

Agenda for Solon Library Board Meeting
Monday, May 23, 2022 @6:30 pm

Join Zoom Meeting:

Topic: SPL Board of Trustees Meeting

Time: May 23, 2022 6:30 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

- Apr 25, 2022

Citizen's Speak

Committee reports

- Finance
- Johnson County Liaison
- City Liaison
- Building: ADA Compliance update
- Evaluation

Directors Report

Approval of Bills

- May 2022

Review of Foundation report

Old Business

- Budget for FY2023
- Circulation Policy revisions
- City Employee Handbook

New Business

- Continuing Education Opportunity:

The Boardroom--Facing Crucial Conversations: May 26 @ 6:00 - 7:30 pm Online,
Register in IA Learns

Description:

In this installment, we'll bring a book back into The Boardroom and talk about ideas from Crucial Conversations: Tools for Talking When Stakes Are High by Joseph Grenny, et.al (c2021 third

edition) When first published in 2002, Crucial Conversations quickly became a New York Times best seller, leading to three revisions and a companion title Crucial Accountability. Given the spate of book challenges in school and public libraries last year and this, trustees need to be ready with a cogent defense of intellectual freedom. Book challenges are always crucial conversations for library boards, as are budget talks, absenteeism, all while maintaining healthy relationships with city partners and with each other. From Amazon: "Crucial Conversations teaches readers how to be persuasive rather than abrasive, how to get back to productive dialogue when others blow up or clam up ... offering powerful skills for mastering high-stakes conversations, regardless of the topic or person."

Closed Session Director Evaluation

Next Meeting: Monday, June 27, 2022 at 6:30 pm

Adjourn

The Solon Public Library Board

Meeting Minutes

Monday, April 25, 2022

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 6:34 p.m.

Present

Sandy Lawrence, Jackie Nemecek, March Sutton, Jennifer Fetzer, Cole Gabriel (City Council). Liz King (Library Director)

Absent

Bill Christensen, Laurie Neuerburg

Marsh welcomed Cole Gabriel, who will be the City Council representative to the Board.

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Citizen's Speak and Correspondence

No citizen's speak or correspondence was received by the Board

Committee Reports

- **Building:** Scott and Liz will meet with Alex from Johnson County Auditor's office to make sure the building is in compliance for upcoming voting.
- **Finance:** Next CD up for renewal is not due until 2023.
- **Johnson County Liaison:** None
- **City of Solon Liaison:** Cole Gabriel is the new City Council representative.
- **Evaluation committee:** Item will be discussed under Old Business.

Library Director's Report

Liz, March and Sandy were present at the City Council meeting for the Mayor's Proclamation for National Library Week. Kris Brown represented the Library Foundation. The articles for the Foundation's Art Auction are displayed in the library and bidding begins today. Bidding ends at 5p.m. May 7. In person storytime has started this month, as well as a Wednesday morning coffee and conversation group. In person monthly game night has also started again. Staff is busy preparing for the summer reading program.

Approval of Bills

The April 2022 bills were unanimously approved for payment as presented. (Sandy/Jackie)

Review of Foundation Report

The Foundation Board meets later this week so no report.

Old Business

- **Budget for FY2023**
No official form has been received yet, but the Council has approved the budget.
- **Director's Evaluation**
March will compile evaluation form information and meet with the Director. It will be reviewed at the May meeting and the Director's salary will be approved.

New Business

- **City Employee Handbook**
Liz has reviewed the City Employee Handbook and has identified some areas that are not consistent or need to be clarified for library staff hours and duties. She will meet with City representatives to look at possible updates/changes in these areas.
- **Circulation Policy revisions.**
A draft of an updated Circulation Policy was shared for input by Board members. Staff will present a final version at the May meeting.
- **Next Month's Agenda**
Library Director's Evaluation
Circulation Policy
Update on Employee Handbook
FY2023 Budget

Adjournment

The meeting was adjourned at 7:40 p.m.

Next Meeting

Regular Meeting: Monday, May 23, 2022

Submitted by

Sandy Lawrence

EVAN

EVAN

EVAN

EVAN

THANK YOU
Solon Public
Library!



LAIKOV
BOECTE

Raeagan

PHILAN

POVY

Thank you for
reading us stories.

We really liked the

Superhero book and

Piggie + Gerald.

Thank you for singing

the songs and letting us

walk around the library.

FRANK

ABERSON TOMM

May 5th, 2022

Dear Solon Library,

Thank you so much for reading books and singing songs with us! We loved visiting the library! We appreciate all you do!

Sincerely,

Solon PKB Class

Mrs. Westphal

oliver btielle MURPHY
Ellie DIKE LY MAGGIE
HADDIE CAM
JOEY DECIBEL
MILA LUDIE
REBECCA SYTY ON
SANTANA MRS. WESTPHAL

Amalia
L Brodie
RPHEN
Ms. Sherrin



Kaylin

Thank you to the Solon

Public Library and Miss Cassi

for the amazing story time

and library visit!

Bh-Lakeview Elementary

is for!

PKA

Masi
Maddex
LDBPH

Luke

Brian
Bob

HQZ.

Project

PKM

Bio
Rye

Reid
Bic

comiks





Director's Report May 2022

In May I attended regular meetings with the City Council, the Friends of the Library, and the Solon Public Library Foundation. The Friends hired Colin Werner for their summer landscape assistant and the Master Gardeners in the area have also agreed to assist with the library garden spaces. We are also grateful to the Solon Women's Club for spending some time weeding before their monthly meeting in May. Registration for the City Wide Garage Sales closes on May 23. The list and map will be provided to the Library on May 31, and it will be available online and in paper copies starting Wednesday, June 1. The Friends Garage Sale and Plant Sale will be on Friday 6/3 (8 am - 2 pm) and Saturday 6/4 (8 am - 12 noon). The Foundation's Silent Art Auction was a great success. The majority of the pieces received at least one bid and several came down to the last moments on Saturday, May 7. There are still two items to be picked up before the total amount raised can be tabulated. The Foundation Scholarship Committee chose Reilly Johnson and Elly Holubar as the 2022 recipients of the Don Ochs Scholarships. I had the pleasure of attending the SHS Awards Night along with Foundation member, Bob King, for the presentation of the two \$500 awards.

In addition to regular Tuesday morning Storytimes, May programming included hosting the Lakeview Preschool children for a special Caped Crusaders Storytime. I have included a copy of the enthusiastic thank you notes Cassi received from each of the pre-school classrooms. We look forward to our Friday morning visits from our friends at Good Earth School twice a month. Attendance continues to grow for our Coffee & Conversations every Wednesday morning and in May we added Chair Yoga taught by certified instructor, Julie Ellen. In honor of Asian American and Pacific Islander Heritage Month, Chris Christophersen has created a beautiful and educational display of Japanese treasures from her time teaching in Japan. Adult Game Night is scheduled for Thursday, May 26 at 7pm. We will be closed on Monday, May 30 for Memorial Day.

Outreach/Book Deliveries:

Lakeview Begingergarten 1
Spartan Early Childhood Center 1
Solon Independent Living 1
Lakeview Preschool Visits (3 classes) 59 (Caped Crusaders Storytime)
All Community Reads: Fuzz by Mary Roach @SHS 5/12 19

Newsletter Link: [May Newsletter](#)
Subscribers 1449

Youth Programming

4/21/22 - BAM POW to Go - Make It: Sock Bunny	36
4/28/22 - BAM POW to Go - Play It: Fortune Teller	36
5/5/22 - BAM POW to Go - Watch It: Star Wars I Spy	36
5/12/22 - BAM POW to Go - Build It: Paper Bag Lungs	36
5/19/22 - BAM POW to Go - Make It: Binary Keychain	36

Coloring Challenge (Apr) 28
 1000 Books Before Kindergarten - 1
 Let's Go LEGO! - May: It's A-MAZE-ing! 23
 Storytime Theme (May): Birds of a Feather
 Week 4: Caped Crusaders (Apr) 21
 Week 1: Quiet Eggs, Noisy Eggs 27
 Week 2: Chick, Chick, Chickens 22
 Week 3: Beautiful Backyard Birds 39
 Storytime Take & Make: Craft Stick Super Hero 24
 Storytime Take & Make: Egg Bag Painting 24
 Storytime Take & Make: Tissue Paper Hen 24
 Storytime Take & Make: Flying Bird 24

Teens (5th-12th graders):

Teen Reading Challenge, Year-long program - 8 teens, 42 responses, 1 completed challenge
 March Manga Me Art Challenge - 2

Adult Programming

April Cook Book Club (Almond Flour) 24 packets 6 FB interactions
 April Trivia Night 4/21 23 Online Participants
 DIY Quilling 5/10 15 kits 4 in person
 Advanced Book Mending 5/16 6 in person
 Book Club 5/17: Angry Housewives Eating Bon Bons 15 books 10 in person, 1 Zoom
 Coffee & Conversations 33 attendees
 Chair Yoga 34 attendees

We are looking forward to June and our fun-filled Summer Reading Program plans! Thanks to the herculean efforts of our staff and incredible volunteers, we were able to deliver 1208 SRP packets to all PreK-8 students at Solon Schools, local preschools, and daycares. Special Teen Kits were delivered to the High School Library. Homeschool families were also invited to pre-register for SRP kits.

We have created engaging summer programming for all ages, birth through adulthood. We are excited about our Family Fun Nights in partnership with Dylan Sloan, City Recreation Director. On the second Saturday of each month we will host outdoor games, a movie on our huge inflatable screen, and popcorn. Everyone can challenge themselves to read this summer, earn small prizes, and enter to win amazing grand prizes. Be sure to stop in and pick up a SRP Packet and start Reading Beyond the Beaten Path!

Sincerely,

Liz King
 Director, Solon Public Library

Patron PC Logins by Day and Hour

Dates: Thursday April 21, 2022 - Wednesday May 18, 2022 Times: 9:00am to 7:00pm

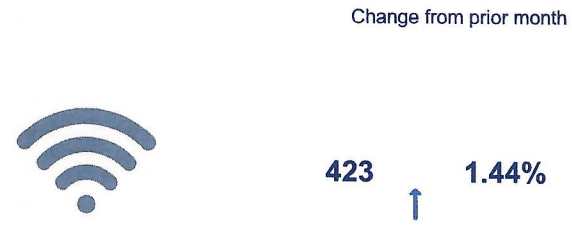
Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev
Thu Apr 21	1	2	0	2	3	0	0	2	1	0	0	11	1	0	3	1	0	1
Fri Apr 22	0	0	0	0	0	1	1	0	0	0	0	2	0	0	1	0	0	0
Sat Apr 23	0	1	1	0	0	4	1	0	0	0	0	7	1	0	4	0	0	1
Sun Apr 24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 25	0	0	0	1	0	2	1	0	0	1	0	5	1	0	2	0	0	1
Tue Apr 26	0	0	1	1	1	0	4	3	0	0	0	10	1	0	4	0	0	1
Wed Apr 27	0	0	0	0	0	0	2	1	2	0	0	5	1	0	2	0	0	1
Thu Apr 28	0	1	0	1	2	3	3	0	0	0	0	10	1	0	3	0	0	1
Fri Apr 29	0	0	0	0	0	0	3	0	0	0	0	3	0	0	3	0	0	1
Sat Apr 30	0	0	1	3	1	0	0	0	0	0	0	5	1	0	3	0	0	1
Sun May 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 2	0	0	1	0	1	0	2	1	0	0	0	5	1	0	2	0	0	1
Tue May 3	0	0	0	1	1	0	3	0	1	0	0	6	1	0	3	0	0	1
Wed May 4	0	1	0	0	0	0	3	1	0	0	0	5	1	0	3	0	0	1
Thu May 5	1	1	0	0	3	3	2	0	1	0	0	11	1	0	3	1	0	1
Fri May 6	1	0	0	0	0	0	1	0	0	0	0	2	0	0	1	0	0	0
Sat May 7	0	1	1	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0
Sun May 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 9	2	1	0	0	0	0	1	1	2	0	0	7	1	0	2	0	0	1
Tue May 10	0	0	0	0	1	0	2	0	0	0	0	3	0	0	2	0	0	1
Wed May 11	0	1	0	0	0	0	1	2	0	0	0	4	0	0	2	0	0	1
Thu May 12	0	0	0	0	2	7	1	2	1	0	0	13	1	0	7	0	0	2
Fri May 13	1	0	0	0	1	0	1	0	0	0	0	3	0	0	1	0	0	1
Sat May 14	0	0	1	1	0	0	1	2	0	0	0	5	1	0	2	0	0	1
Sun May 15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 16	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0	0	0
Tue May 17	1	0	0	0	0	1	2	0	1	0	0	5	1	0	2	0	0	1
Wed May 18	2	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0	1
Total	9	9	6	10	16	22	35	15	9	1	0	132						
Average	0.3	0.3	0.2	0.4	0.6	0.8	1.3	0.5	0.3	0	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	2	1	3	3	7	4	3	2	1	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:	0.6	0.5	0.4	0.7	0.9	1.6	1.2	0.9	0.6	0.2	0							

Guest Logins by Day and Hour

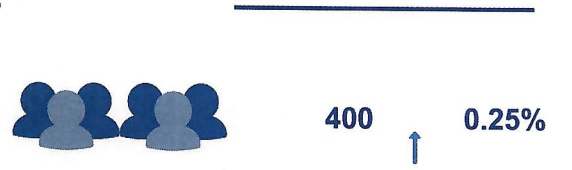
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Thu Apr 21	1	1	0	0	2	0	0	1	1	0	0	6	1	0	2	0	0	1
Fri Apr 22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Apr 23	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sun Apr 24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 25	0	0	0	1	0	1	0	1	0	0	0	2	0	0	1	0	0	0
Tue Apr 26	0	0	1	1	0	0	3	1	0	0	0	6	1	0	3	0	0	1
Wed Apr 27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Apr 28	0	0	0	1	1	2	0	0	0	0	0	4	0	0	2	0	0	1
Fri Apr 29	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	0
Sat Apr 30	0	0	1	3	1	0	0	0	0	0	0	5	1	0	3	0	0	1
Sun May 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 2	0	0	1	0	1	0	2	1	0	0	0	5	1	0	2	0	0	1
Tue May 3	0	0	0	1	1	0	2	0	0	0	0	4	0	0	2	0	0	1
Wed May 4	0	1	0	0	0	0	2	1	0	0	0	4	0	0	2	0	0	1
Thu May 5	1	1	0	0	2	1	2	0	0	0	0	7	1	0	2	0	0	1
Fri May 6	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	0
Sat May 7	0	1	1	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0
Sun May 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 9	1	1	0	0	0	0	0	1	2	0	0	5	1	0	2	0	0	1
Tue May 10	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	0
Wed May 11	0	1	0	0	0	0	0	1	0	0	0	2	0	0	1	0	0	0
Thu May 12	0	0	0	0	1	4	1	1	1	0	0	8	1	0	4	0	0	1
Fri May 13	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sat May 14	0	0	1	0	0	0	1	1	0	0	0	3	0	0	1	0	0	1
Sun May 15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue May 17	1	0	0	0	0	0	1	1	0	1	0	3	0	0	1	0	0	1
Wed May 18	2	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0	1
Total	7	7	5	7	9	8	17	8	5	0	0	73						
Average	0.3	0.3	0.2	0.3	0.3	0.3	0.6	0.3	0.2	0	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	1	1	3	2	4	3	1	2	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 Devic	0.5	0.4	0.4	0.6	0.6	0.8	0.9	0.5	0.5	0	0							

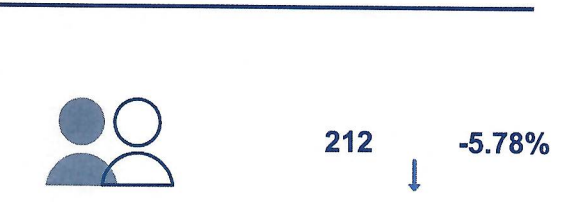
In April, 212 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 2 individual days.



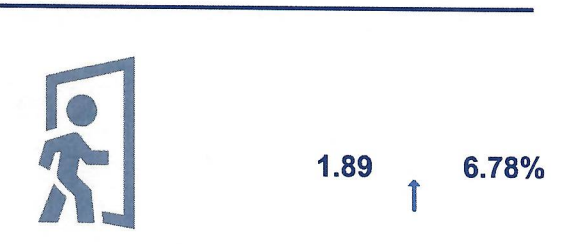
Monthly Sessions



Total Visits



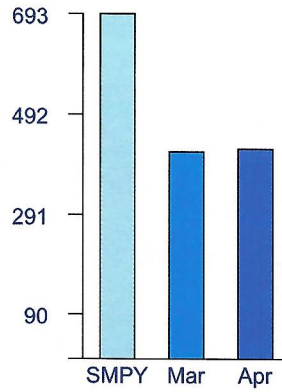
Unique Visitors



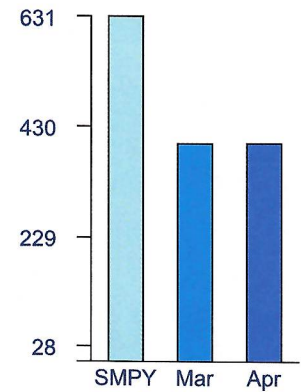
Average Return Rate

Average Dwell 36 minutes

Total Monthly Session Count

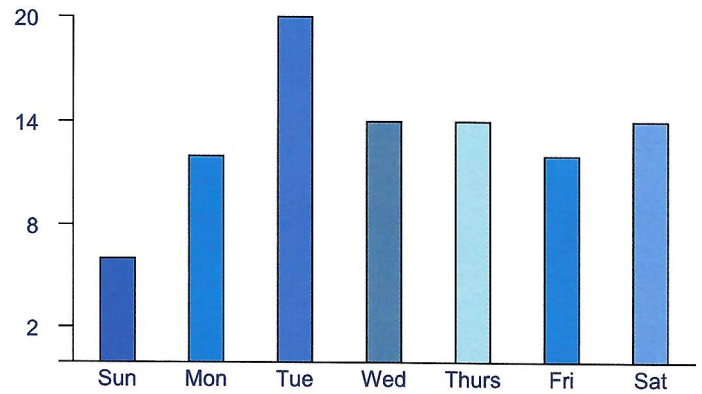


Total Monthly Visits

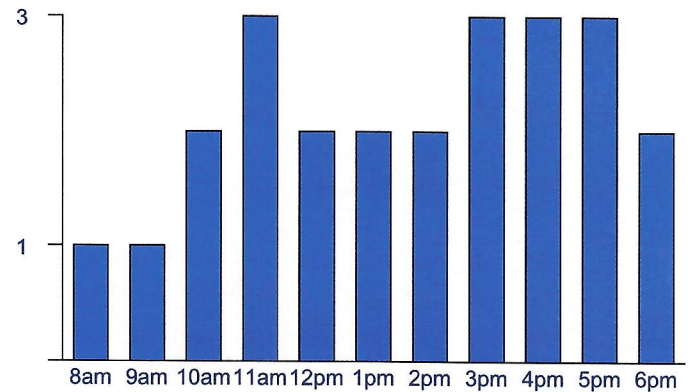


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly

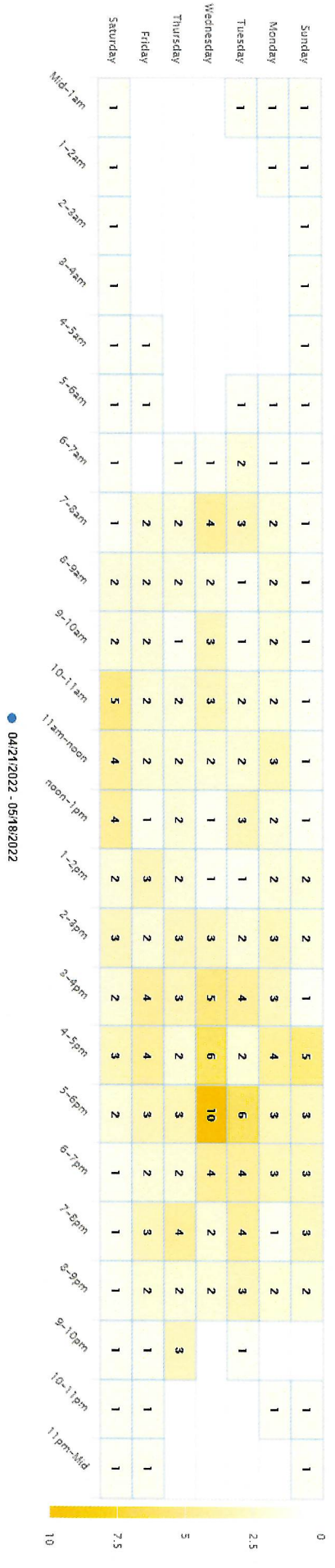


WhoFi?

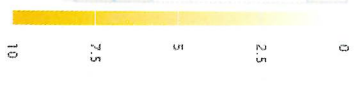
Average Usage

● 04/21/2022 - 05/18/2022

Busiest Hour	10	Least Busy	1	Hourly Average	2
Wednesdays at 5 PM		Saturdays at 12 AM			

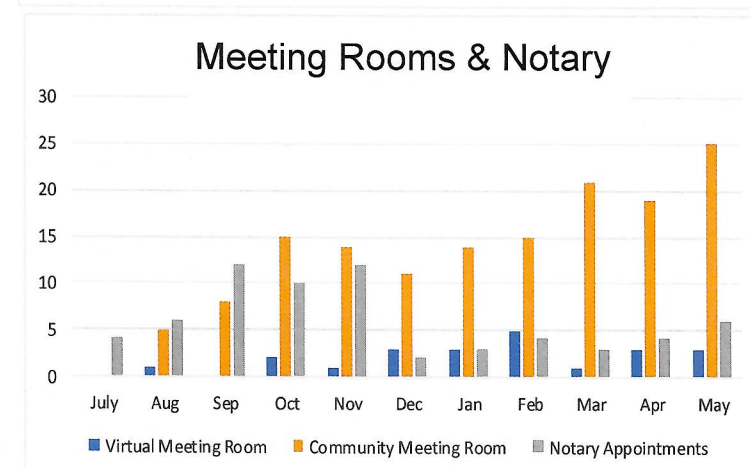
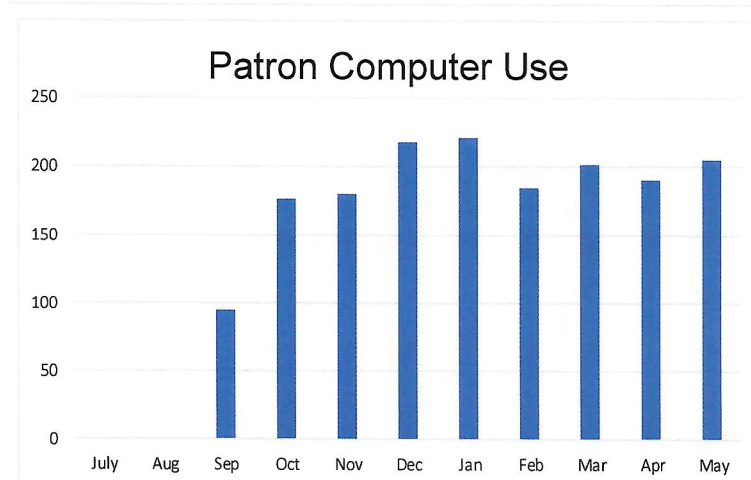
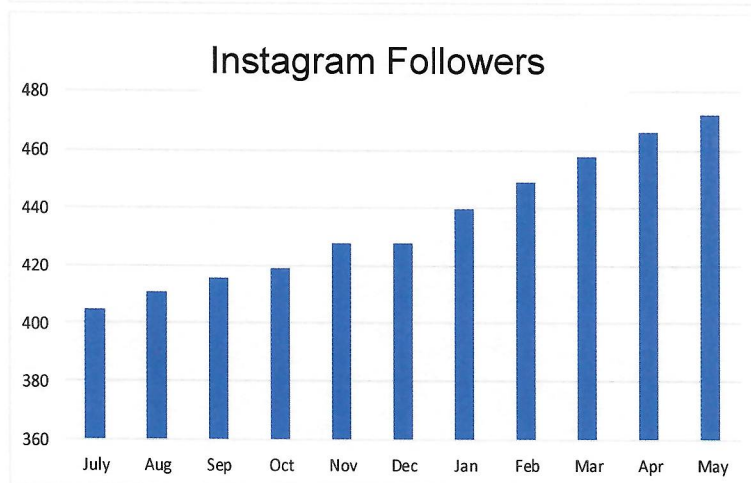
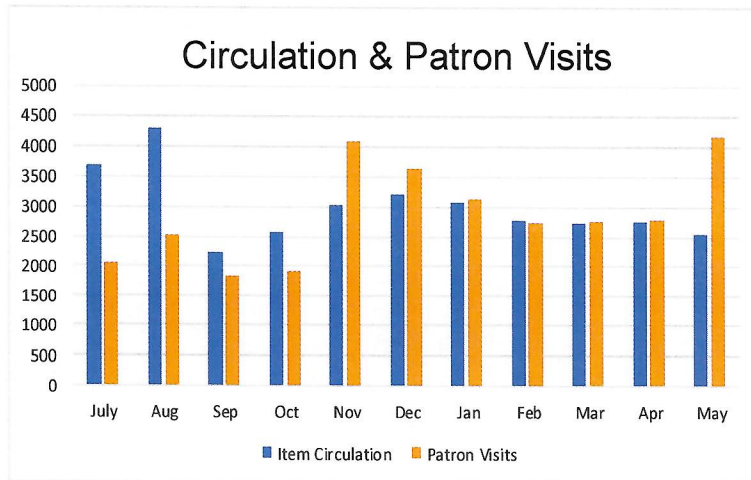


● 04/21/2022 - 05/18/2022

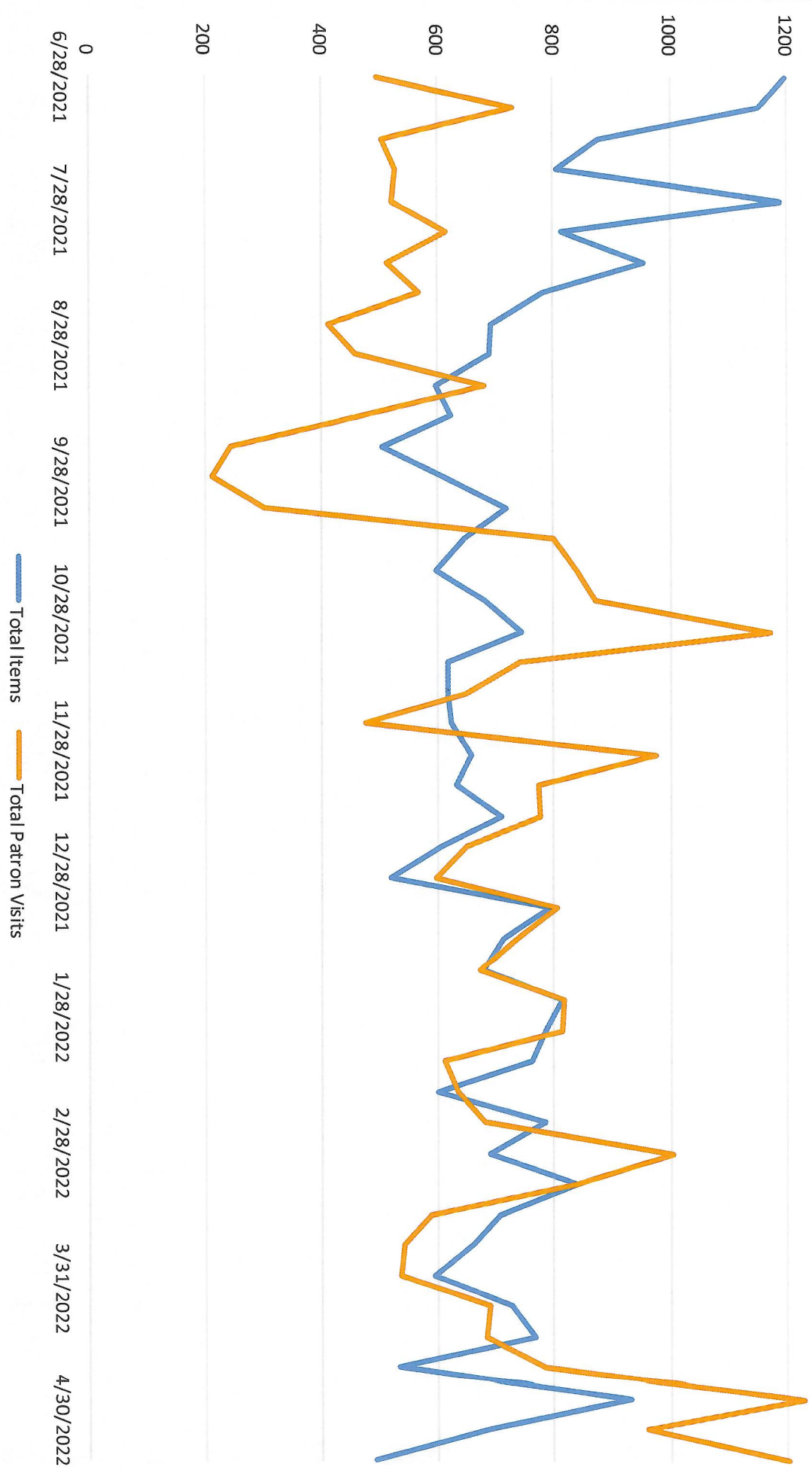


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	FY22 Solon Public Library Metrics													
2		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
3	Item Circulation	3682	4290	2234	2581	3024	3226	3089	2802	2751	2760	2550		32989
4	Patron Visits	2038	2533	1838	1906	4090	3648	3138	2733	2759	2796	4160		31639
5	ILL items borrowed	32	45	44	46	44	56	60	58	59	37	62		543
6	ILL items lent	14	31	23	16	20	17	26	18	19	24	23		231
7	Virtual Meeting Room	0	1	0	2	1	3	3	5	1	3	3		22
8	Community Meeting Room	0	5	8	15	14	11	14	15	21	19	25		147
9	Notary Appointments	4	6	12	10	12	2	3	4	3	4	6		66
10	Cybrarian Computer Uses			94	176	180	217	221	185	201	190	205		1669
11	Public Relations/Social Media													
12	Website Visits	3518	1445	1546	1479	1575	1361	1567	1994	1580	1710	1645		19420
13	Facebook Posts	66	54	74	65	75	64	65	55	70	63	38		689
14	Facebook Likes	1029	1035	1049	1056	1185	1076	1082	1091	1098	1108	1118		11927
15	Facebook video views	291	175			10	239	375	781	142	289	0		2302
16	Instagram Followers	405	411	416	419	428	428	440	449	458	466	472		4792
17	Instagram Posts	60	35	40	36	46	30	65	44	40	38	28		462
18	YouTube unique viewers	86												86
19	YouTube Subscribers	20	20	20	21	22	22	22	23	26	26	27		249
20	YouTube Channel views	138	80	79	54	101	89	86	126	74	134	117		1078
21	Newsletter Subscribers	1409	1408	1412	1484	1425	1430	1432	1437	1445	1451	1449		15782
22	Databases													
23	Bridges Users	169	158	161	169	186	167	199	197	184	201	197		1988
24	Bridges Downloads	804	760	749	829	841	743	1071	891	824	904	866		9282
25	kanopy Users	6	6	3	7	17	5	76	77	79	79	82		437
26	kanopy Streams	69	15	15	51	45	50	45	49	14	17	23		393
27	Items Cataloged	146	163	145	151	174	164	184	232	149	198	170		1876
28	Items Deleted	272	139	167	74	592	373	716	287	527	98	24		3269
29	Items Repaired	46	19	28	21	2	25	19	14	12	24	20		230
30	Cost savings	\$ 823.60	\$ 350.52	\$ 556.27	\$ 394.52	\$ 35.98	\$ 492.48	\$ 329.89	\$ 268.75	\$ 213.78	\$ 450.58	\$385.65		\$ 4,302.02

Library Metrics July 2021 - May 2022



FY22 Patron Visits and Item Circulation Statistics by Week



EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 5/31/2022	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	166,045.66	7,148.59	0.00	36,695.34	81.9
61100 FICA SOCIAL SECURITY	15,165.00	15,165.00	12,652.46	545.39	0.00	2,512.54	83.4
61300 IPERS	18,714.00	18,714.00	15,655.29	674.82	0.00	3,058.71	83.7
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	929.48	55.00	0.00	-229.48	132.8
62400 TRAVEL AND CONFERENCE	750.00	750.00	99.54	19.01	0.00	650.46	13.3
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	7,081.67	408.25	0.00	2,918.33	70.8
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	4,331.37	207.67	0.00	8,668.63	33.3
63730 TELEPHONE/INTERNET	3,893.00	3,893.00	3,968.50	531.32	0.00	-75.50	101.9
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	220.00	50.00	0.00	380.00	36.7
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	13,403.32	1,844.32	0.00	746.68	94.7
65020 LIBRARY BOOKS	22,500.00	22,500.00	21,733.96	3,426.40	0.00	766.04	96.6
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	4,704.75	1,160.88	0.00	145.25	97.0
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	6,318.21	82.23	0.00	-668.21	111.8
65050 PUZZELS, PUPPET KITS	500.00	500.00	1,376.86	286.07	0.00	-876.86	275.4
65070 OPERATING SUPPLIES	6,500.00	6,500.00	8,693.86	249.20	0.00	-2,193.86	133.8
65080 POSTAGE AND SHIPPING	900.00	900.00	493.59	17.53	0.00	406.41	54.8
65990 SUPPLIES	100.00	100.00	340.32	92.10	0.00	-240.32	340.3
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	2,008.95	85.24	0.00	1,991.05	50.2
LIBRARY SERVICES	365,352.00	365,352.00	278,058.78	16,884.02	0.00	87,293.22	76.1
Expenditures	365,352.00	365,352.00	278,058.78	16,884.02	0.00	87,293.22	76.1
Grand Total Net Effect:	-365,352.00	-365,352.00	-278,058.78	-16,884.02	0.00	-87,293.22	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 5/31/2022

	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
Grand Total Net Effect:	-10,500.00	-10,500.00	-99,697.83	0.00	0.00	89,197.83	

Solon Library Bills for May, 2022

Starting Balance from Expenditure Report dated 5/6/22

		Monthly Avg
From Dues, Membership & Magazines (62100)	\$ (229.48)	
Total Spent	\$ -	\$ 58.33
Remaining Balance	\$ (229.48)	
From Travel and Conference (62400)	\$ 650.46	
Employee travel expenses, supplies and deliveries	\$ 28.37	
Total Spent	\$ 28.37	\$ 62.50
Remaining Balance	\$ 622.09	
From Building Maintenance (63100)	\$ 2,918.33	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Solon Hardware, carpet cleaner	\$ 6.99	
Total Spent	\$ 6.99	
Remaining Balance	\$ 2,911.34	\$ 416.67
From Org Vehicle/Equipment Maint AC (63320)	\$ (2,108.08)	
SYNC data storage annual subscription (Visa)	\$ 120.00	
Dell, replacement laptop charging cords (Visa)	\$ 66.98	
Total Spent	\$ 186.98	\$ 378.33
Remaining Balance	\$ (2,295.06)	
From Utilities (63710)	\$ 8,876.30	
Alliant Energy	\$ 4.16	
Mid-American	\$ 207.67	
Total Spent	\$ 211.83	\$ 1,083.33
Remaining Balance	\$ 8,664.47	
From Telephone/Internet (63730)	\$ 455.82	
ICN inv#646199	\$ 188.00	
Southslope	\$ 155.32	
Total Spent	\$ 343.32	\$ 324.42
Remaining Balance	\$ 112.50	
From Data Bases (63731)	\$ 147.09	
EBSCO Novelist Plus annual renewal inv#1000178901-1	\$ 365.00	
Tumbleweed Press Inc., annual renewal inv#109777	\$ 400.00	
Transparent Language, annual renewal	\$ 315.00	
Total Spent	\$ 1,080.00	\$ 125.00
Remaining Balance	\$ (932.91)	
From Publishing (64140)	\$ 380.00	
Total Spent	\$ -	\$ 50.00
Remaining Balance	\$ 380.00	
From Educational Program (64340)	\$ 746.68	
Zoom inv#145200064 (Visa)	\$ 16.04	
Copyworks inv#76832, summer reading packet printing	\$ 800.00	

Friends of Jo Co Conservation inv#41120221, Bird Watching Program	\$	100.00	
Hawkeye Fly Fishing Assoc. inv#41120222, Fly Fishing Program	\$	100.00	
Darrin Crow, Campfire Story Program	\$	275.00	
Amazon, SRP supplies (Visa)	\$	17.96	
Amazon, SRP supplies (Visa)	\$	17.96	
Amazon, SRP supplies (Visa)	\$	17.96	
Amazon, SRP supplies (Visa)	\$	17.96	
Amazon, SRP supplies (Visa)	\$	17.96	
Amazon, SRP supplies (Visa)	\$	8.98	
Amazon, SRP supplies (Visa)	\$	387.00	
Amazon, Youth Program supplies (Visa)	\$	23.23	
Amazon, SRP supplies (Visa)	\$	14.99	
Amazon, SRP supplies (Visa)	\$	103.91	
Amazon, SRP supplies (Visa)	\$	4.45	
Amazon, Adult Program supplies (Visa)	\$	32.99	
Amazon, Adult Program supplies (Visa)	\$	8.00	
Amazon, Youth Program supplies (Visa)	\$	35.96	
Amazon, Youth Program supplies (Visa)	\$	49.95	
Amazon, Adult Program supplies (Visa)	\$	12.70	
Amazon, Adult Program supplies (Visa)	\$	25.00	
Amazon, SRP supplies (Visa)	\$	16.98	
Amazon, SRP supplies (Visa)	\$	18.99	
Amazon, program supplies (Visa)	\$	83.93	
Dollar Tree, Youth Program supplies (Visa)	\$	66.14	
Funexpress, SRP supplies (Visa)	\$	282.29	
Michaels, Youth Program supplies (Visa)	\$	29.98	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$	13.75	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$	10.13	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$	4.77	
Sam's Mainstreet Market, Adult program supplies (Visa)	\$	16.59	
Subway, SRP prizes (Visa)	\$	55.00	
Total Spent	\$	2,686.55	\$ 1,179.17
Remaining Balance	\$	(1,939.87)	

From Library Books (65020)	\$	766.04	
Baker & Taylor inv#2036675539	\$	182.97	
Baker & Taylor inv#2036679593	\$	59.22	
Baker & Taylor inv#2036684878	\$	134.46	
Baker & Taylor inv#2036708197	\$	262.22	
Baker & Taylor inv#2036720345	\$	691.92	
Baker & Taylor inv#2036729193	\$	111.73	
Baker & Taylor inv#2036731847	\$	22.77	
Baker & Taylor inv#2036735653	\$	131.08	
MidAmerica Books inv#551605	\$	425.10	
Penworthy inv#0581155-IN	\$	233.49	
Amazon, 1 book (Visa)	\$	16.44	
Amazon, 1 book (Visa)	\$	9.99	
Amazon, 1 book (Visa)	\$	14.73	
Amazon, 6 books (Visa)	\$	77.71	
Amazon, 6 books (Visa)	\$	5.61	
Amazon, 1 book (Visa)	\$	18.84	
Amazon, 1 book (Visa)	\$	17.95	
Daydreams Comics, 2 books (Visa)	\$	20.78	
Amazon, 1 book (Visa)	\$	14.95	
Total Spent	\$	2,451.96	\$ 1,875.00

Remaining Balance	\$	(1,685.92)	
From Library Video Materials (65030)	\$	145.25	
Baker & Taylor inv#H61044810	\$	20.99	
Baker & Taylor inv#H61188320	\$	9.79	
Baker & Taylor inv#H61267930	\$	67.17	
Baker & Taylor inv#H61353450	\$	62.99	
Amazon, 1 DVD (Visa)	\$	13.01	
Amazon, 1 DVD (Visa)	\$	39.96	
Amazon, 1 DVD (Visa)	\$	5.99	
Amazon, 1 DVD (Visa)	\$	11.73	
Amazon, 1 DVD (Visa)	\$	17.49	
Total Spent	\$	249.12	\$ 404.17
Remaining Balance	\$	(103.87)	
From Library Audio Materials (65040)	\$	(668.21)	
Total Spent	\$	-	\$ 470.83
Remaining Balance	\$	(668.21)	
From Puzzles, Puppet Kits (65050)	\$	(876.86)	
Amazon, 1 book (Visa)	\$	14.99	
Amazon, 3 laptop cases (Visa)	\$	42.78	
Total Spent	\$	57.77	\$ 41.67
Remaining Balance	\$	(934.63)	
From Operating Supplies (65070)	\$	(2,175.86)	
Office Express inv#232154-0	\$	21.77	
Sam's Mainstreet Market, quart storage bags (Visa)	\$	9.10	
IASL Award Stickers	\$	18.00	
Amazon, monthly planner (Visa)	\$	12.04	
Amazon, tape (Visa)	\$	12.36	
Target, bandaids and icepacks (Visa)	\$	16.01	
Total Spent	\$	89.28	\$ 541.67
Remaining Balance	\$	(2,265.14)	
From Postage and Shipping (65080)	\$	406.41	
USPS Postage Paid envelopes	\$	141.16	
USPS Shipping Grant Wood Print	\$	5.30	
USPS ILL Returns	\$	6.06	
Total Spent	\$	152.52	\$ 75.00
Remaining Balance	\$	253.89	
From Supplies (65990)	\$	(240.32)	
Total Spent	\$	-	\$ 8.33
Remaining Balance	\$	(240.32)	
From Office Equipment (67250)	\$	1,991.05	
Amazon, 6 plastic display caddies (Visa)	\$	40.74	
Total Spent	\$	40.74	\$ 333.33
Remaining Balance	\$	1,950.31	

Solon Public Library Foundation - Solon State Bank
Treasurer's Report
April 27, 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
April 27, 2022

Beginning Balance		\$ 43,450.30
Income:		
	Interest Jan-March	\$ 5.32
Expenses:		
Ending Balance		\$ 43,455.62

**Solon Public Library Foundation Scholarship Account
Treasurer's Report
April 27, 2022**

Beginning Balance \$ 2,000.00

Income:

Expenses:

Ending Balance \$ 2,000.00

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. All patrons under 18

Solon Public Library Circulation Policy - DRAFT

years of age will need a parent or guardian's signature to check out a laptop for home use.

- 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, if there are no reserves on the item(s).

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.

Solon Public Library Circulation Policy - DRAFT

- 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 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.