

Agenda for Solon Library Board Meeting
Monday, April 25, 2022 @6:30 pm

Join Zoom Meeting:

Topic: SPL Board of Trustees Meeting

Time: April 25, 2022 06:30 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 Cole Gabriel, new City Council Liaison

Approval of the agenda

Approval of the minutes

- Mar 28, 2022

Citizen's Speak

Committee reports

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

Directors Report

Approval of Bills

- April 2022

Review of Foundation report: N/A, Foundation meeting scheduled for 4/27/22

Old Business

- Budget for FY2023
- Director's Evaluation

New Business

- City Employee Handbook
- Circulation Policy revisions

Next Meeting: Monday, May 23, 2022 at 6:30 pm

Adjourn

The Solon Public Library Board

Meeting Minutes

Mar 28, 2022

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:04 p.m.

Present

Bill Christensen, Jennifer Fetzer, Sandy Lawrence, Jackie Nemecek, Laurie Neuerburg, March Sutton, Liz King (Library Director)

Absent

None

Approval of Agenda

Lawrence moved to approve the agenda and Nemecek seconded. The agenda was unanimously approved as distributed.

Approval of Minutes

Lawrence moved to approve the minutes and Fetzer seconded. The minutes of the previous meeting were unanimously approved as distributed.

Citizen's Speak and Correspondence

King shared that an individual had communicated that they were pleased with the newspaper selection at the library.

Committee Reports

- **Building:** None
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** None
- **Hiring Committee:** None

Library Director's Report

King encouraged the Board to attend the City Council meeting on Wednesday, April 6 for National Library Week.

Approval of Bills

King noted that there was a charge for Siddell to travel to sign for our newest investment. Fetzer moved to approve the March 2022 bills and was seconded by Lawrence. The March 2022 bills were unanimously approved for payment as presented.

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Budget for FY2023**
The budget has not been approved yet.
- **Earth Day Program**
The Earth Day program is moving to August.
- **Solon Beef Days in July**
A kids' corner activity is planned.
- **Director's Evaluation**
Board members must submit their evaluations to Sutton by the April Board meeting.

New Business

- **Interlibrary Loan Policy**
The Board reviewed the policy.
Motion: A motion to approve the interlibrary loan policy was introduced by Nemecek. The motion was seconded by Fetzer. The motion passed unanimously.
- **Timing of Board meetings**
The Board discussed the timing of monthly meetings. The Board meetings will now begin at 6:30 pm going forward.

Next Month's Agenda

- Earth Day
- Beef Days

Adjournment

Nemecek moved to adjourn the meeting and was seconded by Lawrence. The meeting was adjourned by Sutton at 7:42 p.m.

Next Meeting

Regular Meeting: Monday, April 25, 2022

Submitted by

LJN

Director's Report April 2022

In April I attended regular meetings with the City Council and the Friends of the Library, and the Solon Public Library Foundation. Mayor Steve Stange read the National Library Week Proclamation at the April 6th City Council Meeting. Thank you to all who attended that meeting! The Friends' investment professional attended their meeting to discuss investment strategies and their registration for the City Wide Garage Sales is ongoing from April 11 - May 23. Thanks to the dedicated efforts of the Foundation members, The Silent Art Auction is available for viewing in the library display cases and in the meeting room. Bidding starts on Monday, April 25, and closes on Saturday, May 7. This fundraiser will support a mobile computer lab for the library. During National Library Week/Month, we are recognizing all of our volunteers and expressing our gratitude for each person's contribution to our library. This includes our Board of Trustees, The Friends of the Library, Foundation members, Teen Advisory Board, and our regular volunteers at the library.

April programming included a return to in-person weekly Storytimes and has filled our Tuesday mornings with many happy littles and their caregivers. The train table and toys are available in the children's area, and kids of all ages have enjoyed the monthly hidden pictures activity. We are collaborating with Jill Weetman (Solon Senior Support) to offer Coffee & Conversation every Wednesday morning at 9:30 am. Attendance has grown each week, and we are very excited about this partnership with Jill. Adult Game Night is scheduled for Thursday, April 28 at 7pm.

Outreach/Book Deliveries:

1 Lakeview BASP
1 Spartan Early Childhood Center
0 Solon Independent Living

Newsletter Link: [April Newsletter](#)

Subscribers 1451

Youth Programming

3/24/22 - BAM POW to Go - Make It: Friend in Motion - 36
3/31/22 - BAM POW to Go - Play It: Break the Ice - 36
4/7/22 - BAM POW to Go - Watch It: Signs of Spring - 36
4/14/22 - BAM POW to Go - Build It: Paper Blooming Flower - 36
Coloring Challenge (Mar) - 26
1000 Books Before Kindergarten - 1
Let's Go LEGO! - 21 creations returned for display
Storytime Theme (April): Heroes
 Week #1: Amazing Adults 24
 Week #2: Fearless Firefighters 19
 Week #3: Smart Scientists 18

Teens (5th-12th graders):

Teen Reading Challenge, Year-long program - 7 teens, 1 completed challenge
March Manga Me Art Challenge - 5

Adult Programming

Cookbook Club - March	21 packets	6 FB interactions
DIY - Mini Books 4/12	13 kits	6 in person, 2 Zoom
Book Club: Wildland Sentinel	16 books	6 in person, 3 Zoom
Coffee & Conversations		22 attendees

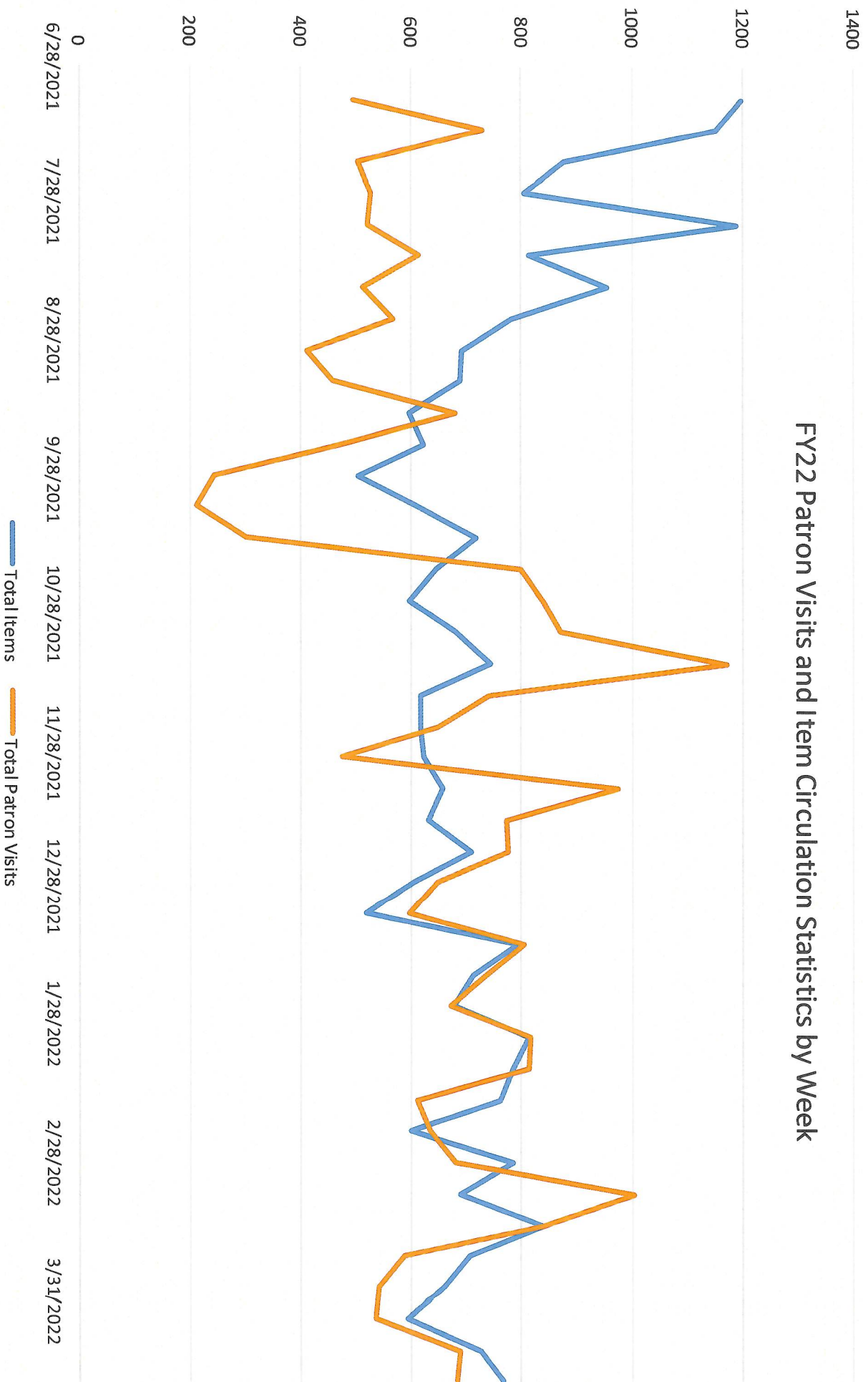
Looking forward to May and into summer, we are finalizing plans for our Summer Reading Program. The theme this year is Read Beyond the Beaten Path. We plan to provide Summer Reading packets to students at Solon Schools, local preschools, daycares, and homeschool families. We started this last year and felt it was a very successful way to encourage participation and inform families about our program.

Sincerely,

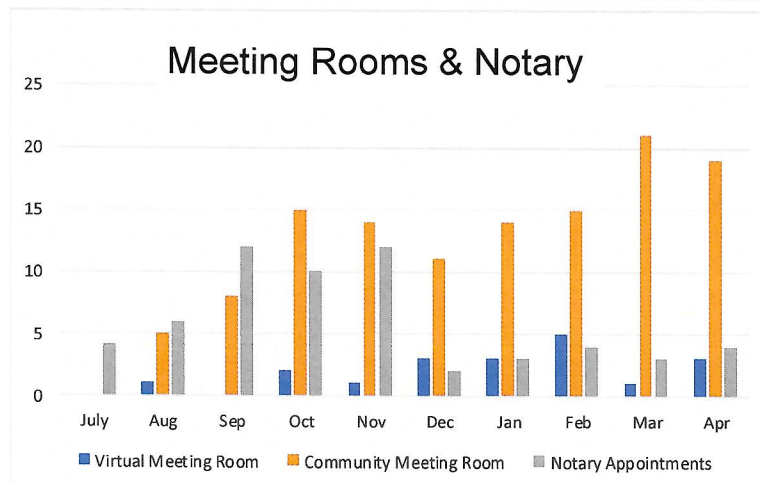
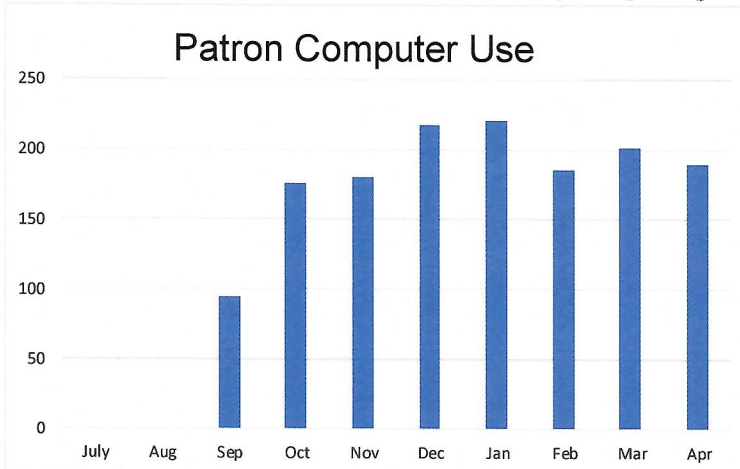
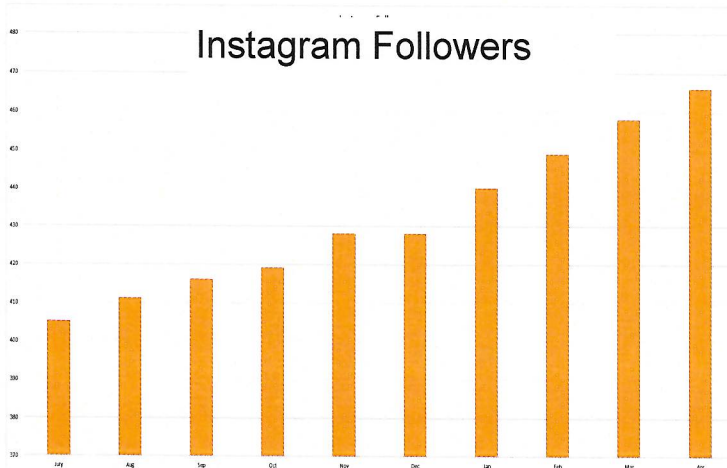
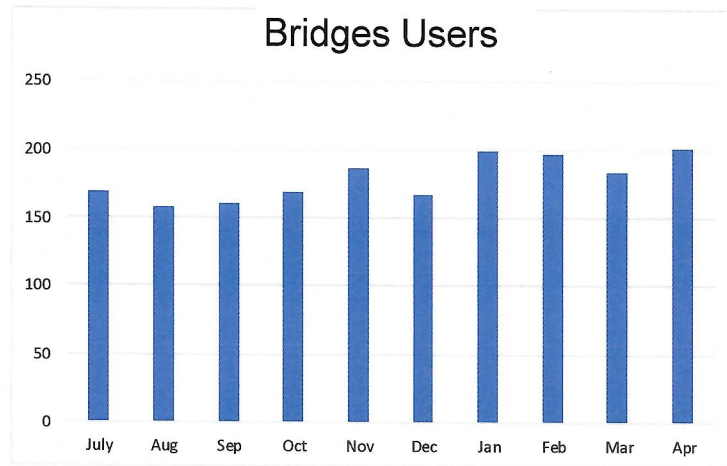
Liz King
Director, Solon Public Library

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	FY22 Solon Public Library Metrics	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
2	Item Circulation	3682	4290	2234	2581	3024	3226	3089	2802	2751	2760			30439
3	Patron Visits	2038	2533	1838	1906	4090	3648	3138	2733	2759	2796			27479
4	ILL items borrowed	32	45	44	46	44	56	60	58	59	37			481
5	ILL items lent	14	31	23	16	20	17	26	18	19	24			208
6	Virtual Meeting Room	0	1	0	2	1	3	3	5	1	3			19
7	Community Meeting Room	0	5	8	15	14	11	14	15	21	19			122
8	Notary Appointments	4	6	12	10	12	2	3	4	3	4			60
9	Cybrarian Computer Uses			94	176	180	217	221	185	201	190			1464
10	Public Relations/Social Media													
11	Website Visits	3518	1445	1546	1479	1575	1361	1567	1994	1580	1710			17775
12	Facebook Posts	66	54	74	65	75	64	65	55	70	63			651
13	Facebook Likes	1029	1035	1049	1056	1185	1076	1082	1091	1098	1108			10809
14	Facebook video views	291	175	416	419	428	428	440	449	458	466			2302
15	Instagram Posts	60	35	40	36	46	30	65	44	40	38			434
16	Instagram unique viewers	86	20	20	21	22	22	22	23	26	26			222
17	YouTube Subscribers	138	80	79	54	101	89	86	126	74	134			961
18	YouTube Channel views	1409	1408	1412	1484	1425	1430	1432	1437	1445	1451			14333
19	Databases													
20	Bridges Users	169	158	161	169	186	167	199	197	184	201			1791
21	Bridges Downloads	804	760	749	829	841	743	1071	891	824	904			8416
22	Kanopy Users	6	6	3	7	17	5	76	77	79	79			355
23	Kanopy Streams	69	15	15	51	45	50	45	49	14	17			370
24	Items Cataloged	146	163	145	151	174	164	184	232	149	198			1706
25	Items Deleted	272	139	167	74	592	373	716	287	527	98			3245
26	Items Repaired	46	19	28	21	2	25	19	14	12	24			210
27	Cost savings	\$ 823.60	\$ 350.52	\$ 556.27	\$ 394.52	\$ 35.98	\$ 492.48	\$ 329.89	\$ 268.75	\$ 213.78	\$ 450.58			\$ 3,916.37

FY22 Patron Visits and Item Circulation Statistics by Week



Library Metrics July 2021 - April 2022



In March, 225 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



417 ↑ 3.99%

Monthly Sessions



399 ↑ 6.4%

Total Visits



225 ↑ 13.64%

Unique Visitors

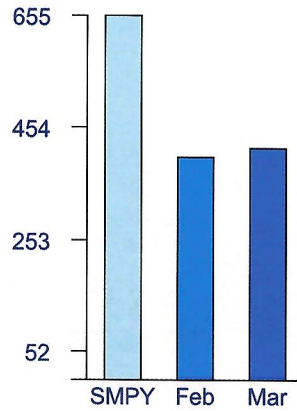


1.77 ↓ -6.35%

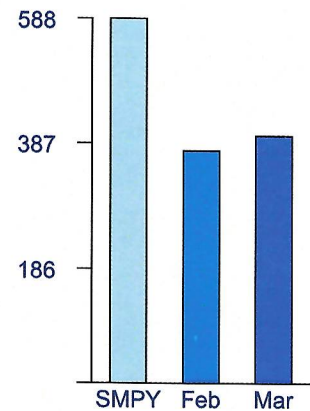
Average Return Rate

Avg dwell 29 minutes

Total Monthly Session Count

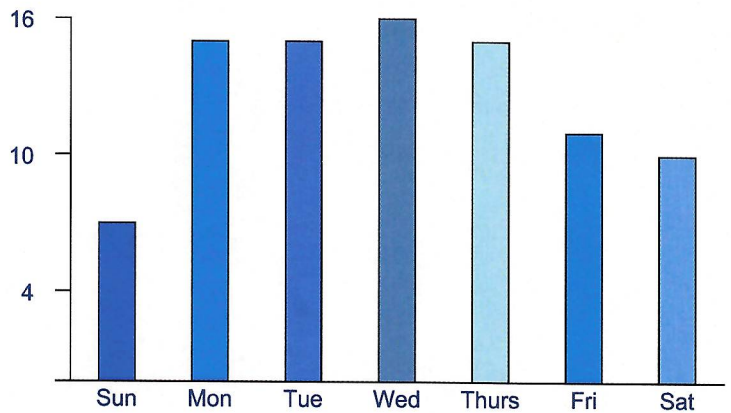


Total Monthly Visits

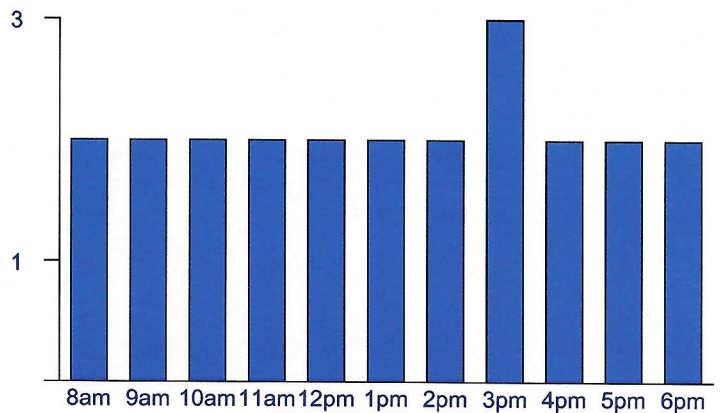


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly

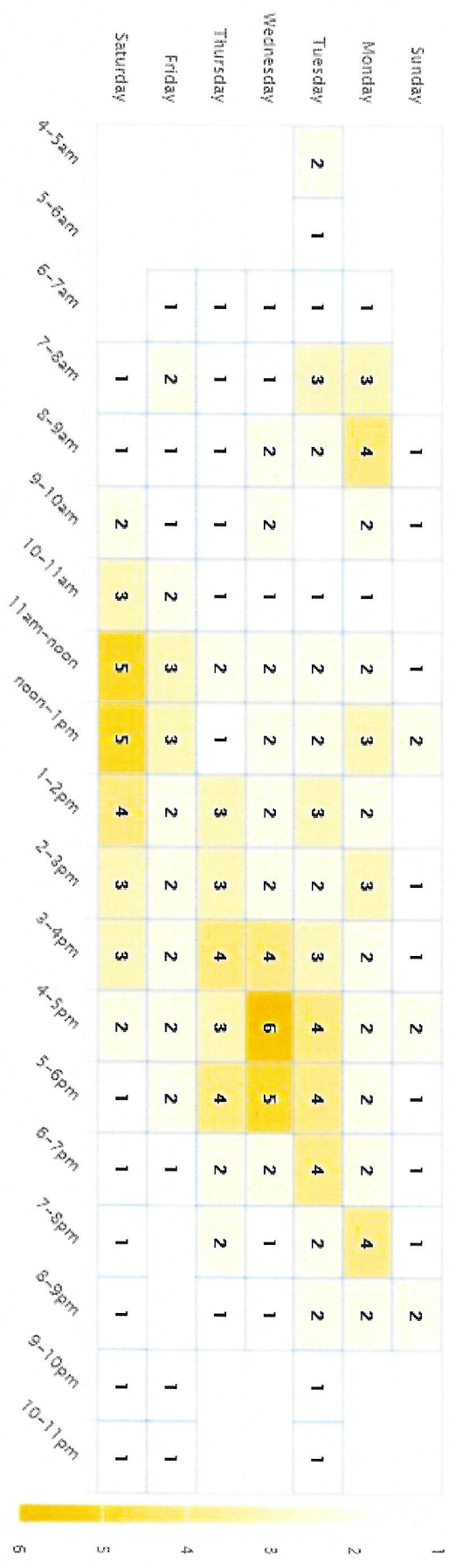


WhoFi Report+

Average Usage

03/23/2022 - 04/20/2022

Busiest Hour: 6
 Least Busy: 1
 Hourly Average: 2
 Wednesdays at 4 PM
 Saturdays at 7 AM



03/23/2022 - 04/20/2022

Patron PC Logins by Day and Hour

Dates: Thursday March 24, 2022 - Wednesday April 20, 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 Mar 24	0	0	0	0	2	1	1	1	0	1	0	6	1	0	2	0	0	1
Fri Mar 25	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sat Mar 26	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0	0	0
Sun Mar 27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 28	2	1	0	0	0	1	0	1	3	0	0	8	1	0	3	0	0	1
Tue Mar 29	0	0	0	2	1	0	4	1	0	1	0	9	1	0	4	0	0	1
Wed Mar 30	0	1	0	0	1	1	6	0	3	0	0	12	1	0	6	0	0	2
Thu Mar 31	0	1	0	1	5	1	0	1	1	0	0	10	1	0	5	1	0	1
Fri Apr 1	0	3	0	0	0	1	2	1	0	0	0	7	1	0	3	0	0	1
Sat Apr 2	1	0	1	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0
Sun Apr 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 4	0	1	0	0	0	0	1	1	1	0	0	4	0	0	1	0	0	1
Tue Apr 5	1	1	0	0	0	0	4	0	0	0	0	6	1	0	4	0	0	1
Wed Apr 6	0	0	0	0	3	1	5	0	2	0	0	11	1	0	5	0	0	2
Thu Apr 7	0	0	0	0	0	1	2	2	1	2	0	8	1	0	2	0	0	1
Fri Apr 8	0	0	0	0	0	1	2	1	0	0	0	4	0	0	2	0	0	1
Sat Apr 9	1	0	0	0	1	0	0	3	0	0	0	5	1	0	3	0	0	1
Sun Apr 10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 11	1	0	0	0	0	0	1	0	0	0	0	2	0	0	1	0	0	0
Tue Apr 12	1	1	0	0	2	0	0	1	0	0	0	5	1	0	2	0	0	1
Wed Apr 13	0	0	1	1	0	0	3	2	3	0	0	10	1	0	3	0	0	1
Thu Apr 14	0	0	0	0	1	3	1	1	0	1	0	7	1	0	3	0	0	1
Fri Apr 15	0	0	2	2	0	0	0	0	0	0	0	4	0	0	2	0	0	1
Sat Apr 16	0	0	0	0	1	1	1	0	0	0	0	3	0	0	1	0	0	1
Sun Apr 17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 18	0	0	0	0	0	1	1	1	0	0	0	2	0	0	1	0	0	0
Tue Apr 19	0	0	0	0	0	1	1	0	2	0	0	4	0	0	2	0	0	1
Wed Apr 20	1	2	0	0	0	0	0	0	0	0	0	3	0	0	2	0	0	1
Total	8	11	5	6	17	15	35	16	16	5	0	134						
Average	0.3	0.4	0.2	0.2	0.6	0.5	1.3	0.6	0.6	0.2	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	3	2	2	5	3	6	3	3	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:	0.5	0.7	0.5	0.6	1.1	0.7	1.7	0.8	1	0.5	0							

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Guest Logins by Day and Hour

Dates: Thursday March 24, 2022 - Wednesday April 20, 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 Mar 24	0	0	0	0	2	1	0	0	0	0	0	3	0	0	2	0	0	1
Fri Mar 25	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sat Mar 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Mar 27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 28	1	1	0	0	0	1	0	0	0	0	0	3	0	0	1	0	0	1
Tue Mar 29	0	0	0	1	0	0	3	0	0	0	0	4	0	0	3	0	0	1
Wed Mar 30	0	1	0	0	0	0	4	0	4	1	0	6	1	0	4	0	0	1
Thu Mar 31	0	1	0	0	4	1	0	1	0	0	0	7	1	0	4	0	0	1
Fri Apr 1	0	3	0	0	0	0	1	0	0	0	0	4	0	0	3	0	0	1
Sat Apr 2	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sun Apr 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Apr 5	1	0	0	0	0	0	3	0	0	0	0	4	0	0	3	0	0	1
Wed Apr 6	0	0	0	0	0	0	3	0	0	0	0	3	0	0	3	0	0	1
Thu Apr 7	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0	0	1
Fri Apr 8	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1	0	0	0
Sat Apr 9	1	0	0	0	0	0	0	2	0	0	0	3	0	0	2	0	0	1
Sun Apr 10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 11	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Tue Apr 12	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Wed Apr 13	0	0	1	0	0	0	0	1	0	0	0	2	0	0	1	0	0	0
Thu Apr 14	0	0	0	0	1	3	1	0	0	0	0	5	1	0	3	0	0	1
Fri Apr 15	0	0	0	2	0	0	0	0	0	0	0	2	0	0	2	0	0	1
Sat Apr 16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Apr 17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Apr 19	0	0	0	0	0	0	1	1	0	0	0	2	0	0	1	0	0	0
Wed Apr 20	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Total	6	7	2	3	7	7	18	5	1	0	0	56						
Average	0.2	0.3	0.1	0.1	0.3	0.3	0.6	0.2	0	0	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	1	3	1	2	4	3	4	2	1	0	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:	0.4	0.6	0.3	0.4	0.8	0.6	1.2	0.5	0.2	0	0							

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Solon Library Bills for April, 2022

Starting balance from Expenditure Report dated 4/7/22

			Monthly Avg
From Dues, Membership & Magazines (62100)	\$ (174.48)		
Solon Economist Annual Subscription	\$ 55.00		
Total Spent	\$ 55.00	\$	58.33
Remaining Balance	\$ (229.48)		
From Travel and Conference (62400)	\$ 669.47		
Employee Travel expenses	\$ 19.01		
Total Spent	\$ 19.01	\$	62.50
Remaining Balance	\$ 650.46		
From Building Maintenance (63100)	\$ 3,762.49		
\$5,000 allocated for reserve funds	\$ 5,000.00		Hidden balance for reserves
Joe's Quality Window Cleaning inv#20489	\$ 160.00		
CID, Cleaning supplies inv#224082	\$ 150.00		
Office Express inv#227785-0	\$ 219.05		
Amazon, cleaning supplies (Visa)	\$ 7.99		
Target, cleaning supplies (Visa)	\$ 14.22		
Total Spent	\$ 551.26		
Remaining Balance	\$ (1,788.77)	\$	416.67
From Org Vehicle/Equipment Maint AC (63320)	\$ (2,108.08)		
Total Spent	\$ -	\$	378.33
Remaining Balance	\$ (2,108.08)		
From Utilities (63710)	\$ 9,171.17		
Alliant Energy	\$ 12.60		
Mid-American	\$ 282.27		
Total Spent	\$ 294.87	\$	1,083.33
Remaining Balance	\$ 8,876.30		
From Telephone/Internet (63730)	\$ 583.73		
ICN inv#644337	\$ 188.00		
Southslope	\$ 127.91		
Total Spent	\$ 315.91	\$	324.42
Remaining Balance	\$ 267.82		
From Data Bases (63731)	\$ 147.09		
Total Spent	\$ -	\$	125.00
Remaining Balance	\$ 147.09		
From Publishing (64140)	\$ 430.00		
Authentic Creatives LLC, clipart annual subscription, inv#1066	\$ 50.00		
Total Spent	\$ 50.00	\$	50.00
Remaining Balance	\$ 380.00		
From Educational Program (64340)	\$ 2,591.00		
Casey's gift card, Employee Reimbursement	\$ 15.00		

READSquared annual subscription inv#13516	\$	495.00	
Antelope Lending Library, 12 book mending kits, inv#4192022	\$	180.00	
Zoom inv#140177329 (Visa)	\$	16.04	
Target, Adult program supplies (Visa)	\$	11.99	
Bricklink, Youth program supplies (Visa)	\$	18.93	
Amazon, Adult program supplies (Visa)	\$	24.49	
Amazon, Adult program supplies (Visa)	\$	8.99	
Amazon, Adult program supplies (Visa)	\$	4.99	
Amazon, Adult program supplies (Visa)	\$	13.98	
Amazon, Adult program supplies (Visa)	\$	12.99	
Amazon, Adult program supplies (Visa)	\$	96.07	
The Haunted Bookshop, Youth program supplies (Visa)	\$	300.00	
Amazon, Adult program supplies (Visa)	\$	16.99	
Amazon, Youth program supplies (Visa)	\$	14.44	
Amazon, Youth program supplies (Visa)	\$	57.88	
Amazon, Youth program supplies (Visa)	\$	8.99	
Amazon, Youth program supplies (Visa)	\$	63.98	
Amazon, Youth program supplies (Visa)	\$	155.06	
Amazon, Youth program supplies (Visa)	\$	29.98	
Amazon, Adult program supplies (Visa)	\$	4.20	
Amazon, Youth program supplies (Visa)	\$	30.87	
Amazon, Adult program supplies (Visa)	\$	10.76	
Foamalicious, organic foam solution (Visa)	\$	127.54	
HyVee, Teen program supplies (Visa)	\$	78.84	
OTC, Youth program supplies (Visa)	\$	89.96	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$	13.75	
Target, Adult program supplies (Visa)	\$	22.46	
Total Spent	\$	1,924.17	\$ 1,179.17
Remaining Balance	\$	666.83	
From Library Books (65020)	\$	4,192.44	
Baker & Taylor inv#2036602310	\$	110.45	
Baker & Taylor inv#2036602332	\$	390.00	
Baker & Taylor inv#2036604437	\$	481.88	
Baker & Taylor inv#2036620394	\$	311.44	
Baker & Taylor inv#2036636235	\$	445.74	
Baker & Taylor inv#2036647634	\$	268.27	
Baker & Taylor inv#2036651168	\$	75.69	
Baker & Taylor inv#2036658751	\$	59.81	
Baker & Taylor inv#2036659969	\$	28.77	
Baker & Taylor inv#2036668969	\$	81.36	
MidAmerica Books inv#548659	\$	550.70	
MidAmerica Books inv#549813	\$	131.70	
Amazon, 1 book (Visa)	\$	14.31	
Amazon, 1 book (Visa)	\$	7.99	
Amazon, 1 book (Visa)	\$	15.53	
Amazon, 1 book (Visa)	\$	10.97	
Amazon, 1 book (Visa)	\$	15.57	
Amazon, 6 books (Visa)	\$	79.67	
Amazon, 1 book (Visa)	\$	19.15	
Amazon, 6 books (Visa)	\$	66.20	
Amazon, 2 books (Visa)	\$	31.03	
Amazon, 1 book (Visa)	\$	6.42	
Amazon, 2 books (Visa)	\$	38.28	
Amazon, 1 book (Visa)	\$	13.79	
Amazon, 1 book (Visa)	\$	5.98	
Amazon, 1 book (Visa)	\$	9.99	

Amazon, 1 book (Visa)	\$	15.95	
Total Spent	\$	3,286.64	\$ 1,875.00
Remaining Balance	\$	905.80	
From Library Video Materials (65030)	\$	1,306.13	
Baker & Taylor inv#H60836750	\$	20.99	
Baker & Taylor inv#H60928910	\$	48.98	
Baker & Taylor inv#H61013970	\$	16.09	
MicroMarketing inv#884886	\$	22.98	
Swank Movie Licensing USA, 3-year renewal inv#3167407	\$	984.00	
Amazon, 1 DVD (Visa)	\$	7.85	
Total Spent	\$	1,100.89	\$ 404.17
Remaining Balance	\$	205.24	
From Library Audio Materials (65040)	\$	(585.98)	
Baker & Taylor inv#2036636235	\$	19.25	
Baker & Taylor inv#2036668969	\$	22.00	
Amazon, 1 audiobook CD (Visa)	\$	14.99	
Amazon, 1 audiobook CD (Visa)	\$	25.99	
Total Spent	\$	82.23	\$ 470.83
Remaining Balance	\$	(668.21)	
From Puzzles, Puppet Kits (65050)	\$	(590.79)	
Bricklink, DUPLO kit pieces (Visa)	\$	53.05	
Bricklink, DUPLO kit pieces (Visa)	\$	17.22	
Bricklink, DUPLO kit pieces (Visa)	\$	19.29	
The Last Voyage (Amazon), 1 book (Visa)	\$	14.55	
Child's Play International LTD, puppets (Visa)	\$	81.97	
DEMCO inv#7111069, 6 puppet kit bags (Visa)	\$	98.36	
Total Spent	\$	284.44	\$ 41.67
Remaining Balance	\$	(875.23)	
From Operating Supplies (65070)	\$	(1,944.66)	
Tallgrass inv#5555995, copy paper	\$	68.40	
Amazon, children's masks (Visa)	\$	14.99	
Amazon, labels (Visa)	\$	27.26	
Amazon, face masks (Visa)	\$	9.99	
Amazon, gloves (Visa)	\$	13.49	
DEMCO inv#7105158, book covering, label protectors (Visa)	\$	32.26	
Sam's Mainstreet Market, ziplock bags (Visa)	\$	9.10	
DEMCO inv#7111069, due date slips (Visa)	\$	40.46	
Total Spent	\$	215.95	\$ 541.67
Remaining Balance	\$	(2,160.61)	
From Postage and Shipping (65080)	\$	565.10	
USPS, ILL shipment (Visa)	\$	3.03	
USPS, product return (Visa)	\$	14.50	
Total Spent	\$	17.53	\$ 75.00
Remaining Balance	\$	547.57	
From Supplies (65990)	\$	(148.22)	
Target, Volunteer appreciation (Visa)	\$	17.10	
Kurthcakes, Volunteer appreciation 35 cupcakes, Invoice	\$	78.75	
Total Spent	\$	95.85	\$ 8.33
Remaining Balance	\$	(244.07)	
From Office Equipment (67250)	\$	2,076.29	

DEMCO inv#7105158, book ends (Visa)	\$	52.42	
DEMCO inv#7111069, 2 plastic bone folders (Visa)	\$	5.07	
Amazon, glass shelf rubber pads (Visa)	\$	15.98	
Target, 2 plant pots (Visa)	\$	11.77	
Total Spent	\$	85.24	\$ 333.33
Remaining Balance	\$	1,991.05	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 4/30/2022

Fund Type: 1.1 GENERAL FUND

	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	144,120.05	0.00	0.00	58,620.95	71.1
61100 FICA SOCIAL SECURITY	15,165.00	15,165.00	10,981.04	0.00	0.00	4,183.96	72.4
61300 IPERS	18,714.00	18,714.00	13,585.51	0.00	0.00	5,128.49	72.6
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	874.48	149.00	0.00	-174.48	124.9
62400 TRAVEL AND CONFERENCE	750.00	750.00	80.53	19.71	0.00	669.47	10.7
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	6,673.42	150.00	0.00	3,326.58	66.7
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	4,123.70	294.87	0.00	8,876.30	31.7
63730 TELEPHONE/INTERNET	3,893.00	3,893.00	3,437.18	127.91	0.00	455.82	88.3
63731 DATA BASES	1,500.00	1,500.00	1,352.91	0.00	0.00	147.09	90.2
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	170.00	30.00	0.00	430.00	28.3
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	11,559.00	854.15	0.00	2,591.00	81.7
65020 LIBRARY BOOKS	22,500.00	22,500.00	18,307.56	1,974.44	0.00	4,192.44	81.4
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	3,543.87	345.94	0.00	1,306.13	73.1
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	6,235.98	100.07	0.00	-585.98	110.4
65050 PUZZELS, PUPPET KITS	500.00	500.00	1,090.79	524.14	0.00	-590.79	218.2
65070 OPERATING SUPPLIES	6,500.00	6,500.00	8,444.66	1,237.26	0.00	-1,944.66	129.9
65080 POSTAGE AND SHIPPING	900.00	900.00	334.90	14.52	0.00	565.10	37.2
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	1,923.71	522.34	0.00	2,076.29	48.1
LIBRARY SERVICES	365,352.00	365,352.00	243,735.59	6,344.35	0.00	121,616.41	66.7
Expenditures	365,352.00	365,352.00	243,735.59	6,344.35	0.00	121,616.41	66.7
Net Effect for GENERAL FUND	-365,352.00	-365,352.00	-243,735.59	-6,344.35	0.00	-121,616.41	
Grand Total Net Effect:	-365,352.00	-365,352.00	-243,735.59	-6,344.35	0.00	-121,616.41	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 4/30/2022

Fund Type: 1.1 GENERAL FUND

	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	62.30	0.00	0.00	437.70	12.5
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	99,697.83	0.00	0.00	-89,197.83	949.5
Expenditures	10,500.00	10,500.00	99,697.83	0.00	0.00	-89,197.83	949.5
Net Effect for GENERAL FUND	-10,500.00	-10,500.00	-99,697.83	0.00	0.00	89,197.83	
Grand Total Net Effect:	-10,500.00	-10,500.00	-99,697.83	0.00	0.00	89,197.83	

Solon Public Library

Circulation Policy - DRAFT

About Circulation Policy

The purpose of this policy is provide information about patron use of library materials, obtaining a library card, and patron confidentiality.

Policy

Registration

- Library cards are issued, at no charge, to a new patron with photo identification and proof of current residential address. (A post office box is not a sufficient example of current address.) Mail must have a current postmark.
- In the case of a lost library card, one replacement card will be provided free of charge. All subsequent replacement cards will have a charge of \$2.00.
- A parental signature is required for new patrons under the age of 14. A photo ID or proof of address is required for students between the ages of 14 – 18.
- Responsibility for all materials and any fines or charges accrued on the child's card, is held by the parent or guardian until the child is 18.
- All patrons are encouraged to use their library cards required to present identification for every check-out. Options include: library card/key fob, virtual barcode on smartphone, current photo ID, or library account number and home address. If left at home, check out is still possible, but staff does verify, asking for address, that this person is who they say they are.

Fee Cards

- ~~Individuals who reside in communities that do not have libraries or library service will be charged a fee for a library card in order to use the Solon Library. The charge for this fee card is \$25.00 per person. An example of communities that would fall into this category would include Hills and Riverside. The \$25.00 is slightly higher than Johnson County residents or Solon City residents pay per capita but we also have to match fees charged by other area libraries.~~
- ~~This card cannot be used at other libraries.~~

Loan periods

- The standard loan period for circulating books, audio books, music CD's, puppets, puzzles and magazines is three weeks.
- All DVDS are now circulated with a one week loan period, with one renewal allowed if there is not a waiting list.
- Circulating devices may be checked out for one week at a time, with renewal allowed if there is no waiting list.
- Circulating laptops are checked out for one week, with a maximum of one week renewal to allow for regular maintenance and updates to the equipment.

Solon Public Library Circulation Policy - DRAFT

- Seniors and Local school staff and Solon Independent Living patrons have a three month check out period.
- If a patron notifies the staff that they will be on vacation and they would like an extension of time, we do honor this request.

Renewals and reserves

- Patrons will be notified when their reserved materials are available, and their holds will be held for four seven days before being made available to the next patron. ~~and if not picked up, once the patron has been contacted, are bumped to the next patron on the waiting list.~~
- Limited reserves, as a courtesy to our patrons, are placed on books not yet in our system.
- Reserves are not allowed on upcoming movies, before they are placed in our circulation system.
- Three renewals are permitted on all materials, if no other reserves have been placed on these items.
- Renewals may be made by phone or on-line.

Interlibrary Loans (See Interlibrary Loan Policy)

- The Solon Library participates in the state wide 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.
- We currently do not charge a mailing fee for this service.

Fines and damages

- Items are to be returned by closing time of the due date.
- Once an item is overdue and has not been returned after 21 days, the patron is reminded of their item(s) due date(s) via phone or email and, if there are no reserves on the item(s), the materials are renewed. Overdue fines are no longer charged for late materials.
- Once a circulating device is overdue, and has not been returned after 7 days, the patron will be reminded of their item(s) due date(s) via phone or email and, if there are no reserves on the item(s), the materials may be renewed. Circulating laptops will not be renewed beyond 2 weeks of total checkout time and must be returned for routine maintenance and updates.
- If item(s) are still overdue after 63 days, 21 days for circulating devices, materials are marked lost and the patron account is charged the cost of replacing the item(s). The patron is notified

Solon Public Library Circulation Policy - DRAFT

of this charge with a written notice or email. If the item is returned, the replacement cost is forgiven.

- If the total cost of the lost materials exceeds \$100, a certified letter is sent to the patron which includes the list of replacement costs and a notification that the next step is a visit by the Johnson County Sheriff's Department.
- Fees charged for damaged materials are determined by the Library director. If the replacement fee is paid for an item and then the item is returned undamaged, the money is not refunded.
- Patrons with unpaid fees of more than \$10 will not be permitted to check out additional items ~~or use the public computers.~~ If their account is blocked, they may use a guest pass for the public computers. There is no restriction on in-library use of materials.

Confidentiality of Patrons

The Library Board of Trustees and library staff uphold the confidentiality of patron records, including but not limited to card application information, circulation, interlibrary loans placed and Internet records.

The State of Iowa has deemed patron records to be confidential as cited in Chapter 22.7 of the Code of Iowa.

Library records may be subject to disclosure to officials pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to advice of counsel.

The library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access. When patrons use those resources, they are subject to the individual third-party terms and privacy policies.