

Agenda for Solon Library Board Meeting
Monday, July 29, 2024 @6:30 pm

Zoom Invite: <https://us02web.zoom.us/j/85236336252>

Meeting ID: 852 3633 6252

Call to order

Approval of the agenda

Approval of the minutes

- June 24, 2024

Citizen's Speak

Committee reports

- Building
- Finance
- Johnson County Liaison
- City Liaison
- Board of Trustees Continuing Education

Directors Report

Approval of Bills

- July 2024

Review of Foundation report (June & July 2024)

Old Business

- Staffing Update: Teen Services Librarian Position

New Business

- Policy Review: Photographs in Library Policy
- Board Continuing Education Suggestion:

Introducing the Public Library Compensation Toolkit

For Directors: Thursday, Aug. 8, 1:00 p.m. - 2:00 p.m.

For Boards: Thursday, Aug. 22, 6:00 p.m. - 7:00 p.m.

There's a new resource from the State Library of Iowa: The Public Library Compensation Toolkit.

Intended for directors and boards, this toolkit is a resource to understand the value library employees provide to the community and establish a basis for determining the fair market value of staff positions.

Board members and directors alike are welcome to attend either training session; each will be recorded. Registration Links:

- [For Directors August 8](#)
- [For Boards Aug. 22](#)

Next Meeting: **Monday, August 26, 2024 at 6:30 pm**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes June 24, 2024

Call to Order

The regular meeting of the Solon Public Library Board was called to order by Sandy Lawrence at 6:29 p.m.

Present

Sandy Lawrence, Bill Christensen, Janet Salathiel, Char Cosgrove, Matthew Hanes, Steve Fisher, Cole Gabriel (City Liaison), Liz King (Library Director)

Absent

Jen Fetzer

Approval of Agenda

The agenda was unanimously approved. (Steve/Janet)

Approval of Minutes

The minutes of May 20, 2024 meeting was unanimously approved. (Matthew/Steve)

Citizen's Speak and Correspondence

Citizen speak: None

Correspondence: None

Committee Reports

- **Building:** Thermostat was replaced in the meeting room. The Thermostat was still under warranty so there was no expense needed.
- **Finance:** No report
- **Johnson County Liaison:** No report
- **City of Solon Liaison:** No report
- **Board of Trustees Continuing Education:** Char reported on watching the Small City Workshop, Where Cities and Libraries Meet. Janet reported on the Board Series: Bite Size Community Book Discussion. She reported it was like a book club for nonfiction.

Library Director's Report

A written report is included in the Board packet. Liz highlighted the information that she had submitted the final report for the ALA Libraries Transforming Communities. This grant allowed us to update our parking lot and purchase OWL, a device that enhances the visual and audio experience with Zoom.

The Solon Public Library Board

Approval of Bills

The bills for June 2024 were unanimously approved. (Char/Steve)

Review of Foundation Report

The May 2024 report was reviewed.

Old Business

- **Staffing Update:** Two seasonal library clerks have been hired and it has worked out well. A Teen Services Librarian Position is temporarily being handled by Lily but it is a position that will need to be filled.
- **Printer Leasing Update:** The new patron printer was installed and the process went very smoothly thanks to Megan's skills and the trainer from Gordon Flesch Co. The basics of copy, scan, and print were easily mastered.

New Business:

- **Policy Review: Purchasing Policy:** The Library Purchasing Policy was reviewed and approved with no changes to be made at this time. (/). Liz submitted this policy to Cami in February 2024 for review by the City Attorney. The city is working on creating a purchasing policy so we may need to revisit this policy at a later date.
- **FY25 Director Goals:** The Director Goals were reviewed and discussed. The need for space will be the next big endeavor.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration.

Adjournment

The meeting was adjourned at 6:53 p.m. (Bill/Matthew)

Next Meeting

Regular Meeting: Monday, July 29, 2024 at 6:30 p.m.

Submitted by

Char Cosgrove

Financial Statement

Date: 06/12/2024
 Time: 4:46 pm
 Page: 1

City of Solon
 As of May

Fund #	FundName	Beginning Checking	MTD Revenues	MTD Expenses	Investments	CD's	Total Cash	Outstanding Checks
001	GENERAL FUND	-717,764.23	212,253.28	281,266.65	861,793.98	1,057,016.98	1,118,369.79	117,613.68
011	RENTAL HOUSE GENERA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
031	TRUST & AGENCY LIBRAI	135,339.37	6,840.11	2,790.65	9,704.81	387,317.04	536,164.41	0.00
035	TRUST & AGENCY HISTO	1,995.94	30.00	0.00	0.00	0.00	2,025.94	0.00
040	TRUST & AGENCY S.E.A.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
041	TRUST & AGENCY PLAYC	64,334.43	161.23	0.00	12,128.13	0.00	76,623.79	0.00
044	TRUST & AGENCY FIRE C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
045	TRUST & AGENCY REC &	97,123.39	3,350.23	0.00	113.38	0.00	100,587.00	0.00
110	ROAD USE TAX FUND	726,103.20	34,369.23	6,764.20	4,620.77	0.00	758,329.00	0.00
111	IJOBS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112	SPECIAL REVENUE LEVY	192,166.33	15,336.63	11,213.94	0.00	0.00	196,289.02	0.00
121	LOCAL OPTION SALES TF	2,257,339.15	78,154.08	0.00	135,391.89	0.00	2,470,885.12	0.00
125	TIF PROPERTY TAXES	700,450.47	37,705.43	0.00	56,916.77	0.00	795,072.67	0.00
200	DEBT SERVICE	-554,961.92	0.00	73,809.00	0.00	0.00	-628,770.92	0.00
201	BOND REFUNDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300	CAPITAL IMPROVEMENT	349,834.95	7,372.78	0.00	46.07	0.00	357,253.80	0.00
301	CAPITAL PROJECTS	-556,345.43	0.50	0.00	209.75	0.00	-556,135.18	0.00
302	KROUL SUBDIVISION LO1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303	CDBG HOUSING REHABII	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304	REAP GRANT REC AND N	0.00	0.00	0.00	0.00	0.00	0.00	0.00
305	SEWER LINE PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306	OMC SIDEWALK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307	HWY 1 WIDENING PROJE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308	CITY HALL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
309	FIRE STATION PROJECT	117,099.24	0.00	0.00	0.00	0.00	117,099.24	0.00
310	American Rescue Plan Act	402,216.71	0.00	0.00	0.00	0.00	402,216.71	0.00
311	East Fifth Street Project	198,173.81	0.00	0.00	0.00	0.00	198,173.81	0.00
600	WATER UTILITY	-183,539.92	47,561.98	71,561.35	432,559.97	0.00	219,765.26	0.00
601	WATER SYSTEMS-ACCOI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
602	WATER SYSTEMS IMPRO	6,125.23	0.00	0.00	5,423.30	0.00	11,548.53	0.00
610	SEWER UTILITY	290,347.21	54,793.16	111,000.31	472,053.34	0.00	706,193.40	0.00
611	SEWER REPLACEMENT F	8,654.44	460.13	0.00	122,472.47	0.00	131,587.04	0.00
612	WASTEWATER TREATME	132,446.37	0.00	6,859.26	0.00	0.00	125,587.11	0.00
620	STORM WATER FUND	107,451.15	700.00	0.00	0.00	0.00	108,151.15	0.00
621	MARSHEK & EASTWOOD	18,354.02	120.70	0.00	0.00	0.00	18,474.72	0.00
700	RECOUPMENT FEES	341,556.54	8,503.45	0.00	1,136,552.36	140,562.47	1,620,523.82	0.00
810	REVOLVING CAPITAL EQI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals:		4,134,500.45	507,712.92	565,265.36	3,249,986.99	1,584,896.49	8,886,015.23	117,613.68

Director's Report July 2024

In July I attended regular meetings with the City Council, a Department Head Zoom meeting, and the Solon Public Library Foundation. The Friends of the Library do not meet in July. I will submit the FY24 Direct State Aid, InterLibrary Loan, and Open Access Reports to the State Library of Iowa prior to the July 31, 2024 deadline.

I also attended a meeting regarding the newly formed Solon History Foundation led by Cathy Cilek at Solon City Hall. The Library currently stores some historical records and archives in the basement and the Foundation is interested in additional storage space and the ability to sort and organize items as they receive additional historical materials. This topic may be a future agenda item for the Board's consideration of their request regarding the library basement. This may also require an update to the Basement Use Policy.

In response to recent storms and tornado warnings in the area, we created a procedure for extreme weather situations with input from the City of Solon administration. This procedure has been added to our Staff Process Guide and all staff have been trained. I have attached a copy of the procedure and the signage that will be placed on the front door in case of a weather emergency to this report.

Our Iowa Libraries Adventure Pass is available for Solon community patrons over 18 with an active library account to visit area attractions (Des Moines Children's Museum, Science Center of Iowa, and Quad Cities Fun Bundle (Quad City Botanical Center, Niabi Zoo, and Putnam Museum & Science Center). The Iowa Adventure Pass is a partnership between participating Iowa libraries, museums, parks, and other attractions. Thank you to Alexis and Megan for their successful efforts to implement this new service for our community!

Our second month of Summer Reading included many exciting activities including: 3 sessions of Tuesday morning Storytime each week, Saturday Storytime, Maker's Space Drop-in afternoon, Bat Conservation, Teen picnic and yard games, Recycled Weaving, Introduction to Purple Martins & American Kestrels, Seed Bombs with Johnson Co. Farm Bureau, Teen Poetry Day, Bee & Butterfly Houses (Lily also adopted a monarch caterpillar for our Library!), Teen Recycled Art, Ocean Odyssey: Shark Touch Tank with the National Mississippi River Museum, and Quarterly Trivia Night.

Alexis (aka "Trixie the Triceratops") and Cora represented Solon Public Library at the Johnson County Fair Kid's Day on Tuesday, July 23rd with other Johnson County Libraries. The ICPL Bookmobile and the North Liberty Book Bike were also at the fair. Library representatives passed out stickers designed by Coralville Public Library with the message: Johnson County Libraries are for Everyone.

Alexis and Lily have done an exceptional job creating unique and engaging summer programs and Communications Specialist Megan has ensured the whole community is informed about each opportunity for fun and learning at our Library. Sherri's dedication to cataloging our new items as soon as they arrived ensured our patrons of all ages had many options for reading materials to earn their prizes. Summer Library Clerks Cora and Luran have ensured we are able to keep up with all the circulation desk check-ins/outs, shelving, and entering SRP participant slips into the READsquared

tracking database. It is truly a team effort for our staff to provide such a successful Summer Reading Program for our community. It is a joy to see our patrons' excitement and dedication to reading all summer long. These are the participation numbers as of July 27, 2024. We will have final numbers in the August report.

Total Number of Participants July 2023	750	Total Number of Codes July 2023	797
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Summer Reading 2024: Read, Renew, Repeat	# of Readers	Amount	Unit	Codes
Summer Reading - Littles (0-K)	195	9,791	Books	151
Summer Reading - Kids (1st-5th)	288	223,894	Minutes	214
Summer Reading - Teens (6th-12th)	117	151,442	Minutes	191
Summer Reading - Adults and Caregivers	205	4319	Books	271
Total Number of Participants in July 2024	805		Total Codes July 2024	827

We will close out the month with our final Teen Tuesday Program with a movie and popcorn on July 30th. The Summer Reading Program will be completed on Wednesday, July 31st. The grand prize drawings will take place later that week. Looking ahead to August, we have several great programs scheduled. Highlights will include our 3rd Annual Dinosaurs at Dusk on Thursday, August 1st, Second Chance Crafts DIY Night on Tuesday, August 13th, and Johnson County Master Gardeners: Hugelkultur (pronounced hyoo-gul-kulture) on Tuesday, August 27th. We look forward to continuing the summer fun right up until school starts.

Sincerely,

Liz King
 Director, Solon Public Library

Extreme Weather Situations (Created July 2, 2024)

Johnson County Sirens will sound for extreme thunderstorm warning and tornado warnings. Scott Kleppe has a reliable weather tracking app. Contact him at 319-631-5071 for clarification of the weather warning. Many times all phones will alarm for a tornado warning in our area. KCRG weather app also has a good radar projection for local weather.

Extreme Thunderstorm Warning:

- Monitor the weather, consider canceling programs or closing early if staff or patron safety could be compromised.
- Communicate any changes to hours or programs on social media, website, email program participants, and with door signs. Door Signs are found in 22Staff/MASTERS/HOLIDAY DOOR SIGNS

Tornado Warning for Solon Area: Take shelter in the basement until warning expires

- Inform patrons that we will be proceeding to the basement to shelter in place or they may choose leave. If patrons cannot manage the stairs, the men's restroom is an internal space with no windows.
- Place the bright orange extreme weather sign (stored at CIRC 1 desk on the counter under the meeting room signs) in the front door holder on the outside of the front door
- Lock the front doors and change the LED sign to CLOSED
- Take the Emergency back-pack and flashlights from the Staff workroom
- If any patrons are sheltering upstairs in the restroom **and time allows**, move cash register bills and tip jar to the staff workroom.
- Close and lock both office doors.
- Escort patrons to the basement. If possible, do not leave patrons alone in the basement.
- Direct patrons to the storage area near the stuffed animals and history materials and away from the glass doors.
- Keep an eye on the doors to see if anyone outside needs shelter.
- Monitor a weather app for updates to determine when it is safe to return upstairs.

**Due to the extreme
weather Library Staff and
Patrons have taken shelter
in the basement.**

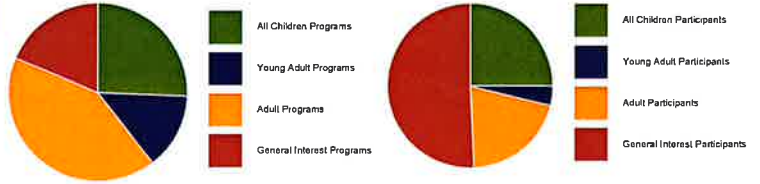
**Please proceed to the
lower level and knock at
the basement door if you
need to shelter with us.**

	A	B	C	D	E	F
1	Title	Age	Type	Site	Category	In-person Attendees
2	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	17
3	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	20
4	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	21
5	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	20
6	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	18
7	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	27
8	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	23
9	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	25
10					Total Chair Yoga	171
11	Coffee Craft & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	10
12	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	10
13	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	10
14	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	10
15					Total Coffee & Conversations	40
16	Adult Game Night	Adult (Ages 19+)	In Person	On Site	Adults	4
17	Book Club: West with Giraffes	Adult (Ages 19+)	In Person	On Site	Adults	8
18	Cookbook Club: BBQ	Adult (Ages 19+)	In Person	On Site	Adults	7
19	DIY Night: Basket Weaving	Adult (Ages 19+)	In Person	On Site	Adults	14
20	KNIT LIT	Adult (Ages 19+)	In Person	On Site	Adults	2
21	Restoring Oak Forest Habitats with Mark Vitosh	Adult (Ages 19+)	In Person	On Site	Adults	8
22	Solon Retirement Village Outreach: Chair Yoga	Adult (Ages 19+)	In Person	Off Site	Off Site	13
23	Tech Talk: Basics of Publisher	Adult (Ages 19+)	In Person	On Site	Adults	2
24					Total Adults	269
25	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Passive	All Ages	4
26	Saturday Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	18
27	Storytime @ the SRNA Splash Pad: Frogs	Children (Ages 0-5)	In Person	Off Site	Storytime	107
28	Storytime: Barn Owl	Children (Ages 0-5)	In Person	On Site	Storytime	11
29	Storytime: Barn Owl	Children (Ages 0-5)	In Person	On Site	Storytime	40
30	Storytime: Barn Owl	Children (Ages 0-5)	In Person	On Site	Storytime	31
31	Storytime: Salamander	Children (Ages 0-5)	In Person	On Site	Storytime	19
32	Storytime: Salamander	Children (Ages 0-5)	In Person	On Site	Storytime	41
33	Storytime: Salamander	Children (Ages 0-5)	In Person	On Site	Storytime	32
34	Storytime: Skunks	Children (Ages 0-5)	In Person	On Site	Storytime	38
35	Storytime: Skunks	Children (Ages 0-5)	In Person	On Site	Storytime	30
36	Storytime: Skunks	Children (Ages 0-5)	In Person	On Site	Storytime	34
37					Total Storytime	401
38	Cardboard Makerspace with the Iowa Children's Museum	Children (Ages 6-11)	In Person	On Site	Youth	29
39	Nature Scavenger Hunt	Children (Ages 6-11)	In Person	On Site	Youth	21
40	Prompt for the Planet with The Lena Project	Children (Ages 6-11)	In Person	On Site	Youth	8
41	Read with a K9!	Children (Ages 6-11)	In Person	On Site	Youth	30
42	Shrinky Dinks with Recycled Plastic	Children (Ages 6-11)	In Person	On Site	Youth	48
43	June Coloring Challenge	General Interest	Passive Program	Passive	All Ages	143
44	Fairy & Gnome Gardens	General Interest	In Person	On Site	All Ages	44
45	Homeschool Meetup & Resources	General Interest	In Person	On Site	All Ages	9
46	Let's Go LEGO!	General Interest	Passive Program	Passive	All Ages	28
47	Mobile Planetarium with The Science Center: Session 1	General Interest	In Person	Off Site	All Ages	36
48	Mobile Planetarium with The Science Center: Session 2	General Interest	In Person	Off Site	All Ages	47
49	Anime Recommendations	Young Adult (Ages 12-18)	Passive Program	Passive	Teens	1
50	Sticky Note Debate	Young Adult (Ages 12-18)	Passive Program	Passive	Teens	3
51	Teen Tuesday: Outdoor Photography Composition	Young Adult (Ages 12-18)	In Person	On Site	Teens	8
52	Teen Tuesday: Painting Day	Young Adult (Ages 12-18)	In Person	On Site	Teens	12
53	Teen Tuesday: Pride Celebration with UAY	Young Adult (Ages 12-18)	In Person	On Site	Teens	7
54					Total Teens	31

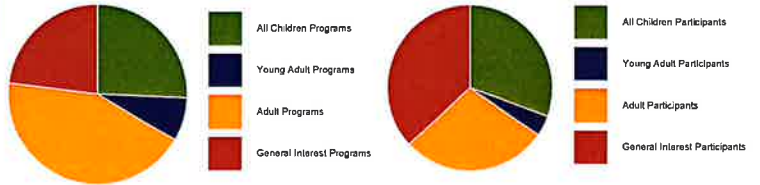
Solon Public Library

July, 2023 - June, 2024

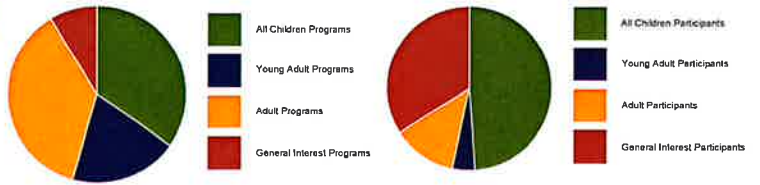
July					
Overview					
All Children Programs	11	25.58%	All Children Participants	341	25%
Young Adult Programs	6	13.95%	Young Adult Participants	52	3.81%
Adult Programs	18	41.86%	Adult Participants	279	20.45%
General Interest Programs	8	18.6%	General Interest Participants	692	50.73%
Total Programs	43		Total Participants	1364	



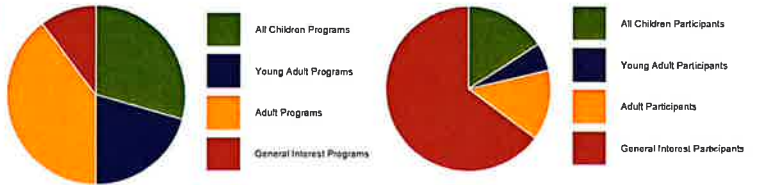
August					
Overview					
All Children Programs	10	25.64%	All Children Participants	277	30.47%
Young Adult Programs	3	7.69%	Young Adult Participants	36	3.96%
Adult Programs	17	43.59%	Adult Participants	261	28.71%
General Interest Programs	9	23.08%	General Interest Participants	335	36.85%
Total Programs	39		Total Participants	909	



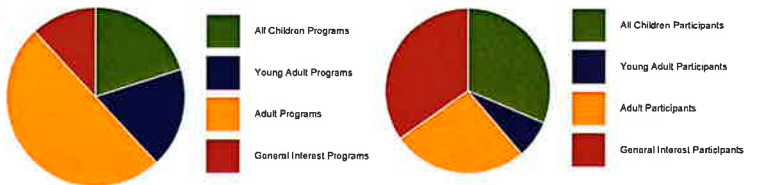
September					
Overview					
All Children Programs	16	34.78%	All Children Participants	954	48.85%
Young Adult Programs	9	19.57%	Young Adult Participants	87	4.45%
Adult Programs	17	36.96%	Adult Participants	244	12.49%
General Interest Programs	4	8.7%	General Interest Participants	668	34.2%
Total Programs	46		Total Participants	1953	



October					
Overview					
All Children Programs	17	29.31%	All Children Participants	356	15.98%
Young Adult Programs	12	20.69%	Young Adult Participants	117	5.25%
Adult Programs	23	39.66%	Adult Participants	307	13.78%
General Interest Programs	6	10.34%	General Interest Participants	1448	64.99%
Total Programs	58		Total Participants	2228	



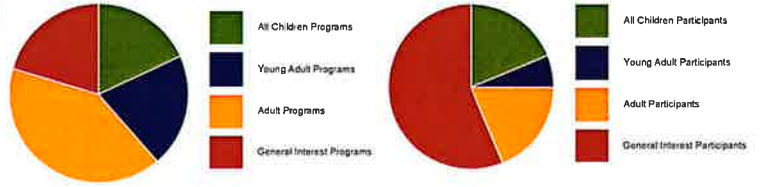
November					
Overview					
All Children Programs	10	20%	All Children Participants	301	31.35%
Young Adult Programs	9	18%	Young Adult Participants	70	7.29%
Adult Programs	25	50%	Adult Participants	255	26.56%
General Interest Programs	6	12%	General Interest Participants	334	34.79%
Total Programs	50		Total Participants	960	



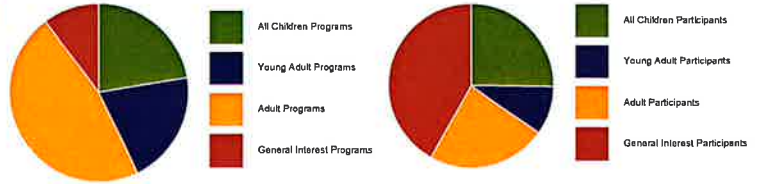
Solon Public Library

July, 2023 - June, 2024

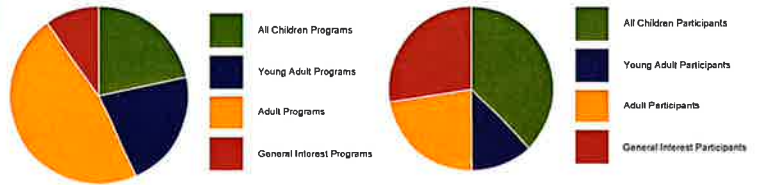
December					
Overview					
All Children Programs	8	18.18%	All Children Participants	211	18.84%
Young Adult Programs	9	20.45%	Young Adult Participants	69	6.16%
Adult Programs	18	40.91%	Adult Participants	210	18.75%
General Interest Programs	9	20.45%	General Interest Participants	630	56.25%
Total Programs	44		Total Participants	1120	



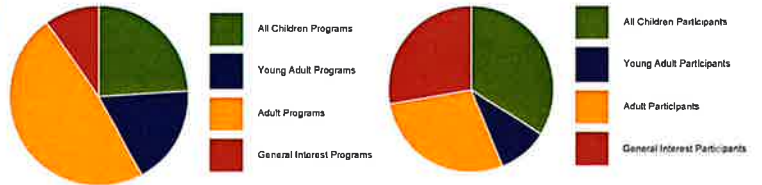
January					
Overview					
All Children Programs	11	22.45%	All Children Participants	184	25.21%
Young Adult Programs	10	20.41%	Young Adult Participants	70	9.59%
Adult Programs	23	46.94%	Adult Participants	170	23.29%
General Interest Programs	5	10.2%	General Interest Participants	306	41.92%
Total Programs	49		Total Participants	730	



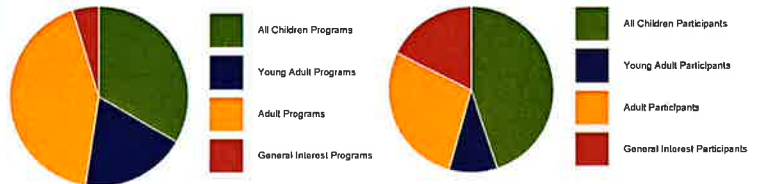
February					
Overview					
All Children Programs	11	21.57%	All Children Participants	324	37.67%
Young Adult Programs	11	21.57%	Young Adult Participants	105	12.21%
Adult Programs	24	47.06%	Adult Participants	194	22.56%
General Interest Programs	5	9.8%	General Interest Participants	237	27.56%
Total Programs	51		Total Participants	860	



March					
Overview					
All Children Programs	12	24%	All Children Participants	317	34.05%
Young Adult Programs	9	18%	Young Adult Participants	90	9.67%
Adult Programs	24	48%	Adult Participants	266	28.57%
General Interest Programs	5	10%	General Interest Participants	258	27.71%
Total Programs	50		Total Participants	931	



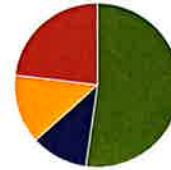
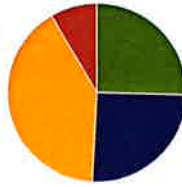
April					
Overview					
All Children Programs	21	33.33%	All Children Participants	477	44.83%
Young Adult Programs	12	19.05%	Young Adult Participants	101	9.49%
Adult Programs	27	42.86%	Adult Participants	298	28.01%
General Interest Programs	3	4.76%	General Interest Participants	188	17.67%
Total Programs	63		Total Participants	1064	



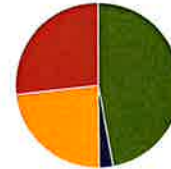
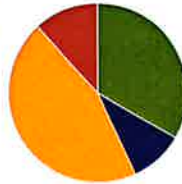
Solon Public Library

July, 2023 - June, 2024

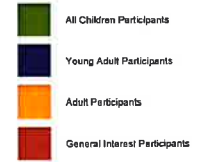
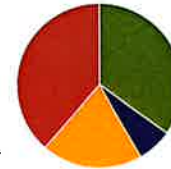
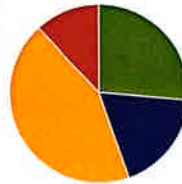
May					
Overview					
All Children Programs	15	25.42%	All Children Participants	1006	52.29%
Young Adult Programs	15	25.42%	Young Adult Participants	214	11.12%
Adult Programs	24	40.68%	Adult Participants	259	13.46%
General Interest Programs	5	8.47%	General Interest Participants	445	23.13%
Total Programs	59		Total Participants	1924	



June					
Overview					
All Children Programs	17	33.33%	All Children Participants	541	47.13%
Young Adult Programs	5	9.8%	Young Adult Participants	31	2.7%
Adult Programs	23	45.1%	Adult Participants	269	23.43%
General Interest Programs	6	11.76%	General Interest Participants	307	26.74%
Total Programs	51		Total Participants	1148	



Year in Review					
Overview					
All Children Programs	159	26.37%	All Children Participants	5289	34.82%
Young Adult Programs	110	18.24%	Young Adult Participants	1042	6.86%
Adult Programs	263	43.62%	Adult Participants	3012	19.83%
General Interest Programs	71	11.77%	General Interest Participants	5848	38.5%
Total Programs	603		Total Participants	15191	



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Monthly Statistic	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Total
1														
2	248	180	303	181	243	265	165	218	221	159	211	261	2655	Total
3	22	28	145	435	475	294	38	254	209	457	129	167	2653	Total
4	207	242	328	410	394	322	291	391	342	379	392	271	3969	Total
5	79	73	49	62	74	48	71	70	55	64	57	81	783	Total
6	34	48	38	34	26	20	61	46	39	47	25	38	456	Total
7	3	2	4	3	1	1	2	3	3	3	3	0	28	Total
8	6	9	14	14	9	12	9	11	17	11	11	10	133	Total
9	1925	2037	1785	2001	2051	1844	2212	2003	2202	2210	5560	3183	29013	Total
10	1336	1384	1302	1287	1261	1219	1423	1319	1336	1219	1162	1243	15491	Total
11	267	259	240	255	266	251	281	277	272	269	263	264	264	Average
12	23	27	36	17	22	21	48	53	23	28	33	31	362	Total
13	109	110	113	119	119	126	131	134	136	136	136	136	125	Average
14	1525	1528	1551	1560	1567	1587	1596	1611	1638	1645	1673	1690	1598	Average
15	63	67	60	63	53	56	67	66	76	55	68	59	753	Total
16	569	569	579	578	579	581	580	581	579	584	581	581	578	Average
17	63	59	41	46	59	61	53	81	82	67	68	78	758	Total
18	1563	1563	1588	1611	1608	1613	1621	1634	1637	1636	1645	1667	1616	Average
19	4	6	2	0	0	5	4	2	1	1	3	4	32	Total
20	56	57	58	58	59	59	61	61	62	62	62	62	60	Average
21	475	349	258	523	281	192	204	198	186	207	306	189	3368	Total
22	35	51	23	49	39	21	29	15	15	27	29	35	368	Total
23	\$ 563.77	\$ 932.32	\$ 414.32	\$ 864.33	\$ 664.24	\$ 379.67	\$ 608.45	\$ 282.15	\$ 329.27	\$ 469.75	\$ 483.25	\$ 554.38	\$ 6,545.90	Total
24	5499	4227	3476	3651	3555	3354	3695	3537	3869	3569	3767	5603	47802	Total
25	7074	5877	5353	5651	5398	5153	4691	5501	5968	6253	6673	9005	72597	Total
26	64	60	45	28	55	56	37	45	40	69	84	179	762	Total
27	23	5	44	22	11	15	7	10	6	7	24	4	178	Total
28	Outreach													
29	Spartan Early Childhood Center - Visits													
30	1	1	0	1	0	1	0	1	0	1	0	1	6	Total
31	1	1	2	2	2	2	1	3	3	2	1	2	19	Total
32	0	0	0	0	1	0	1	0	0	2	0	0	4	Total
33	Solon Care Center Visits													
										1			1	Total



Solon Public Library
Month Ending June-2024

	Programs			Attendance			Views		
	2024	2023	Change	2024	2023	Change	2024	2023	Change
All Children	159	135	24	5289	3468	1821	0	0	0
Children (ages 0-5)	98	94	4	2373	1821	552	0	0	0
Children (ages 6-11)	61	41	20	2916	1647	1269	0	0	0
Young Adult (ages 12-18)	110	89	21	1042	937	105	0	0	0
Adult (ages 19+)	263	219	44	3012	3406	-394	0	0	0
General Interest	71	64	7	5848	5184	664	0	0	0
Total	603	507	96	15191	12995	2196	0	0	0

	Programs			Attendance			Views		
	2024	2023	Change	2024	2023	Change	2024	2023	Change
In Person	519	436	83	12252	9893	2359	0	0	0
Live Virtual	3	6	-3	0	375	-375	0	0	0
Passive Programs	73	59	14	2858	2659	199	0	0	0
Combo In Person/Live Virtual	8	6	2	81	68	13	0	0	0
bo Live Virtual / Content Recordings	0	0	0	0	0	0	0	0	0
Total	603	507	96	15191	12995	2196	0	0	0

Programs

Year-to-Date Compare

Attendance

Views

	2024	2023	Change	% Change	2024	2023	Change	% Change	2024	2023	Change	% Change
In Person	519	436	83	19.04%	12252	9893	2359	23.85%	0	0	0	-
Live Virtual	3	6	-3	-50%	0	375	-375	-100%	0	0	0	-
Passive Programs	73	59	14	23.73%	2858	2659	199	7.48%	0	0	0	-
Combo In Person/Live Virtual	8	6	2	33.33%	81	68	13	19.12%	0	0	0	-
bo Live Virtual / Content Recordings	0	0	0	-	0	0	0	-	0	0	0	-
Total	603	507	96	18.93%	15191	12995	2196	16.9%	0	0	0	-

Solon Library Bills for July, 2024

Starting balance from FY25 Budget Amounts

Monthly Avg

From Dues, Membership & Magazines (62100) \$ 1,200.00

Zoom inv#258464848 (Visa) \$	17.11	Approved in June 2024 paid in FY25
Cricut monthly subscription order#133243522(Visa) \$	10.59	Approved in June 2024 paid in FY25
Zoom inv#262538312 (Visa) \$	17.11	
Cricut monthly subscription order#135804357(Visa) \$	10.59	
Our Iowa Magazine annual subscription (Visa) \$	24.98	
North Liberty Library, BookPage Subscription inv#S82965 \$	82.80	Shared with North Liberty Library
Total Spent \$	163.18	\$ 100.00
Remaining Balance \$	1,036.82	

From Travel and Conference (62400) \$ 750.00

Iowa League of Cities webinar (Visa) \$	25.00	Approved in June 2024 paid in FY25
Employee Mileage reimbursment, purchase of supplies \$	45.96	
Total Spent \$	70.96	\$ 62.50
Remaining Balance \$	679.04	

From Building Maintenance (63100) \$ 10,000.00

\$5,000 allocated for reserve funds \$	5,000.00	Hidden balance for reserves
Sam's Mainstreet Market, bleach (Visa) \$	9.25	Approved in June 2024 paid in FY25
Solon Heating & Air Conditioning, Air Conditioner Service inv# 504308 \$	175.95	
Total Spent \$	185.20	\$ 416.67
Remaining Balance \$	4,814.80	

From Org Vehicle/Equipment Maint AC (63320) \$ 5,600.00

Google LLC, Google Workspace inv#4986956248 (Visa) \$	44.93	Approved in June 2024 paid in FY25
CYBRARIAN Corp., annual software license inv#09-97531 \$	649.95	
Google LLC, Google Workspace inv#5006980700 (Visa) \$	44.94	
Total Spent \$	739.82	\$ 466.67
Remaining Balance \$	4,860.18	

From Utilities (63710) \$ 3,000.00

Alliant Energy \$	11.71	
Mid-American \$	11.44	
Total Spent \$	23.15	\$ 250.00
Remaining Balance \$	2,976.85	

From Telephone/Internet (63730) \$ 4,500.00

ICN inv#698804 \$	188.00	
Southslope inv#10766862 \$	179.63	
Total Spent \$	367.63	\$ 375.00
Remaining Balance \$	4,132.37	

From Data Bases (63731) \$ 2,850.00

OverDrive Annual Consortium Subscription invCD0649724202243 \$	1,024.32	
Total Spent \$	1,024.32	\$ 237.50
Remaining Balance \$	1,825.68	

From Publishing (64140) \$ 600.00

Total Spent \$	-	\$ 50.00
Remaining Balance \$	600.00	

From Educational Program (64340) \$ 14,150.00

Sam's Mainstreet Market, youth program supplies (Employee Reimbursement) \$	33.51	Approved in June 2024 paid in FY25
National Mississippi River Museum, Ocean Odyssey Program inv#11927317 \$	561.20	Approved in June 2024 paid in FY25
Amazon, Teen program supplies (Visa) \$	46.08	Approved in June 2024 paid in FY25
Amazon, Teen program supplies (Visa) \$	19.82	Approved in June 2024 paid in FY25
Amazon, Youth program supplies (Visa) \$	48.24	Approved in June 2024 paid in FY25

Amazon, Youth program supplies (Visa)	\$ 262.46	Approved in June 2024 paid in FY25
Amazon, Adult program supplies (Visa)	\$ 30.99	Approved in June 2024 paid in FY25
Amazon, Adult program supplies (Visa)	\$ 22.79	Approved in June 2024 paid in FY25
Amazon, Youth program supplies (Visa)	\$ 34.78	Approved in June 2024 paid in FY25
Amazon, Teen program supplies (Visa)	\$ 6.29	Approved in June 2024 paid in FY25
Amazon, Youth program supplies (Visa)	\$ 23.12	Approved in June 2024 paid in FY25
Amazon, Youth program supplies (Visa)	\$ 280.17	Approved in June 2024 paid in FY25
Etsy, Adult program supplies (Visa)	\$ 22.95	Approved in June 2024 paid in FY25
Fun Express, Youth program supplies (Visa)	\$ 254.62	Approved in June 2024 paid in FY25
Fun Express, Youth program supplies (Visa)	\$ 76.91	Approved in June 2024 paid in FY25
Sam's Mainstreet Market, Youth program supplies (Visa)	\$ 3.38	Approved in June 2024 paid in FY25
Zoetic Coffee, Teen program supplies (Visa)	\$ 10.00	Approved in June 2024 paid in FY25
Tamra Smith, Program Speaker Adult and Youth Programs, inv#7112024	\$ 250.00	Split between Adult and Youth Education Budget
Julie Ellen, Speaker's Fee Adult Program, inv#60420241	\$ 125.00	
Solon Senior Support, June Chair Yoga, inv#YogaJUN24	\$ 60.00	
The Lena Project, Youth Program, inv#SRP24LENA	\$ 125.00	SRP
United Methodist Church, FLC Rental for Noon Year's Eve Program, inv#NYE2024	\$ 80.00	
Amazon, Youth program supplies (Visa)	\$ 15.98	
Amazon, Youth program supplies (Visa)	\$ 23.17	SRP
Amazon, Youth program supplies (Visa)	\$ 96.45	SRP
Amazon, Adult program supplies (Visa)	\$ 51.56	
Amazon, Adult program supplies (Visa)	\$ 23.99	
Amazon, Youth program supplies (Visa)	\$ 86.98	SRP
Amazon, Youth program supplies (Visa)	\$ 64.36	SRP
Amazon, Youth program supplies (Visa)	\$ 142.09	SRP
Amazon, Youth program supplies (Visa)	\$ 74.97	SRP
Amazon, Youth program supplies (Visa)	\$ 37.99	SRP
Amazon, Adult program supplies (Visa)	\$ 52.14	
Amazon, Youth program supplies (Visa)	\$ 115.67	SRP
Amazon, Youth program supplies (Visa)	\$ 30.99	SRP
Amazon, Youth program supplies (Visa)	\$ 26.45	SRP
Amazon, Youth program supplies (Visa)	\$ 68.39	SRP
Amazon, Youth program supplies (Visa)	\$ 159.88	SRP
Amazon, Youth program supplies (Visa)	\$ 74.94	SRP
Amazon, Adult program supplies (Visa)	\$ 25.97	
Amazon, Youth program supplies (Visa)	\$ 43.96	
ALDI, Teen program supplies (Visa)	\$ 41.73	
Dollar Tree, Youth program supplies (Visa)	\$ 8.75	SRP
Fun Express, Youth program supplies (Visa)	\$ 98.72	SRP
Menards, Youth program supplies (Visa)	\$ 28.96	SRP
Total Spent	\$ 3,771.40	\$ 1,179.17
Remaining Balance	\$ 10,378.60	
From Library Books (65020)	\$ 24,000.00	
Amazon, 1 adult book (Visa)	\$ 24.61	Approved in June 2024 paid in FY25
Amazon, 3 youth books (Visa)	\$ 39.40	Approved in June 2024 paid in FY25
Amazon, 1 youth book (Visa)	\$ 13.45	Approved in June 2024 paid in FY25
Amazon, 1 youth book (Visa)	\$ 16.58	Approved in June 2024 paid in FY25
Amazon, 1 adult book (Visa)	\$ 9.50	Approved in June 2024 paid in FY25
Amazon, 1 adult book (Visa)	\$ 31.50	Approved in June 2024 paid in FY25
Amazon, 1 adult book (Visa)	\$ 10.99	Approved in June 2024 paid in FY25
Amazon, 1 adult book (Visa)	\$ 15.46	Approved in June 2024 paid in FY25
Amazon, 1 adult book (Visa)	\$ 13.29	Approved in June 2024 paid in FY25
Amazon, 3 youth books (Visa)	\$ 38.92	Approved in June 2024 paid in FY25
Amazon, 2 youth books (Visa)	\$ 29.20	Approved in June 2024 paid in FY25
Amazon, 1 youth book (Visa)	\$ 19.20	Approved in June 2024 paid in FY25
The Daily Iowan, Iowa Women's Basketball Book (Visa)	\$ 35.00	Approved in June 2024 paid in FY25
Daydreams Comics, 3 youth books (Visa)	\$ 33.05	Approved in June 2024 paid in FY25
Baker & Taylor Inv#2038352939	\$ 20.98	
Baker & Taylor Inv#2038361141	\$ 103.74	
Baker & Taylor Inv#2038367426	\$ 58.73	
Baker & Taylor Inv#2038369724	\$ 238.82	
Baker & Taylor Inv#2038376415	\$ 193.82	
Baker & Taylor Inv#2038377590	\$ 69.54	
Baker & Taylor Inv#2038407625	\$ 173.44	

Baker & Taylor Inv#2038412803	\$	66.67	
Baker & Taylor Inv#2038415038	\$	99.16	
Baker & Taylor Inv#2038418234	\$	48.91	
Junior Library Guild Inv#687022	\$	350.16	
NOS Books, 1 youth book (Visa)	\$	26.74	
Amazon, 1 adult book (Visa)	\$	12.41	
Amazon, 1 adult book (Visa)	\$	10.99	Replacement
Amazon, 2 youth books (Visa)	\$	23.78	
Amazon, 1 youth book (Visa)	\$	11.35	
Amazon, 4 youth books (Visa)	\$	63.96	
Amazon, 1 adult book (Visa)	\$	8.99	Replacement
Amazon, 1 adult book (Visa)	\$	18.99	
Amazon, 1 adult book (Visa)	\$	17.29	
Amazon, 1 adult book (Visa)	\$	13.49	
Amazon, 3 adult books (Visa)	\$	36.04	
Total Spent	\$	1,998.15	\$ 2,000.00
Remaining Balance	\$	22,001.85	

From Library Video Materials (65030) \$ 4,850.00

Amazon, 1 DVD (Visa)	\$	16.49	Approved in June 2024 paid in FY25
Amazon, 1 DVD (Visa)	\$	4.99	Approved in June 2024 paid in FY25
Amazon, 1 DVD (Visa)	\$	13.99	Approved in June 2024 paid in FY25
Kanopy, Annual budget allocation inv#KDEP-22590	\$	500.00	
MicroMarketing inv#513855	\$	41.98	
Midwest Tape inv#505665082	\$	88.61	
Midwest Tape inv#505699384	\$	43.48	
Midwest Tape inv#505754327	\$	56.23	
Midwest Tape inv#505798374	\$	132.72	
Amazon, 1 DVD (Visa)	\$	19.96	
Amazon, 2 DVDs (Visa)	\$	23.42	New/Replacement
Amazon, 2 DVDs (Visa)	\$	17.28	
Amazon, 1 DVD (Visa)	\$	19.96	
Total Spent	\$	979.11	\$ 404.17
Remaining Balance	\$	3,870.89	

From Library Audio Materials (65040) \$ 5,000.00

Baker & Taylor Inv#2038385605	\$	63.23	
Total Spent	\$	63.23	\$ 416.67
Remaining Balance	\$	4,936.77	

From Puzzles, Puppet Kits (65050) \$ 1,200.00

Amazon, 1 youth puzzle (Visa)	\$	11.99	Replacement
Amazon, 2 round cake pans (Visa)	\$	13.76	LOT = Library of Things, replacement
Total Spent	\$	25.75	\$ 100.00
Remaining Balance	\$	1,174.25	

From Operating Supplies (65070) \$ 9,000.00

Amazon, 4 rolls painters tape (Visa)	\$	17.99	Approved in June 2024 paid in FY25
Amazon, avery labels (Visa)	\$	27.26	Approved in June 2024 paid in FY25
Amazon, vinyl for cricut (Visa)	\$	13.96	Approved in June 2024 paid in FY25
ALDI, storage bags, plates, sponges (Visa)	\$	14.17	Approved in June 2024 paid in FY25
Target, first aid supplies (Visa)	\$	35.63	Approved in June 2024 paid in FY25
Office Express, paper, 3 toner cartridges inv#65783	\$	255.92	
Office Express, 1 toner cartridge inv#66297	\$	57.99	
Office Express, tall kitchen bags, carpet cleaner inv#67996	\$	28.25	
Amazon, disinfecting wipes (Visa)	\$	9.02	
Amazon, nitrile gloves (Visa)	\$	9.99	
Amazon, laminating sheets (Visa)	\$	12.79	
DEMCO, disc cleaning & book processing supplies inv#7498314(Visa)	\$	112.94	
DEMCO, book processing supplies inv#7504799 (Visa)	\$	92.23	
Total Spent	\$	688.14	\$ 750.00
Remaining Balance	\$	8,311.86	

From Postage and Shipping (65080) \$ 600.00

USPS, ILL Return (Visa) \$	4.62	Approved in June 2024 paid in FY25
USPS, ILL Return (Visa) \$	4.62	Approved in June 2024 paid in FY25
USPS, ILL Return (Visa) \$	5.32	Approved in June 2024 paid in FY25
USPS 2 ILL Returns (Visa) \$	8.54	Approved in June 2024 paid in FY25
USPS, prepaid envelopes \$	140.65	City purchase divided between departments
USPS ILL Return (Visa) \$	5.32	
USPS ILL Return (Visa) \$	4.62	
USPS 2 ILL Returns (Visa) \$	12.04	
Total Spent \$	185.73	\$ 75.00
Remaining Balance \$	414.27	

From Supplies (65990) \$ 250.00

Total Spent \$	-	\$ 20.83
Remaining Balance \$	250.00	

From Office Equipment (67250) \$ 3,500.00

Amazon, adjustable wood table for AWE computer (Visa) \$	79.99	Approved in June 2024 paid in FY25
Amazon, 6 surge protectors (Visa) \$	41.99	Approved in June 2024 paid in FY25
Gordon Flesch Co. Printer Lease inv#100932313 \$	171.63	
Amazon, 2 plastic wall caddies (Visa) \$	13.28	
Amazon, surge protector (Visa) \$	15.93	
Total Spent \$	322.82	\$ 333.33
Remaining Balance \$	3,177.18	

**Solon Public Library Foundation - Solon State Bank
Treasurer's Report
June 26, 2024**

Beginning Balance		\$ 18,789.38
Income:		
Donations		\$ 100.00
Expenses:		
		\$ -
Ending Balance		<u>\$ 18,889.38</u>

**Solon Public Library Foundation - Greenstate
Treasurer's Report
June 26, 2024**

Beginning Balance		\$ 5.54
Income:		
Expenses:		
Savings Balance		<u>\$ 5.54</u>

**Solon Public Library Foundation Scholarship Account
Treasurer's Report
June 26, 2024**

Beginning Balance		\$ 1,000.00
Income:		
\$		\$ -
Expenses:		
Ending Balance		<u>\$ 1,000.00</u>

Portfolio Snapshot

Solon Public Library Foundation

Combined Account Portfolio

Summary As of: 5/31/24

Portfolio Performance

Period: 5/1/24-5/31/24

PORTFOLIO	\$85,416	SELECTED PERIOD (\$)		LAST QUARTER (\$)		YEAR TO DATE (\$)		LAST YEAR (\$)		SINCE START DATE (\$)
		5/1/24 - 5/31/24	5/1/24 - 5/31/24	Q1, 24	5/31/24	2023	5/31/24	2023	8/29/22	
GAIN/LOSS		Beginning Value	82,424	79,876	79,876	69,263	0			
		Net Contribution	0	0	0	0	0		70,000	
Unrealized	\$12,182	Change in Value	2,992	5,148	5,540	10,614	15,416		15,416	
		Ending Value	85,416	85,025	85,416	79,876	85,416		85,416	
		Return	3.63%	6.45%	6.94%	15.32%	11.98%			

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
XXXX	8/29/22	85,416	100.00	3.63	6.45	6.94	15.32	11.98

Accounts are not custodied at Cambridge. The data is provided from various sources, please refer to the disclosure for detail.

Prepared by: Solon Public Library Foundation

Created on: 6/27/24.

Incomplete if presented without accompanying disclosure pages

**Solon Public Library Foundation - Solon State Bank
Treasurer's Report
July 24, 2024**

Beginning Balance		\$ 18,889.38
Income:	\$	-
Expenses:		-
Ending Balance		<u>\$ 18,889.38</u>

**Solon Public Library Foundation - Greenstate
Treasurer's Report
July 24, 2024**

Beginning Balance		\$ 5.54
Income:		
Expenses:		
Savings Balance		<u>\$ 5.54</u>

**Solon Public Library Foundation Scholarship Account
Treasurer's Report
July 24, 2024**

Beginning Balance		\$ 1,000.00
Income:	\$	-
Expenses:		
Ending Balance		<u>\$ 1,000.00</u>

Portfolio Snapshot
 Combined Account Portfolio

Solon Public Library Foundation

Period: 6/1/24-6/30/24

Summary As of: 6/30/24

Portfolio Performance

PORTFOLIO	\$87,693	SELECTED PERIOD (\$)		LAST QUARTER (\$)	YEAR TO DATE (\$)	LAST YEAR (\$)	SINCE START DATE (\$)
		6/1/24 - 6/30/24	6/30/24				
GAIN/LOSS		85,416	79,876	79,876	69,263	0	70,000
Unrealized	\$14,459	0	0	0	,0		17,693
		2,277	5,148	7,817	10,614		87,693
		87,693	85,025	87,693	79,876		
		Return	2.67%	6.45%	9.79%	15.32%	13.02%

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
XXX ...	8/29/22	87,693	100.00	2.67	6.45	9.79	15.32	13.02

Accounts are not custodied at Cambridge. The data is provided from various sources, please refer to the disclosure for detail.

Prepared by: Solon Public Library Foundation

Created on: 7/23/24.

Incomplete if presented without accompanying disclosure pages



Statement of Activity
 Solon Public Library Foundation Education Endowment Fund
 April 01, 2024 through June 30, 2024

Beginning Balance	\$29,446.59
<u>Income</u>	
Donations	\$0
Interest and Dividends	\$173.67
Realized Gain - Loss	\$46.41
Unrealized Gain - Loss	\$158.88
Total Fund Income	\$378.96
<u>Expenses</u>	
Administrative Fee	\$87.89
Investment Mgmt Fee	\$24.90
Online Payment Processing	\$0
Total Fund Expenses	\$112.79
Ending Balance	\$29,712.76

Activity Detail

Donations

<u>Date</u>	<u>Donor</u>	<u>Amount</u>
n/a	n/a	\$n/a
Total Donations		\$0.00

Grants

<u>Date</u>	<u>Description</u>	<u>Amount</u>
n/a	n/an/a	\$n/a
Total Grants		\$0.00



Solon Public Library
Photographs in Library Policy - DRAFT

About Photographs in Library Policy

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

Photographs in the Library

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