

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

Join Zoom Meeting:

Topic: SPL Board of Trustees Meeting

Time: March 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

- Feb 28, 2022

Citizen's Speak:

-

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
- Earth Day Program: moving to August
- Solon Beef Days in July

New Business

- Review Process for Library Director's Evaluation
- Policy Review: Interlibrary Loan Policy (2016)
- Board meeting start time
- Feedback from Continuing Education

Next Meeting: Monday, April 25, 2022 at _____ pm, Looking ahead to May: 5/23 due to Memorial Day

Adjourn

The Solon Public Library Board

Meeting Minutes

February 28, 2022

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:03 p.m.

Present

Sandy Lawrence, March Sutton, Jennifer Fetzer, Laurie Neuerburg, Liz King (Library Director)

Absent

Jackie Nemecek, Bill Christensen

An announcement was made that Chris Christophersen has resigned from the Board effective with this meeting.

Approval of Agenda

The agenda was unanimously approved as distributed.

Election of Officers

The following were elected unanimously for the 2022 year:

President: March Sutton

Vice-President: Sandy Lawrence

Secretary: Laurie Neuerburg.

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. Liz did report on a verbal compliment that was received from a family who checked out the new telescope and had a great family experience using it.

Committee Reports

- **Building:** Lighting in the community room has been repaired, parking light photo sensors were replaced and repairs were made to one of the furnaces.
- **Finance:** The next CD is not due until 2023. Current CD needing renewal will be discussed under New Business.
- **Johnson County Liaison:** None
- **City of Solon Liaison:** The City Council has had a public hearing on the proposed budget and it will soon be finalized
- **Evaluation committee:** Item will be discussed under New Business.

Library Director's Report

The Library Director's Report reviewed the following: Deena has retired and interviews have been held for her replacement. Cassi has recorded her 100th story time and these are all available through the Library website. The Library Foundation's scholarship application for high school seniors is available online and paper copies are in the Library. Library Week is April 3-6.

Approval of Bills

The February 2022 bills were unanimously approved for payment as presented. (Sandy/Laurie)

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Budget for FY2023**
Still in progress with the City.
- **Covid Summary Report status update**
An updated version is being reviewed by staff and will also be sent to Board members. Included will be a section "Looking Forward" which will include resuming more in-person programming in upcoming months. Book Club and Craft Club are offering both in person and Zoom sessions. Adult game night will resume in person at the end of the month. Story hour will resume in person this spring.
- **Teen Services Librarian position update**
Two interviews were held. The position was offered to Jake Schaeckenbach.
- **Earth Day Program in April**
Liz has made contact with area businesses and organizations for information about possible speakers and/or programs.
- **Solon Beef Days in July**
Liz will attend the Beef Days committee meeting in March. We will participate in the Kids Corner.

New Business

- **Discussion and Action on CD Maturing in March 2022**
The CD at Green State Bank is \$108, 181.72 and is due March 6.
Motion: A motion was introduced by Laurie to renew this CD with Green State Bank for 25 months. Motion seconded by March and was passed unanimously.
- **Library Director Evaluation Form**
The Board reviewed the new form.
Motion: A motion was introduced by Sandy to approve the new form as corrected. Motion seconded by Laurie. Motion passed unanimously.

The Evaluation Form will be distributed to Board members in March, be returned to the President by the April meeting. The President will meet with the Library Director and the evaluation will be discussed at the May meeting.

- **Policy Review: Photographs in the Library (2014)**

The Board reviewed the policy.

Motion: A motion was introduced by Jen to approve the Policy as amended. Motion seconded by Laurie. Motion passed unanimously.

- **Board Email:**

The Board email currently comes through the State Library system. The Board briefly discussed other possibilities. This item will be referred to future agendas.

- **Continuing Education Opportunities**

Liz reviewed several upcoming opportunities for Board training through the State Library system.

Next Month's Agenda

- **Earth Day**
- **Beef Days**
- **Review Process for Library Director's Evaluation**

Adjournment

The meeting was adjourned at 8:40 p.m.

Next Meeting

Regular Meeting: Monday, March 28, 2022

Submitted by

Sandy Lawrence

Director's Report March 2022

In March I attended regular meetings with the City Council and the Friends of the Library, and the Solon Public Library Foundation. The Friends of the Library Book Sale was their highest profit in recent memory! They are busy preparing for the City Wide Garage Sales in June. The Foundation is busy putting the finishing touches on their Art Auction. The online catalog will be available next week. The silent auction starts on Monday, April 25, and closes on Saturday, May 7. The deadline for the Foundation's Don Ochs Scholarship application was Friday, March 25. I also attended a Solon Beef Days Committee Meeting to inform them of our plans to provide an activity for the Kid's Corner on Saturday of Beef Days. We continue to enjoy our monthly visits from the Good Earth School.

We welcomed our new Teen Services Librarian, Jake Schaeckenbach, in early March. He has quickly learned the circulation desk responsibilities and is working on plans for summer teen activities. Be sure to stop by and introduce yourself to him the next time you visit the library.

March programming included March Mammal Madness. This activity created by scientists at Arizona State University encourages participants to research different animal groups and predict which ones would win in an imaginary battle. Patrons of all ages have remarked on the new facts they have learned while enjoying this program. We hosted a Book Mending program led by Cassi that was very well received. Attendees included local librarians and patrons learning the art of book mending. Adult Game Night is scheduled for Thursday, March 31 at 7pm. We are excited to welcome back our tabletop gamers.

Outreach/Book Deliveries:

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

Newsletter Link: [March Newsletter](#)

Youth Programming

2/24/22 - BAM POW to Go - Make It: Paper Pop Up - 36
3/3/22 - BAM POW to Go - Play It: DIY Storycubes - 36
3/10/22 - BAM POW to Go - Watch It: Penny Spinners - 36
February Coloring Challenge - 21
1000 Books Before Kindergarten - 5
Let's Go LEGO! - 20 creations returned for display

Teens (5th-12th graders):

Teen Reading Challenge, Year-long program - 24 teens, 1 completed challenge
February Manga Me Art Challenge - 3
TAB Meeting - 4

Digital Storytimes:

March Storytime Theme: ABCs

Adult Programming

February CookBook Club - Basmati Rice- 27 packets claimed, 14 recipes shared on Facebook

February Blind Date with a Book - 70 books checked out, 39 slips returned

3/8 - DIY Night - Ceramic Mug Painting - 12 kits claimed, 5 in person, 7 take and make

3/11 - Master Gardener Workshop - 7

3/15 - March Book Club - Caste - 16 books checked out, 9 discussion participants (6 in person/3 via Zoom)

3/22 - Book Mending - 16 (12 in person, 4 via Zoom)

March Mammal Madness - 34 brackets entered

This month, our library display case was filled with beautiful quilts from the local Fabrihollics Group. We were also host to a special Johnson County Health Department display encouraging vaccination through a partnership with local artists. Our display provided locally made sweet-smelling candles for anyone who commits to or is already vaccinated.

Cassi continues to provide weekly updates to our Public Health Bulletin Board COVID statistics.

Looking forward to April, we will resume in-person Story Times on Tuesdays at 10:30 am. We are also partnering with Jill Weetman's Solon Senior Support to host weekly Coffee & Conversation on Wednesdays at 9:30 am. National Library Week is April 3 - 9, 2022. We invite everyone to attend the City Council Meeting on Wednesday, April 6 at 5:30pm to celebrate Mayor Steve Stange's Proclamation for National Library Week. Thank you to each of our volunteers who support Solon Public Library through the Board of Trustees, Friends of the Library, Foundation, and our weekly adult and teen volunteers who all help to ensure our library is a welcoming and engaging environment for our entire community.

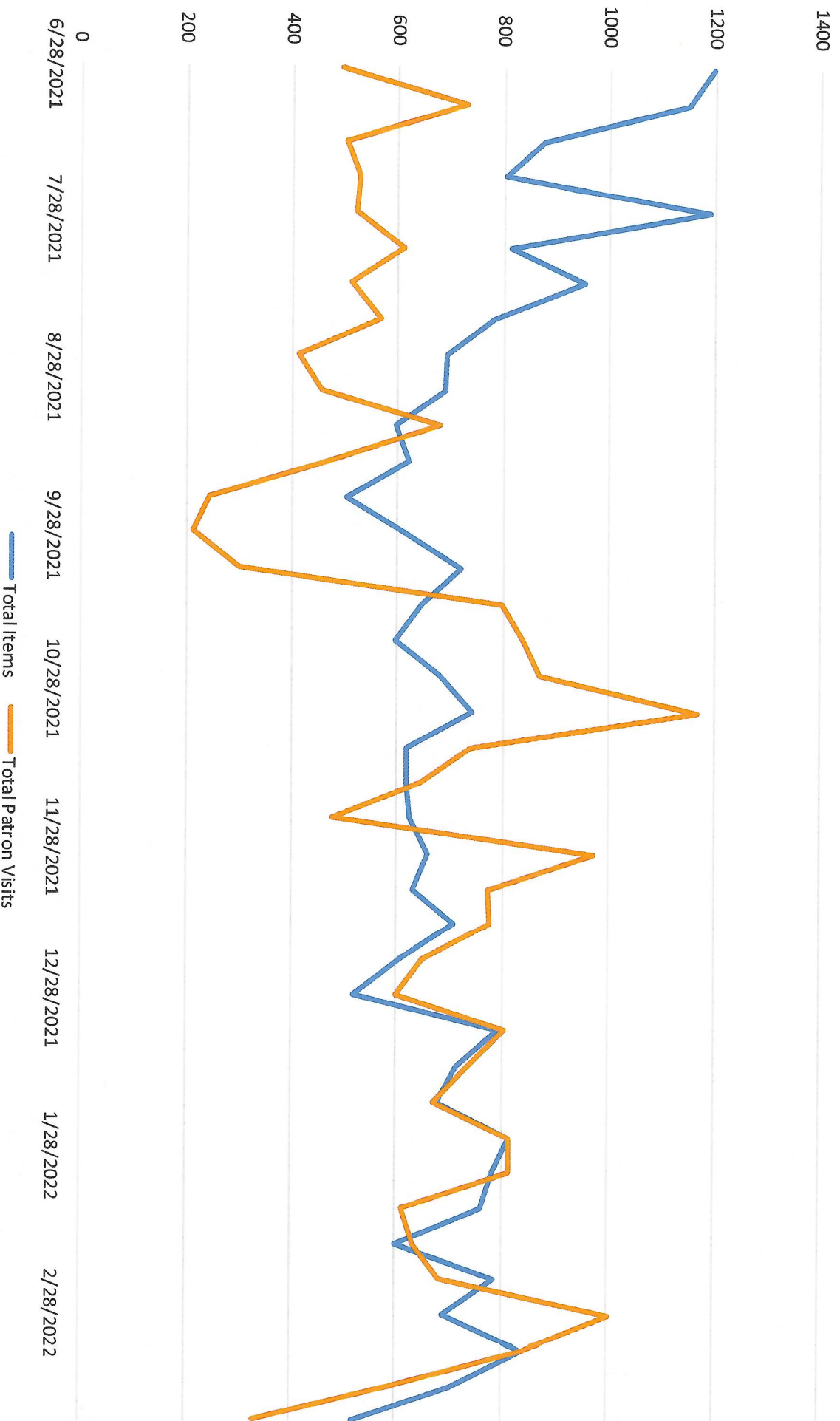
Sincerely,

Liz King

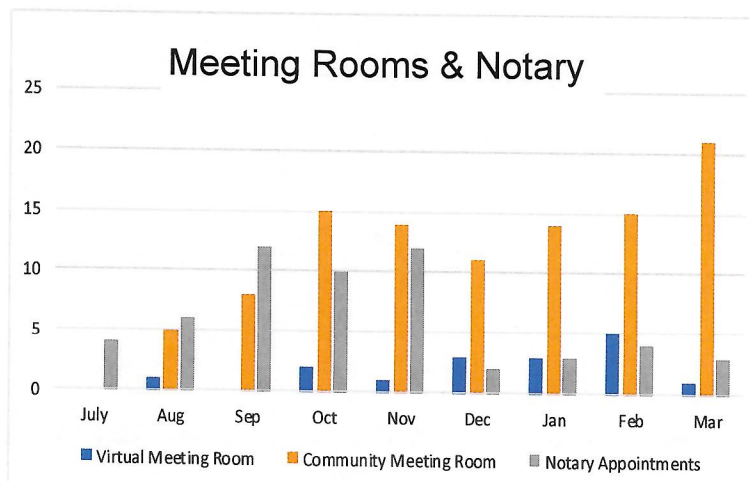
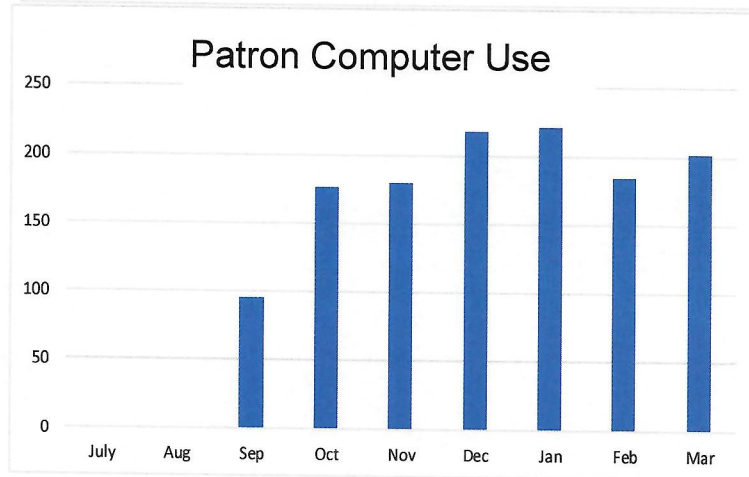
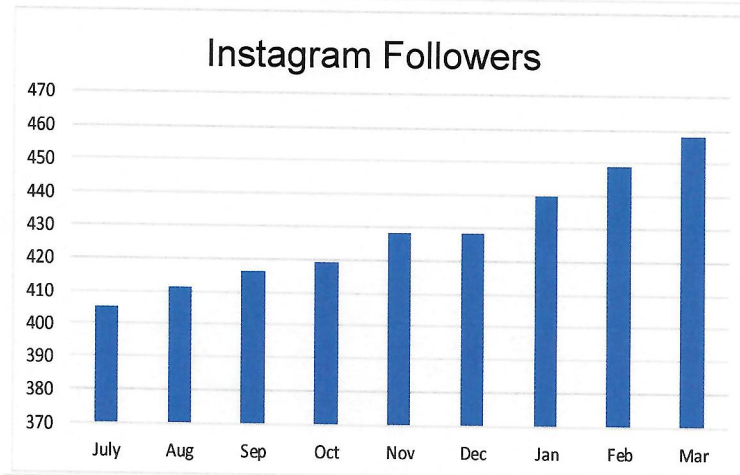
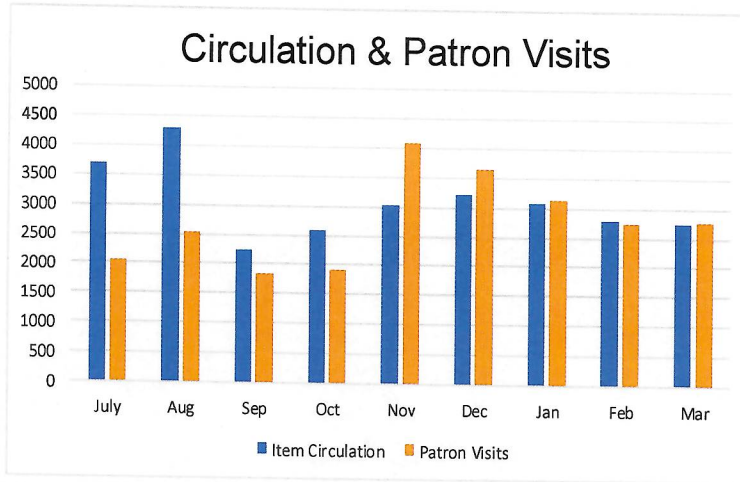
Director, Solon Public Library

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	2751			27679
4	Patron Visits	2038	2533	1838	1906	4090	3648	3138	2733	2759			24683
5	ILL items borrowed	32	45	44	46	44	56	60	58	59			444
6	ILL items lent	14	31	23	16	20	17	26	18	19			184
7	Virtual Meeting Room	0	1	0	2	1	3	3	5	1			16
8	Community Meeting Room	0	5	8	15	14	11	14	15	21			103
9	Notary Appointments	4	6	12	10	12	2	3	4	3			56
10	Cybrarian Computer Uses			94	176	180	217	221	185	201			1274
11	Public Relations/Social Media												
12	Website Visits	3518	1445	1546	1479	1575	1361	1567	1994	1580			16065
13	Facebook Posts	66	54	74	65	75	64	65	55	70			588
14	Facebook Likes	1029	1035	1049	1056	1185	1076	1082	1091	1098			9701
15	Facebook video views	291	175	416	419	428	239	375	781	142			2013
16	Instagram Followers	405	411	416	419	428	428	440	449	458			3854
17	Instagram Posts	60	35	40	36	46	30	65	44	40			396
18	YouTube unique viewers	86											86
19	YouTube Subscribers	20	20	20	21	22	22	22	23	26			196
20	YouTube Channel views	138	80	79	54	101	89	86	126	74			827
21	Newsletter Subscribers	1409	1408	1412	1484	1425	1430	1432	1437	1445			12882
22	Databases												
23	Bridges Users	169	158	161	169	186	167	199	197	184			1590
24	Bridges Downloads	804	760	749	829	841	743	1071	891	824			7512
25	Kanopy Users	6	6	3	7	17	5	76	77	79			276
26	Kanopy Streams	69	15	15	51	45	50	45	49	14			353
27	Items Cataloged	146	163	145	151	174	164	184	232	149			1508
28	Items Deleted	272	139	167	74	592	373	716	287	527			3147
29	Items Repaired	46	19	28	21	2	25	19	14	12			186
30	Cost savings	\$ 823.60	\$ 350.52	\$ 556.27	\$ 394.52	\$ 35.98	\$ 492.48	\$ 329.89	\$ 268.75	\$ 213.78			\$ 3,465.79

FY22 Patron Visits and Item Circulation Statistics by Week



Library Metrics July 2021 - March 2022



Patron PC Logins by Day and Hour

Dates: Thursday February 24, 2022 - Wednesday March 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	
Thu Feb 24	0	0	0	0	2	1	3	2	4	1	0	0	13	1	0	4	1	0	1
Fri Feb 25	1	0	0	0	1	1	0	1	0	0	0	4	0	0	1	0	0	1	
Sat Feb 26	0	5	0	0	0	1	0	0	1	0	0	7	1	0	5	0	0	2	
Sun Feb 27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Feb 28	0	0	0	0	1	0	0	1	0	0	0	2	0	0	1	0	0	0	
Tue Mar 1	2	0	0	0	1	2	0	1	0	0	0	6	1	0	2	0	0	1	
Wed Mar 2	1	0	1	0	0	1	0	1	2	3	2	10	1	0	3	1	0	1	
Thu Mar 3	0	0	2	0	1	3	0	0	0	0	1	7	1	0	3	0	0	1	
Fri Mar 4	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	
Sat Mar 5	1	0	0	0	0	0	0	1	1	0	0	3	0	0	1	0	0	1	
Sun Mar 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Mar 7	0	0	0	0	0	2	0	2	0	0	0	4	0	0	2	0	0	1	
Tue Mar 8	1	0	1	0	0	0	0	1	0	1	0	4	0	0	1	0	0	1	
Wed Mar 9	0	0	0	0	0	0	2	7	3	2	0	14	1	0	7	0	0	2	
Thu Mar 10	0	1	2	0	0	2	5	4	1	0	0	15	1	0	5	1	0	2	
Fri Mar 11	3	4	1	0	1	1	1	1	1	0	0	12	1	0	4	1	1	1	
Sat Mar 12	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	
Sun Mar 13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Mar 14	2	0	0	0	0	0	1	0	2	1	0	6	1	0	2	0	0	1	
Tue Mar 15	1	0	0	1	1	1	2	1	0	0	0	6	1	0	2	0	0	1	
Wed Mar 16	1	1	1	1	3	0	0	1	0	0	0	7	1	0	3	0	0	1	
Thu Mar 17	0	0	0	2	1	0	2	2	0	0	0	7	1	0	2	0	0	1	
Fri Mar 18	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1	0	0	0	
Sat Mar 19	0	0	0	1	0	0	0	0	0	0	0	1	0	0	1	0	0	0	
Sun Mar 20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Mar 21	0	2	1	1	0	0	0	0	3	0	0	7	1	0	3	0	0	1	
Tue Mar 22	0	2	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0	1	
Wed Mar 23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	13	16	10	13	13	13	18	28	21	7	1	0	140						
Average	0.5	0.6	0.4	0.5	0.5	0.5	0.6	1	0.8	0.3	0	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0	0							
Maximum	3	5	2	3	2	5	7	4	2	1	0	0							
Median	0	0	0	0	0	0	1	0	0	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi:	0.8	1.2	0.6	0.8	0.7	1.2	1.5	1.2	0.6	0.2	0	0							

Guest Logins by Day and Hour

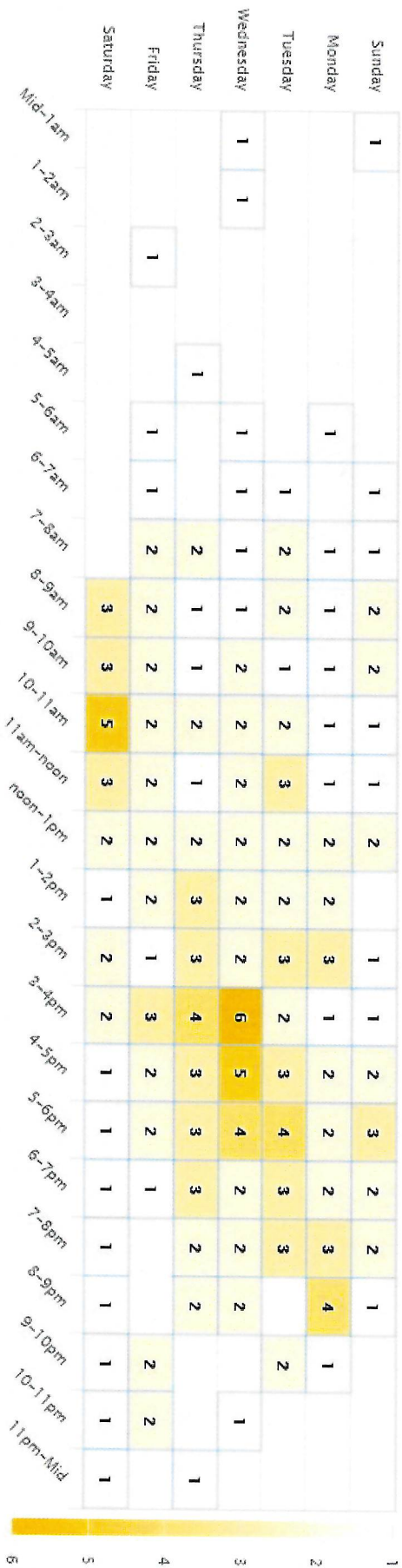
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Thu Feb 24	0	0	0	0	1	1	2	0	3	0	0	7	1	0	3	0	0	1
Fri Feb 25	0	0	0	0	1	0	0	1	0	0	0	2	0	0	1	0	0	0
Sat Feb 26	0	4	0	0	0	0	0	0	1	0	0	5	1	0	4	0	0	1
Sun Feb 27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Feb 28	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1	0	0	0
Tue Mar 1	0	0	0	0	1	1	0	0	0	0	0	2	0	0	1	0	0	0
Wed Mar 2	0	0	0	0	0	0	1	1	1	0	0	3	0	0	1	0	0	0
Thu Mar 3	0	0	1	0	0	1	3	0	0	0	0	5	1	0	3	0	0	1
Fri Mar 4	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sat Mar 5	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	0
Sun Mar 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 7	0	0	0	0	0	1	0	1	0	0	0	2	0	0	1	0	0	0
Tue Mar 8	0	0	1	0	0	0	1	0	1	0	1	3	0	0	1	0	0	1
Wed Mar 9	0	0	0	0	0	0	0	2	0	0	0	2	0	0	2	0	0	1
Thu Mar 10	0	0	1	0	0	1	4	2	1	0	0	9	1	0	4	0	0	1
Fri Mar 11	0	0	1	0	1	0	0	0	0	0	0	2	0	0	1	0	0	0
Sat Mar 12	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sun Mar 13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 14	1	0	0	0	0	1	0	1	0	1	0	3	0	0	1	0	0	1
Tue Mar 15	0	0	0	0	1	0	1	0	1	0	0	2	0	0	1	0	0	0
Wed Mar 16	0	1	1	2	0	0	1	0	0	0	0	5	1	0	2	0	0	1
Thu Mar 17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fri Mar 18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Mar 19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Mar 20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 21	0	0	1	1	0	0	0	3	0	0	0	5	1	0	3	0	0	1
Tue Mar 22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wed Mar 23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1	6	7	6	7	7	11	11	11	1	0	0	61					
Average	0	0.2	0.3	0.2	0.3	0.3	0.4	0.4	0.4	0	0	0						
Minimum	0	0	0	0	0	0	0	0	0	0	0	0						
Maximum	1	4	1	2	1	4	2	3	1	0	0	0						
Median	0	0	0	0	0	0	0	0	0	0	0	0						
Mode	0	0	0	0	0	0	0	0	0	0	0	0						
Standard Devi:	0.2	0.8	0.4	0.5	0.4	1	0.6	0.8	0.2	0	0	0						

Average Usage

● 02/23/2022 - 03/23/2022

Busiest Hour	Least Busy	Hourly Average
6	1	2
Wednesdays at 3 PM	Saturdays at 1 PM	



● 02/23/2022 - 03/23/2022

In February, 198 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



401 ↑ 6.93%

Monthly Sessions



375 ↑ 3.02%

Total Visits



198 ↑ 6.45%

Unique Visitors

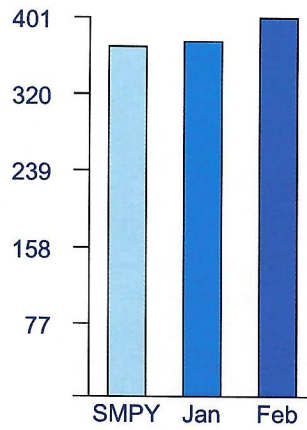


1.89 ↓ -3.57%

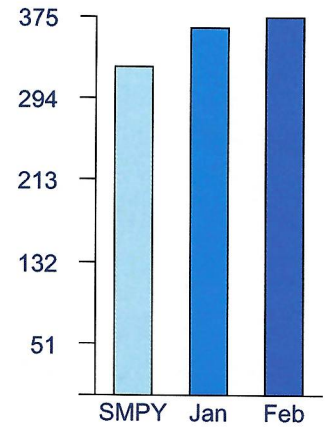
Average Return Rate

Avg dwell time 30 min.

Total Monthly Session Count

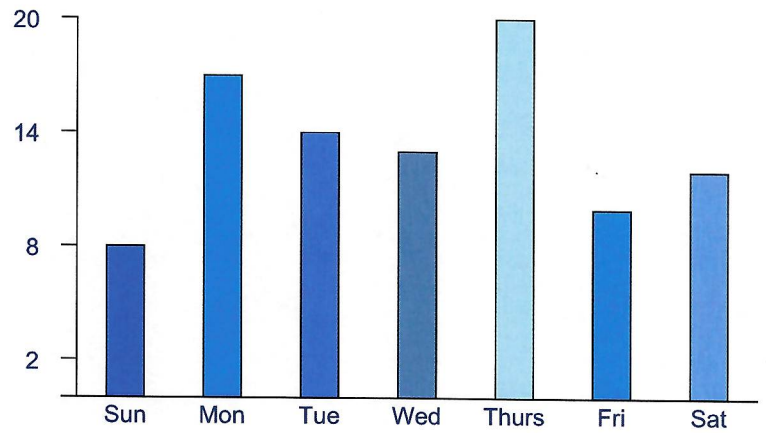


Total Monthly Visits

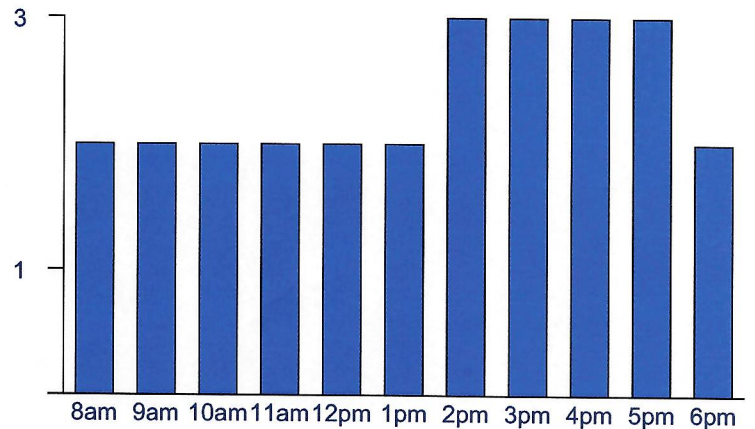


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



Solon Library Bills for March , 2022

Starting balance from Expenditure Report dated 3/21/22

		Monthly Avg
From Dues, Membership & Magazines (62100)	\$ (25.48)	
Paul D. Pate, Iowa Secretary of State Notary Renewal Megan	\$ 30.00	
Total Spent	\$ 30.00	\$ 58.33
Remaining Balance	\$ (55.48)	
From Travel and Conference (62400)	\$ 699.26	
Library CD renewal at Green State, Employee Travel Expense	\$ 10.08	
Employee Travel Expenses	\$ 18.87	
Total Spent	\$ 28.95	\$ 62.50
Remaining Balance	\$ 670.31	
From Building Maintenance (63100)	\$ 3,798.49	\$488.50 to be credited
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Gordon Lumber Company, cart repair inv#400838	\$ 36.00	
Total Spent	\$ 36.00	
Remaining Balance	\$ (1,237.51)	\$ 416.67
From Org Vehicle/Equipment Maint AC (63320)	\$ (2,108.08)	
Total Spent	\$ -	\$ 378.33
Remaining Balance	\$ (2,108.08)	
From Utilities (63710)	\$ 9,703.19	
Alliant Energy	\$ 60.26	
Mid-American	\$ 471.76	
Total Spent	\$ 532.02	\$ 1,083.33
Remaining Balance	\$ 9,171.17	
From Telephone/Internet (63730)	\$ 896.70	
ICN inv#642476	\$ 188.00	
Southslope	\$ 124.97	
Total Spent	\$ 312.97	\$ 324.42
Remaining Balance	\$ 583.73	
From Data Bases (63731)	\$ 533.34	
World Trade Press inv#676287 AtoZ databases	\$ 386.25	
Total Spent	\$ 386.25	\$ 125.00
Remaining Balance	\$ 147.09	
From Publishing (64140)	\$ 460.00	110.00 Credit from double payment
Solon Economist, Teen Services Position 2x2 ad inv#022249516	\$ 30.00	
Total Spent	\$ 30.00	\$ 50.00
Remaining Balance	\$ 430.00	
From Educational Program (64340)	\$ 3,445.15	
Zoom inv#135158004 (Visa)	\$ 16.04	
Garrett Elton inv#24 Mar, video editing	\$ 330.00	
Amazon, Adult Program phone stand (Visa)	\$ 62.99	
Amazon, Adult Program supplies (Visa)	\$ 20.50	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$ 5.50	
Renee's Ceramic Café, Adult Program mugs (Visa)	\$ 144.00	
Amazon, Adult Program supplies (Visa)	\$ 21.99	

Amazon, Youth Program supplies (Visa)	\$	23.99	
Amazon, Youth Program supplie (Visa)	\$	7.99	
Target, Adult Program supplies (Visa)	\$	10.87	
Dollar Tree, Adult Program Supplies (Employee Reimbursement)	\$	9.28	
Dollar Tree, Adult Program Supplies (Employee Reimbursement)	\$	4.24	
Total Spent	\$	657.39	\$ 1,179.17
Remaining Balance	\$	2,787.76	

From Library Books (65020) \$ 6,137.50

Baker & Taylor inv#2036545620	\$	212.39	
Baker & Taylor inv#2036546640	\$	190.09	
Baker & Taylor inv#2036570719	\$	397.62	
Baker & Taylor inv#2036571754	\$	75.17	
Baker & Taylor inv#2036575631	\$	77.39	
Baker & Taylor inv#2036577648	\$	66.60	
Baker & Taylor inv#2036579080	\$	27.65	
Baker & Taylor inv#2036593439	\$	196.77	
Baker & Taylor inv#2036595830	\$	38.80	
Penworthy inv#0580022-IN	\$	268.39	
Amazon, 4 books (Visa)	\$	18.43	
Amazon, 2 books (Visa)	\$	15.98	
Amazon, 2 books (Visa)	\$	41.60	
Amazon, 2 books (Visa)	\$	32.94	
Amazon, 1 book (Visa)	\$	13.99	
Amazon, 1 book (Visa)	\$	8.99	
Amazon, 1 book (Visa)	\$	23.49	
Amazon, 1 book (Visa)	\$	10.98	
Amazon, 3 books (Visa)	\$	45.75	
Amazon, 1 book (Visa)	\$	11.49	
Amazon, 1 book (Visa)	\$	8.45	
Amazon, 1 book (Visa)	\$	13.90	
Amazon, 2 books (Visa)	\$	37.22	
Daydreams Comics, 2 books (Visa)	\$	19.18	
Thriftbooks, 1 book (Visa)	\$	8.66	
Total Spent	\$	1,861.92	\$ 1,875.00
Remaining Balance	\$	4,275.58	

From Library Video Materials (65030) \$ 1,652.07

Baker & Taylor inv#H60323080	\$	28.68	
Baker & Taylor inv#H60475340	\$	111.93	
Baker & Taylor inv#H60597180	\$	34.98	
Baker & Taylor inv#H60703410	\$	45.48	
MicroMarketing inv#881115	\$	9.99	
MicroMarketing inv#881705	\$	36.98	
Amazon, 1 DVD (Visa)	\$	9.95	
Amazon, 1 DVD (Visa)	\$	29.99	
Amazon, 3 DVDs (Visa)	\$	17.97	
Amazon, 1 DVD (Visa)	\$	19.99	
Walmart, 3 DVD sets (Visa)	\$	59.99	
Total Spent	\$	405.93	\$ 404.17
Remaining Balance	\$	1,246.14	

From Library Audio Materials (65040) \$ (485.91)

Baker & Taylor inv#2036545620	\$	19.25	
Baker & Taylor inv#2036570719	\$	43.98	
Baker & Taylor inv#2036579080	\$	36.84	
Total Spent	\$	100.07	\$ 470.83
Remaining Balance	\$	(585.98)	

From Puzzles, Puppet Kits (65050) \$ (56.66)

Amazon, 1 game (Visa)	\$	16.99		
DEMCO, puppet kit bags (Visa)	\$	98.37		
Reading Rewards, 2 books (Visa)	\$	15.51		
Amazon, 3 books (Visa)	\$	30.63		
Amazon, 1 puppet (Visa)	\$	20.99		
Amazon, 2 books, 1 puppet (Visa)	\$	57.73		
Amazon, 1 puppet (Visa)	\$	48.90		
Amazon, 12 books for storytime kit (Visa)	\$	98.89		
Amazon, 1 book (Visa)	\$	10.99		
Amazon, 1 book (Visa)	\$	8.95		
Amazon, Library of Things, SD card (Visa)	\$	11.50		
Amazon, puppet kits supplies (Visa)	\$	5.15		
Amazon, puppet kits supplies (Visa)	\$	9.49		
Amazon, 1 puppet kit book (Visa)	\$	6.31		
Amazon, 1 puppet kit book (Visa)	\$	12.89		
Amazon, 1 puppet kit book (Visa)	\$	7.50		
Walmart, Library of Things bag (Employee Reimbursement)	\$	23.48		
Total Spent	\$	484.27	\$	41.67
Remaining Balance	\$	(540.93)		

From Operating Supplies (65070)	\$	(695.42)		
Office Express inv#217655-0, trash bags	\$	24.89		
Office Express inv#219780-0, printer cartridges	\$	248.15		
Office Express inv#219780-1, printer cartridge	\$	37.51		
Office Express inv#219791-0, printer cartridges	\$	322.62		
Office Express inv#219803-0, printer cartridge	\$	244.42		
Tallgrass inv#5553896, copy paper	\$	37.99		
Tallgrass inv#5554283, monthly planner	\$	18.07		
Antelope inv#03162022, Demco spine labels	\$	10.00		
DEMCO, book covering, label protectors (Visa)	\$	70.83		
DEMCO, book covering, NEW tape (Visa)	\$	59.15		
DEMCO, label protectors (Visa)	\$	13.08		
DEMCO, label protectors, book jacket cover(Visa)	\$	107.57		
Amazon, masks (Visa)	\$	14.99		
Amazon, monthly planner (Visa)	\$	19.90		
Amazon, labels (Visa)	\$	8.99		
Total Spent	\$	1,238.16	\$	541.67
Remaining Balance	\$	(1,933.58)		

From Postage and Shipping (65080)	\$	704.81		
USPS, 2 ILL books (Visa)	\$	7.26		
USPS, 1 ILL book (Visa)	\$	3.03		
USPS 1 ILL book (Visa)	\$	4.23		
Total Spent	\$	14.52	\$	75.00
Remaining Balance	\$	690.29		

From Supplies (65990) \$ (148.22)

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

From Office Equipment (67250)	\$	2,598.63		
DEMCO, Book supports (Visa)	\$	52.42		
DEMCO, Book supports (Visa)	\$	65.52		
DEMCO, Book supports (Visa)	\$	146.11		
DEMCO, Slatwall Newspaper Acrylic Rack (Visa)	\$	258.29		
Total Spent	\$	522.34	\$	333.33
Remaining Balance	\$	2,076.29		

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 3/31/2022		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 1.1 GENERAL FUND								
Fund: 001 - GENERAL FUND								
Expenditures								
Dept: 4410 LIBRARY SERVICES								
60100 SALARIES		202,741.00	202,741.00	136,584.28	7,280.20	0.00	66,156.72	67.4
61100 FICA SOCIAL SECURITY		15,165.00	15,165.00	10,406.75	554.73	0.00	4,758.25	68.6
61200 FICA MEDICARE		0.00	0.00	0.00	0.00	0.00	0.00	0.0
61300 IPERS		18,714.00	18,714.00	12,874.13	687.24	0.00	5,839.87	68.8
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	725.48	421.15	0.00	-25.48	103.6
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	6,487.42	746.38	0.00	3,512.58	64.9
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	3,357.07	60.26	0.00	9,642.93	25.8
63730 TELEPHONE/INTERNET		3,893.00	3,893.00	2,996.30	0.00	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	250.00	30.00	0.00	350.00	41.7
64340 EDUCATIONAL PROGRAM		14,150.00	14,150.00	10,704.85	1,254.81	0.00	3,445.15	75.7
65020 LIBRARY BOOKS		22,500.00	22,500.00	16,333.12	2,400.53	0.00	6,166.88	72.6
65030 LIBRARY VIDEO MATERIALS		4,850.00	4,850.00	3,197.93	379.96	0.00	1,652.07	65.9
65040 LIBRARY AUDIO MATERIALS		5,650.00	5,650.00	6,135.91	311.96	0.00	-485.91	108.6
65050 PUZZELS, PUPPET KITS		500.00	500.00	566.65	92.67	0.00	-66.65	113.3
65070 OPERATING SUPPLIES		6,500.00	6,500.00	7,207.40	351.82	0.00	-707.40	110.9
65080 POSTAGE AND SHIPPING		900.00	900.00	320.38	147.35	0.00	579.62	35.6
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	1,401.37	302.71	0.00	2,598.63	35.0
LIBRARY SERVICES		365,352.00	365,352.00	227,462.74	15,021.77	0.00	137,889.26	62.3
Expenditures		365,352.00	365,352.00	227,462.74	15,021.77	0.00	137,889.26	62.3
Net Effect for GENERAL FUND		-365,352.00	-365,352.00	-227,462.74	-15,021.77	0.00	-137,889.26	
Grand Total Net Effect:		-365,352.00	-365,352.00	-227,462.74	-15,021.77	0.00	-137,889.26	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 3/31/2022	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 1.1 GENERAL FUND							
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	500.00	500.00	62.30	62.30	0.00	437.70	12.5
64380 BANK SERVICE CHARGE	0.00	0.00	0.00	0.00	0.00	0.00	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
65080 POSTAGE AND SHIPPING	0.00	0.00	0.00	0.00	0.00	0.00	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
67300 LAND	0.00	0.00	0.00	0.00	0.00	0.00	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	99,697.83	62.30	0.00	-89,197.83	949.5
Expenditures	10,500.00	10,500.00	99,697.83	62.30	0.00	-89,197.83	949.5
Net Effect for GENERAL FUND	-10,500.00	-10,500.00	-99,697.83	-62.30	0.00	89,197.83	
Grand Total Net Effect:	-10,500.00	-10,500.00	-99,697.83	-62.30	0.00	89,197.83	

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

Beginning Balance \$ 57,940.60

Income:

Expenses:

Ending Balance \$ 57,940.60

CD's

Bridge Bank - .20% 6/28/2022 \$ 11,094

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

Beginning Balance \$ 43,450.30

Income:

Expenses:

Ending Balance \$ 43,450.30

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

Beginning Balance	\$ 2,000.00
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Income:

Expenses:

Ending Balance	\$ 2,000.00
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Solon Public Library COVID-19 Response Phases March 2020 - March 2022

Summary

March 2020 – May 2020

- Library building closed to the public, Staff available by phone and email
- Staff schedules include work from home and single staff member in library
- Create individual staff workstations
- Online resources available, including virtual library card application
- Patron WiFi boosted to parking lot
- Digital Newsletter and Storytimes
- Bulk mailing to promote online Summer Reading Program

June 2020

- Resume book and puzzle circulation via Contactless Curbside Pick-up
- Materials quarantine/cleaning protocol
- Plexiglass panels installed, hand sanitizer stations and PPE procured
- Remove all library seating except for active computer stations
- Zoom Board Meetings

July 2020 – March 2021

- Library open for appointments (High Risk in AM, Single Households in PM)
- Masks and Social distancing required for all who enter (staff and patrons)
- Restrooms and water fountains closed to public
- Every other computer station available
- Surface cleaning protocol
- No donations accepted
- Variety of online programming
- Grab and Go kits available in lobby

April 2021 – May 2021

- Walk-in browsing in afternoons
- Restrooms opened for walk-in browsing
- Volunteers work in meeting room
- Ended book quarantine based on scientific evidence, continued cleaning books

June 2021 – August 2021

- Single household appointments first hour of the day
- Walk-in browsing rest of operating hours
- Drinking fountain open to public
- Outdoor summer programming
- Summer Reading Program slips and prizes available in library for all patrons

- Masks requested and provided (Johnson County mask mandate ended May 2021)
- Board approves 24/7 WiFi in library parking lot

September 2021 – October 2021

- Establish new permanent Library Hours
- Resume circulation of puppet kits
- Return library seating
- Resume newspaper subscriptions
- Resume community puzzle table
- Resume community meeting room reservations
- Distribute PCR COVID test kits from lobby

November 2021 – February 2022

- Hybrid (in-person masked or remote via Zoom) programming for adults
- Monthly hidden pictures passive in-person program in library
- New CDC guidelines for Community Risk Analysis by county 2/25/22

March 2022

- Resume monthly in-person adult programming with masks

April 2022

- Resume in-person Storytime with masks and carpet squares, take home craft

InterLibrary Loan Policy

- The Solon Library participates in the statewide interlibrary loan program. This is a reciprocal system: to be able to borrow materials from other libraries, we have to be willing to loan our materials when requested.
- The loan period for ILL's is one month and can be extended, when requested, by the borrowing library and vice versa.
- Loans will not be made for books unless they are 6 months past the original publishing date. This applies to both items that we are lending and those that we might wish to borrow.
- We currently do not charge a mailing fee for this service.
- To make an ILL request, a patron has to have a valid Solon Public Library card.
- We do not request to borrow a book that we already own, with one exception.
 - If a patron wishes a book title that they need for a book club, and our copy is not available, we will ILL a copy for them but they have to agree to pay the postage.

Reviewed and approved 8/22/2016

Solon Public Library
Interlibrary Loan Policy - DRAFT

About Interlibrary Loan Policy

The purpose of this policy is to explain the process for borrowing and lending library materials with other Iowa libraries through the Interlibrary Loan Program supported by the State Library of Iowa.

Interlibrary Loan Policy

1. The Solon Public Library participates in the statewide Interlibrary Loan Program (ILL). This is a reciprocal system: to be able to borrow materials from other libraries, we have to be willing to loan our materials when requested.
2. The loan period for ILL items is one month and can be extended, when requested.
3. Loans will only be made for books that are at least 6 months past the original publishing date. This rule applies to both items that we are lending and those that we might wish to borrow.
4. Solon Public Library does not currently charge a mailing fee to our patrons for this service. The State Library of Iowa provides IA Shares delivery service between all Iowa public libraries. We cover the cost of mailing to any libraries not included in the IA Shares delivery service.
5. ILL service is available to all patrons in Solon or Johnson County patron groups with a valid Solon Public Library card. Any Open Access patrons are directed to request ILL loans from their home library.
6. We will not request to borrow a book that we already own, unless the patron needs it for a book club and our copy is not available.
7. The patron is responsible for any late or damage fees assessed by the lending library.
8. Solon Public Library Circulation Policy regarding lost or damaged items applies to ILL items. A patron's account will be frozen if they have lost or damaged an ILL item resulting in \$10.00 fees or greater.