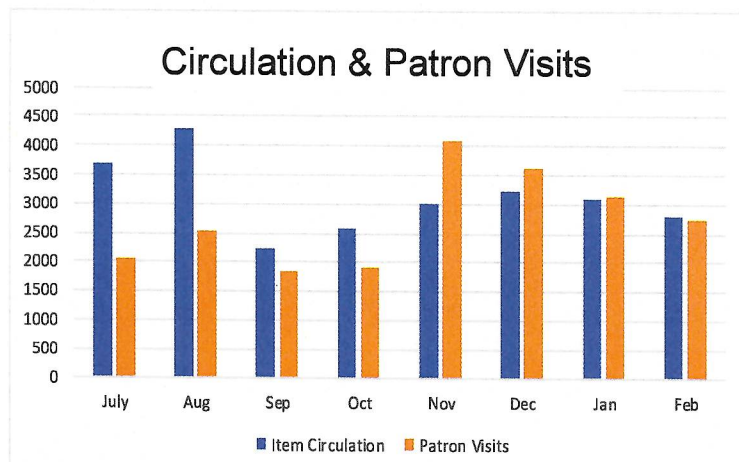
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	FY22 Solon Public Library Metrics													
2	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals	
3	Item Circulation	3682	4290	2234	2581	3024	3226	3089	2802					24928
4	Patron Visits	2038	2533	1838	1906	4090	3648	3138	2733					21924
5	ILL Items borrowed	32	45	44	46	44	56	60	58					385
6	ILL Items lent	14	31	23	16	20	17	26	18					165
7	Virtual Meeting Room	0	1	0	2	1	3	3	5					15
8	Community Meeting Room	0	5	8	15	14	11	14	15					82
9	Notary Appointments	4	6	12	10	12	2	3	4					53
10	Cybrarian Computer Uses			94	176	180	217	221	185					1073
11	Public Relations/Social Media													
12	Website Visits	3518	1445	1546	1479	1575	1361	1567	1994					14485
13	Facebook Posts	66	54	74	65	75	64	65	55					518
14	Facebook Likes	1029	1035	1049	1056	1185	1076	1082	1091					8603
15	Facebook video views	291	175	416	419	10	239	375	781					1871
16	Instagram Followers	405	411	416	419	428	428	440	449					3396
17	Instagram Posts	60	35	40	36	46	30	65	44					356
18	YouTUBE unique viewers	86												86
19	YouTUBE Subscribers	20	20	20	21	22	22	22	23					170
20	YouTUBE Channel views	138	80	79	54	101	89	86	126					753
21	Newsletter Subscribers	1409	1408	1412	1484	1425	1430	1432	1437					11437
22	Databases													
23	Bridges Users	169	158	161	169	186	167	199	197					1406
24	Bridges Downloads	804	760	749	829	841	743	1071	891					6688
25	Kanopy Users	6	6	3	7	17	5	76	77					197
26	Kanopy Streams	69	15	15	51	45	50	45	49					339
27	Items Cataloged	146	163	145	151	174	164	184	232					1359
28	Items Deleted	272	139	167	74	592	373	716	287					2620
29	Items Repaired	46	19	28	21	2	25	19	14					174
30	Cost savings	\$ 823.60	\$ 350.52	\$ 556.27	\$ 394.52	\$ 35.98	\$ 492.48	\$ 329.89	\$ 268.75					\$ 3,252.01

### FY22 Patron Visits and Item Circulation Statistics by Week





# Library Metrics July 2021 - February 2022



In January, 186 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

375 ↓ -8.09%

Monthly Sessions



364 ↓ -6.67%

Total Visits



186 ↓ -14.29%

Unique Visitors

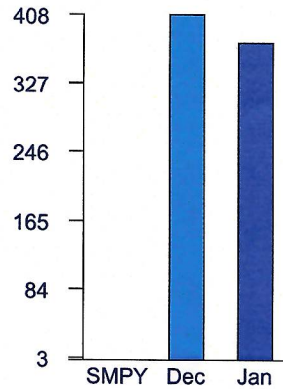


1.96 ↑ 8.89%

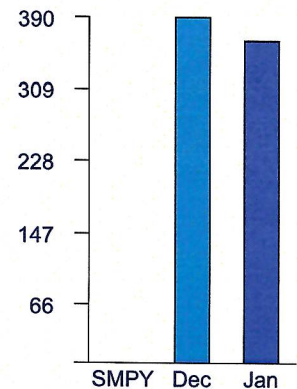
Average Return Rate

Avg dwell time = 34 minutes

Total Monthly Session Count

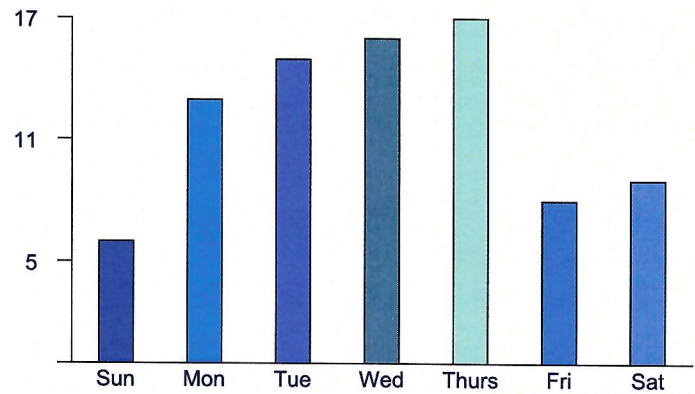


Total Monthly Visits

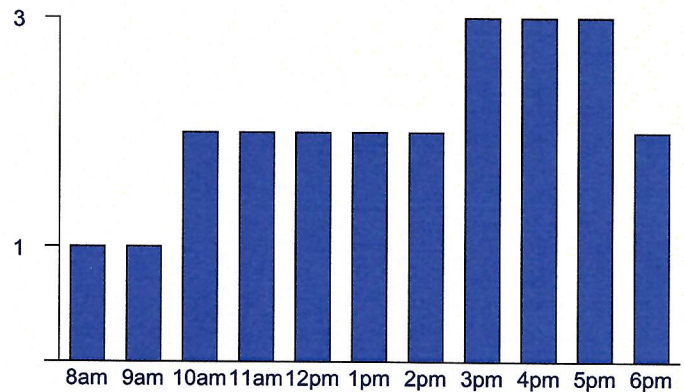


\*SMPY: Same Month Prior Year

Average Daily Visits



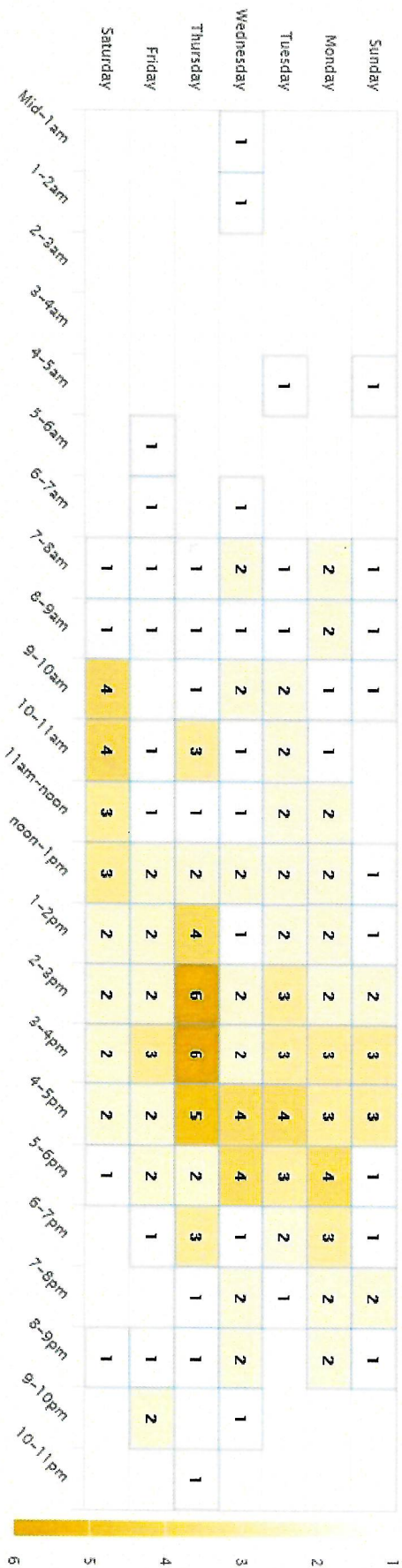
Average Peak Hourly



# Average Usage

● 01/26/2022 - 02/23/2022

Busiest Hour	6	Least Busy	1	Hourly Average	2
Thursdays at 2 PM		Saturdays at 7 AM			



● 01/26/2022 - 02/23/2022

# Patron PC Logins by Day and Hour

Dates: Wednesday January 26, 2022 - Wednesday February 23, 2022 Times: 9:00am to 7:00pm

Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev
Wed Jan 26	0	0	0	0	0	0	0	4	1	2	0	7	1	0	4	0	0	1
Thu Jan 27	0	0	2	0	2	2	4	0	0	0	0	10	1	0	4	0	0	1
Fri Jan 28	0	0	0	1	1	0	2	0	0	0	0	4	0	0	2	0	0	1
Sat Jan 29	0	0	0	0	0	0	0	2	0	0	0	2	0	0	2	0	0	1
Mon Jan 31	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	0
Tue Feb 1	0	0	1	0	1	1	1	1	1	0	0	6	1	0	1	1	1	1
Wed Feb 2	0	0	0	0	0	1	5	1	2	0	0	9	1	0	5	0	0	2
Thu Feb 3	1	0	1	2	2	5	0	2	0	0	0	13	1	0	5	1	0	2
Fri Feb 4	0	1	0	1	0	0	2	0	0	0	0	4	0	0	2	0	0	1
Sat Feb 5	4	0	2	0	0	0	0	2	0	0	0	6	1	0	4	0	0	1
Mon Feb 7	0	1	1	0	0	0	2	2	0	0	0	6	1	0	2	0	0	1
Tue Feb 8	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	0
Wed Feb 9	0	0	0	2	0	0	2	4	2	0	0	10	1	0	4	0	0	1
Thu Feb 10	0	0	0	1	0	3	2	1	0	1	0	8	1	0	3	0	0	1
Fri Feb 11	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	0
Sat Feb 12	0	1	1	0	0	0	0	1	0	0	0	3	0	0	1	0	0	1
Mon Feb 14	1	0	0	1	0	0	0	0	0	0	0	2	0	0	1	0	0	0
Tue Feb 15	0	0	0	1	2	0	1	0	0	0	0	4	0	0	2	0	0	1
Wed Feb 16	0	0	0	2	3	0	3	0	2	1	0	11	1	0	3	0	0	1
Thu Feb 17	0	0	0	0	1	1	0	0	0	0	0	2	0	0	1	0	0	0
Fri Feb 18	0	0	0	0	0	1	1	0	0	0	0	2	0	0	1	0	0	0
Sat Feb 19	1	0	0	0	0	1	0	1	0	0	0	3	0	0	1	0	0	1
Mon Feb 21	1	0	1	3	1	1	1	1	1	0	2	16	2	0	6	1	1	2
Tue Feb 22	0	0	0	0	1	0	2	1	0	0	0	4	0	0	2	0	0	1
Wed Feb 23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>8</b>	<b>3</b>	<b>9</b>	<b>14</b>	<b>16</b>	<b>19</b>	<b>34</b>	<b>18</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>135</b>						
Average	0.3	0.1	0.4	0.6	0.6	0.8	1.4	0.7	0.4	0.2	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	4	1	2	3	3	6	5	4	2	2	0							
Median	0	0	0	0	0	0	1	0	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi	0.8	0.3	0.6	0.9	0.8	1.6	1.4	1	0.7	0.5	0							

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# Guest Logins by Day and Hour

Dates: Wednesday January 26, 2022 - Wednesday February 23, 2022 Times: 9:00am to 7:00pm

Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev
Wed Jan 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Jan 27	0	0	2	0	1	1	2	0	0	0	0	6	1	0	2	0	0	1
Fri Jan 28	0	0	0	0	1	0	1	0	0	0	0	2	0	0	1	0	0	0
Sat Jan 29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jan 31	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	0
Tue Feb 1	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0	0	0
Wed Feb 2	0	0	0	0	0	0	1	1	1	0	0	3	0	0	1	0	0	1
Thu Feb 3	1	0	0	0	2	5	0	0	0	0	0	8	1	0	5	0	0	2
Fri Feb 4	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sat Feb 5	1	0	1	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0
Mon Feb 7	0	0	1	0	0	0	1	1	0	0	0	3	0	0	1	0	0	1
Tue Feb 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wed Feb 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Feb 10	0	0	0	0	0	3	2	0	0	0	0	5	1	0	3	0	0	1
Fri Feb 11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Feb 12	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1	0	0	0
Mon Feb 14	0	0	0	1	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Tue Feb 15	0	0	0	0	2	0	0	0	0	0	0	2	0	0	2	0	0	1
Wed Feb 16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Feb 17	0	0	0	0	1	1	0	0	0	0	0	2	0	0	1	0	0	0
Fri Feb 18	0	0	0	0	1	0	0	0	0	0	0	1	0	0	1	0	0	0
Sat Feb 19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Feb 21	0	0	0	3	0	6	0	0	0	1	0	10	1	0	6	0	0	2
Tue Feb 22	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	0
Wed Feb 23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>17</b>	<b>8</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>50</b>						
Average	0.1	0	0.2	0.2	0.3	0.7	0.3	0.1	0.1	0	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	1	1	2	3	2	6	2	1	1	1	0							
Median	0	0	0	0	0	0	0	0	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi	0.3	0.2	0.5	0.6	0.6	1.6	0.6	0.3	0.3	0.2	0							

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 2/28/2022	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 1.1 GENERAL FUND							
<b>Fund: 001 - GENERAL FUND</b>							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	202,741.00	202,741.00	122,552.08	7,091.61	0.00	80,188.92	60.4
61100 FICA SOCIAL SECURITY	15,165.00	15,165.00	9,337.71	540.30	0.00	5,827.29	61.6
61300 IPERS	18,714.00	18,714.00	11,549.51	669.44	0.00	7,164.49	61.7
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	304.33	0.00	0.00	395.67	43.5
62400 TRAVEL AND CONFERENCE	750.00	750.00	50.74	0.00	0.00	699.26	6.8
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	5,741.04	2,212.59	0.00	4,258.96	57.4
63320 ORG VEHICLE/EQUIPMENT MAINT AC	4,540.00	4,540.00	6,648.08	0.00	0.00	-2,108.08	146.4
63710 UTILITIES	13,000.00	13,000.00	3,296.81	719.72	0.00	9,703.19	25.4
63730 TELEPHONE/INTERNET	3,893.00	3,893.00	2,996.30	336.42	0.00	896.70	77.0
63731 DATA BASES	1,500.00	1,500.00	966.66	0.00	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	220.00	110.00	0.00	380.00	36.7
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	9,450.04	480.10	0.00	4,699.96	66.8
65020 LIBRARY BOOKS	22,500.00	22,500.00	13,932.59	2,418.76	0.00	8,567.41	61.9
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	2,817.97	789.68	0.00	2,032.03	58.1
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	5,823.95	136.27	0.00	-173.95	103.1
65050 PUZZELS, PUPPET KITS	500.00	500.00	473.98	0.00	0.00	26.02	94.8
65070 OPERATING SUPPLIES	6,500.00	6,500.00	6,855.58	1,415.79	0.00	-355.58	105.5
65080 POSTAGE AND SHIPPING	900.00	900.00	173.03	23.01	0.00	726.97	19.2
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	1,098.66	29.99	0.00	2,901.34	27.5
<b>LIBRARY SERVICES</b>	<b>365,352.00</b>	<b>365,352.00</b>	<b>204,537.28</b>	<b>16,973.68</b>	<b>0.00</b>	<b>160,814.72</b>	<b>56.0</b>
Expenditures	365,352.00	365,352.00	204,537.28	16,973.68	0.00	160,814.72	56.0
Net Effect for GENERAL FUND	-365,352.00	-365,352.00	-204,537.28	-16,973.68	0.00	-160,814.72	
<b>Grand Total Net Effect:</b>	<b>-365,352.00</b>	<b>-365,352.00</b>	<b>-204,537.28</b>	<b>-16,973.68</b>	<b>0.00</b>	<b>-160,814.72</b>	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 2/28/2022

Fund Type: 1.1 GENERAL FUND

	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	0.00	0.00	0.00	500.00	0.0
64990 MISC. CONTRACT WORK	0.00	0.00	1,135.53	0.00	0.00	-1,135.53	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	99,635.53	0.00	0.00	-89,135.53	948.9
Expenditures	10,500.00	10,500.00	99,635.53	0.00	0.00	-89,135.53	948.9
Net Effect for GENERAL FUND	-10,500.00	-10,500.00	-99,635.53	0.00	0.00	89,135.53	
Grand Total Net Effect	-10,500.00	-10,500.00	-99,635.53	0.00	0.00	89,135.53	

**Solon Library Bills for February , 2022**

Starting balance from Expenditure Report dated 2/17/22

		Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ 395.67</b>	
Iowa City Press Citizen 1-year Subscription	\$ 275.02	
The Gazette 26-week subscription (VISA)	\$ 146.13	
Total Spent	\$ 421.15	\$ 58.33
<b>Remaining Balance</b>	<b>\$ (25.48)</b>	
<b>From Travel and Conference (62400)</b>	<b>\$ 699.26</b>	
Total Spent	\$ -	\$ 62.50
<b>Remaining Balance</b>	<b>\$ 699.26</b>	
<b>From Building Maintenance (63100)</b>	<b>\$ 6,268.76</b>	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Drea Electric, Meeting Room & Hallway lights	\$ 1,438.50	\$488.50 to be credited
E&J Electric Inc. inv#16051, Parking Lot light repair	\$ 699.10	
Solon Hardware, inv# 000818, broom handle	\$ 9.79	
Solon Heating & Air Conditioning inv#501385, furnace repair	\$ 746.38	
Central Iowa Distributing, INC. inv#221826, cleaning solution	\$ 65.00	
Total Spent	\$ 2,958.77	
<b>Remaining Balance</b>	<b>\$ (1,690.01)</b>	\$ 416.67
<b>From Org Vehicle/Equipment Maint AC (63320)</b>	<b>\$ (2,108.08)</b>	
Total Spent	\$ -	\$ 378.33
<b>Remaining Balance</b>	<b>\$ (2,108.08)</b>	
<b>From Utilities (63710)</b>	<b>\$ 10,422.91</b>	
Alliant Energy	\$ 210.00	
Mid-American	\$ 509.72	
Total Spent	\$ 719.72	\$ 1,083.33
<b>Remaining Balance</b>	<b>\$ 9,703.19</b>	
<b>From Telephone/Internet (63730)</b>	<b>\$ 1,233.12</b>	
ICN inv#640608	\$ 188.00	
Southslope	\$ 148.42	
Total Spent	\$ 336.42	\$ 324.42
<b>Remaining Balance</b>	<b>\$ 896.70</b>	
<b>From Data Bases (63731)</b>	<b>\$ 533.34</b>	
Total Spent	\$ -	\$ 125.00
<b>Remaining Balance</b>	<b>\$ 533.34</b>	
<b>From Publishing (64140)</b>	<b>\$ 490.00</b>	
Solon Economist, Teen Services Position 2x2 ad	\$ 30.00	
Total Spent	\$ 30.00	\$ 50.00
<b>Remaining Balance</b>	<b>\$ 460.00</b>	
<b>From Educational Program (64340)</b>	<b>\$ 4,699.96</b>	
Zoom inv#130099015 (Visa)	\$ 16.04	
Antelope Lending Library inv#02162022, Winter Library Challenge prizes	\$ 58.25	
Garrett Elton inv#23 Feb, video editing	\$ 290.00	



Amazon, Adult program supplies (Visa)	\$	7.89	
Amazon, Youth program supplies (Visa)	\$	16.99	
Amazon, Youth program supplies (Visa)	\$	4.99	
Amazon, Adult program supplies (Visa)	\$	29.75	
Amazon, Youth program supplies (Visa)	\$	57.26	
Amazon, Adult program supplies (Visa)	\$	25.00	
Amazon, Youth program supplies (Visa)	\$	28.97	
Amazon, Youth program supplies (Visa)	\$	5.29	
Amazon, Adult program supplies (Visa)	\$	14.69	
Amazon, Adult program supplies (Visa)	\$	24.24	
Amazon, programming supplies plastic bags (Visa)	\$	79.99	
OTC, program prizes (Visa)	\$	463.72	
OTC, program prizes (Visa)	\$	59.44	
Casey's General Store, teen reading challenge prize (Visa)	\$	10.00	
Zoetic Coffee, teen reading challenge prize (Visa)	\$	10.00	
Red Vespa, winter library challenge prize (Visa)	\$	25.00	
El Sol, winter library challenge prize (Visa)	\$	25.00	
Sam's Mainstreet Market, youth program supplies (Visa)	\$	2.30	
Total Spent	\$	1,254.81	\$ 1,179.17
<b>Remaining Balance</b>	<b>\$</b>	<b>3,445.15</b>	

<b>From Library Books (65020)</b>	<b>\$</b>	<b>8,567.41</b>	
Baker & Taylor inv#2036465936	\$	241.11	
Baker & Taylor inv#2036475490	\$	105.24	
Baker & Taylor inv#2036477163	\$	76.91	
Baker & Taylor inv#2036484478	\$	148.70	
Baker & Taylor inv#2036494504	\$	109.53	
Baker & Taylor inv#2036507964	\$	122.38	
Baker & Taylor inv#2036509822	\$	39.54	
Baker & Taylor inv#2036511334	\$	351.39	
Baker & Taylor inv#2036517594	\$	113.61	
Baker & Taylor inv#2036523384	\$	64.97	
Penworthy Company LLC inv#0579225-IN	\$	337.72	
Amazon, 1 set of 8 books (Visa)	\$	47.50	
Amazon, 1 book (Visa)	\$	13.88	
Amazon, 1 book (Visa)	\$	15.99	
Amazon, 2 books (Visa)	\$	33.08	
Amazon, 1 book (Visa)	\$	16.99	
Amazon, 2 books (Visa)	\$	19.30	
Amazon, 1 book (Visa)	\$	14.00	
Amazon, 2 books (Visa)	\$	33.04	
Amazon, 2 books (Visa)	\$	22.79	
Amazon, 4 books (Visa)	\$	57.96	
Amazon, 1 book (Visa)	\$	24.99	
Amazon, 1 book (Visa)	\$	16.99	
Amazon, 1 book (Visa)	\$	17.99	
Amazon, 1 book (Visa)	\$	19.10	
Amazon, 2 books (Visa)	\$	33.77	
Amazon, 5 books (Visa)	\$	65.82	
Amazon, 1 book (Visa)	\$	17.99	
Amazon, 2 books (Visa)	\$	27.47	
Amazon, 1 book (Visa)	\$	9.47	
Amazon, 1 book (Visa)	\$	12.58	
Amazon, 1 book (Visa)	\$	18.79	
Amazon, 3 books (Visa)	\$	65.30	
Amazon, 1 book (Visa)	\$	13.67	
Amazon, 1 book (Visa)	\$	23.99	
Amazon, 2 books (Visa)	\$	15.49	
Amazon, 3 books (Visa)	\$	21.31	

Amazon, 5 books (Visa)	\$	39.56	
Total Spent	\$	2,429.91	\$ 1,875.00
<b>Remaining Balance</b>	<b>\$</b>	<b>6,137.50</b>	
<b>From Library Video Materials (65030)</b>	<b>\$</b>	<b>2,032.03</b>	
Baker & Taylor inv#H59963990	\$	42.68	
Baker & Taylor inv#H60021040	\$	39.87	
Baker & Taylor inv#H60284850	\$	41.96	
Baker & Taylor inv#H60296300	\$	27.95	
Baker & Taylor inv#H60316550	\$	66.46	
Baker & Taylor inv#T24098820	\$	41.98	
Baker & Taylor inv#T24105590	\$	20.99	
MicroMarketing inv#876325	\$	19.99	
MicroMarketing inv#876378	\$	24.98	
Amazon, 1 DVD (Visa)	\$	9.99	
Amazon, 1 DVD (Visa)	\$	7.50	
Amazon, 2 DVDs (Visa)	\$	17.65	
Amazon, 1 DVD (Visa)	\$	17.96	
Total Spent	\$	379.96	\$ 404.17
<b>Remaining Balance</b>	<b>\$</b>	<b>1,652.07</b>	
<b>From Library Audio Materials (65040)</b>	<b>\$</b>	<b>(173.95)</b>	
Baker & Taylor inv#2036465936	\$	13.74	
Baker & Taylor inv#2036477163	\$	21.99	
Baker & Taylor inv#2036494504	\$	45.10	
Baker & Taylor inv#2036507964	\$	16.50	
Baker & Taylor inv#2036517594	\$	24.75	
Baker & Taylor inv#2036523384	\$	16.50	
Amazon, 1 audiobook CD (Visa)	\$	27.07	
Amazon, 1 audiobook CD (Visa)	\$	37.86	
Amazon, 1 audiobook CD (Visa)	\$	23.47	
Amazon, 1 audiobook CD (Visa)	\$	59.99	
Amazon, 1 audiobook CD (Visa)	\$	24.99	
Total Spent	\$	311.96	\$ 470.83
<b>Remaining Balance</b>	<b>\$</b>	<b>(485.91)</b>	
<b>From Puzzles, Puppet Kits (65050)</b>	<b>\$</b>	<b>36.01</b>	
Amazon, 4 puppets (Visa)	\$	92.67	
Total Spent	\$	92.67	\$ 41.67
<b>Remaining Balance</b>	<b>\$</b>	<b>(56.66)</b>	
<b>From Operating Supplies (65070)</b>	<b>\$</b>	<b>(355.58)</b>	
Tallgrass inv#5551966, copy paper	\$	37.99	
Amazon, masks (Visa)	\$	16.99	
Amazon, gloves (Visa)	\$	14.79	
DEMCO inv#7067915, book covering supplies (Visa)	\$	56.58	
Amazon, batteries and office supplies (Visa)	\$	24.97	
Amazon, masks (Visa)	\$	29.98	
Amazon, masks (Visa)	\$	29.99	
Vogmask, staff masks (Visa)	\$	49.50	
ALA, bookmarks, poster, strategic planning guide (Visa)	\$	79.05	
Total Spent	\$	339.84	\$ 541.67
<b>Remaining Balance</b>	<b>\$</b>	<b>(695.42)</b>	
<b>From Postage and Shipping (65080)</b>	<b>\$</b>	<b>726.97</b>	
Product return (Visa)	\$	3.82	
ILL Delivery (Visa)	\$	3.03	
Product return (Visa)	\$	3.82	

ILL Delivery (Visa)	\$	3.63	
ILL Delivery (Visa)	\$	4.83	
ILL Delivery (Visa)	\$	3.03	
Total Spent	\$	22.16	\$ 75.00
<b>Remaining Balance</b>	<b>\$</b>	<b>704.81</b>	

**From Supplies (65990) \$ (148.22)**

Total Spent	\$	-	\$ 8.33
<b>Remaining Balance</b>	<b>\$</b>	<b>(148.22)</b>	

**From Office Equipment (67250) \$ 2,901.34**

DEMCO inv#7067915, book ends (Visa)	\$	52.42	
Amazon, 4 64GB USB flash drives (Visa)	\$	19.99	
Amazon, Jabra Speak 750 UC Wireless Speaker for conferences (Visa)	\$	230.30	
Total Spent	\$	302.71	\$ 333.33
<b>Remaining Balance</b>	<b>\$</b>	<b>2,598.63</b>	

**Trust & Agency**

Trust & Agency Credit (Check from Friends of the Library)	\$	62.30	
Trust and Agency debit Good Vibes Café, Staff In-Service Lunch (Visa)	\$	(62.30)	

**Solon Public Library Foundation - Solon State Bank  
Treasurer's Report  
February 23, 2022**

Beginning Balance			\$	33,533.23
Income:				
	CD cashed in and moved to checking		\$	24,227.37
	Donation - Dale & Patricia Roberts - to be used for dinosaur display		\$	200.00
Expenses:				
	Safety Deposit box yearly rental		\$	20.00
Ending Balance			\$	57,940.60
		CD's		
	Bridge Bank - .20%		6/28/2022	\$ 11,094

**Solon Public Library Foundation - Greenstate  
Treasurer's Report  
February 23, 2022**

Beginning Balance		\$ 25,783.09
Income:		
	CD cashed in	\$ 17,667.21
Expenses:		
Ending Balance		\$ 43,450.30

**Solon Public Library Foundation Scholarship Account  
Treasurer's Report  
February 23, 2022**

Beginning Balance	\$ 2,000.00
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Income:

Expenses:

Ending Balance	\$ 2,000.00
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## Policy regarding photographs in the Solon Library

Library programs or public meetings may be photographed or recorded by Library staff or volunteers. Resulting photographs may appear on various print media used by the Library to advertise Library services. They Photographs or recordings may also appear on the Library website, blog or other Internet social media accounts managed by the Library. The Library is not responsible for photographs copied from the Library web pages website or social media and posted to outside sites.

Names will not be used with photographs, unless permission is received from the person photographed (or their guardian).

Attendance at Solon Public Library programs constitutes an understanding and acceptance of this policy. ~~Please notify a member of the library staff if you have personal restrictions that would exempt an individual(s) from this policy.~~ Those wishing to not be recorded should let library staff know, and every effort will be made to avoid taking or retaining recognizable images of these individuals.

Policy reviewed and accepted by the Solon Library Board

July 2014, Revised and accepted February 2022

**Solon Public Library**  
**Photographs in Library Policy - DRAFT**

**About Photographs in Library Policy**

The purpose of this policy is to inform the public about photographs or recordings taken at library events or public meetings.

**Photographs in the Library**

1. Library programs may be recorded or photographed by Library staff or volunteers.
2. Resulting photographs may appear on various print media used by the Library to advertise Library services. Photographs or recordings may also appear on the Library website, blog, or other social media accounts managed by the Library. The Library is not responsible for photographs copied from the Library website or social media and posted to outside sites.
3. Names will not be used with photographs, unless permission is received from the person photographed (or their guardian).
4. Attendance at Library programs constitutes understanding and acceptance of this policy. Those wishing to not be recorded should let library staff know, and every effort will be made to avoid taking or retaining recognizable images of these individuals.