

**Agenda for Solon Library Board Meeting
Monday, September 26, 2022 @6:30 pm**

Join Zoom Meeting:

Topic: SPL Board of Trustees Meeting

Time: September 26, 2022 6:30 PM Central Time (US and Canada)

<https://us02web.zoom.us/j/83088558042>

Meeting ID: 830 8855 8042

Call to order

Approval of the agenda

Approval of the minutes

- August 29, 2022

Citizen's Speak

Committee reports

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

Directors Report

Approval of Bills

- September 2022

Review of Foundation report (N/A next meeting 9/28/22)

Old Business

- City Employee Handbook
- Strategic Plan
- 2023 Accreditation

New Business

- Review Conduct Policy
- Board Continuing Education Suggestion:

[Community-Led Planning for Equitable, Responsive Services](#)

[WebJunction Course Catalog](#)

Next Meeting: Monday, October 24, 2022 at 7:30 pm

Adjourn

The Solon Public Library Board

Meeting Minutes

August 29, 2022

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 6:01 p.m.

Present

Sandy Lawrence, Jackie Nemecek, March Sutton, Bill Christensen, Liz King (Library Director)

Absent

Jan Fetzer, Laurie Neuerburg

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:** The circulation desk will undergo minor reconfiguration of book drop areas to allow for more efficient use.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** None
- **Evaluation committee:** Liz presented a copy of her revised goals.

Library Director's Report

Liz highlighted the success of the summer reading program. Participation numbers exceeded the 2019 summer program (pre-pandemic). Liz applied and had been selected to attend the Iowa Library Assoc. Leadership Conference and she reported that it was an excellent learning experience. It also provided an opportunity to get to know approximately 25 other librarians from around the state.

Approval of Bills

The August 2022 bills were unanimously approved for payment as presented. (Jackie/Bill)

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **City Employee Handbook** No report
- **Strategic Planning Session to follow regular Board meeting**

New Business

- **Consideration of ADA repair to parking lot**
Since it would not be possible to have work done before the upcoming November elections, the Board would like additional information about meeting the requirements.
No action.
- **Accreditation information from State Library of Iowa**
Links were included to Board resources for Library Standards and information for Accreditation.

Next Month's Agenda

- ADA information for parking lot
- Accreditation Update
- City Employee Handbook

Adjournment

The meeting was adjourned at 6:35.

Next Meeting

Regular Meeting: Monday September 26. 2022, 6:30p.m.

Submitted by

Sandy Lawrence

Following the meeting, Becky Heil, District Consultant, State Library of Iowa, reviewed the process for the upcoming library strategic planning process which is a requirement for the library's 2023 Accreditation.

Director's Report September 2022

In September I attended regular meetings with the City Council, the Friends of the Library, and the Solon Public Library Foundation. I also attended a virtual meeting with the Johnson County Broadband Initiative Group to provide input from a public library perspective on community access to reliable broadband connections. Longtime Friends member and current president, Lisa Haugland, has moved out of Solon and will be stepping down from the board. We are so grateful for her years of service and dedication to the Solon Public Library. We appreciate our City Public Works Department for coordinating the replacement of our sidewalk to ensure that it meets the ADA standards to resume hosting elections in 2023.

September is National Library Card Month and we are encouraging patrons to get a new library card or update their accounts. Each time you show your library card this month you will be entered into a drawing for a Movie/Snack Combo pack. Be sure to check out Megan's posts on social media sharing our patrons' photobooth fun celebrating Library Card Month. We hosted the Solon Sixth Grade English Classes for a library tour and a chance to check out something fun to read in class.

Our large glass display case is filled with Duane McAtee's amazing Marble Art Collection. His variety of glass containers are every bit as interesting as the marbles inside. This display has provided entertainment for patrons of all ages. At the end of the month, we will switch over to Scouting for Food.

We hosted a Solar Panel Program and Kirsten Lang from Rabe Hardware provided an informative presentation about the benefits of solar energy, the types of solar panel installations they offer, and examples of residential and commercial installations around the state of Iowa. I was able to share the Library solar panel success with the group, and I have included copies of the slides I presented to this report.

Family Fun Night moved inside the Community Center in September due to the rainy weather. Everyone had great fun playing games in the gym and watching our movie in the auditorium. Thanks to Megan's effective communication on our social media platforms and our website, we were able to inform everyone about the switch in location, and we had 33 attendees. We will continue to host this family activity every second Saturday of the month at the Community Center until the weather warms up enough to host outdoor activities again.

We are so pleased to welcome students to the library for Early Out activities each Thursday afternoon. Cassi and Jake have planned engaging programs for kids and teens, and we enjoy using our new popcorn maker for movie days. Cassi continues to provide creative Storytimes each Tuesday morning and has started Babytime on Mondays for our youngest friends and their caregivers. Alexis hosted her final gardening program of the season. Her guest speaker had to cancel at the last minute, but Alexis was able to present the materials and provide a space for attendees to exchange ideas and learn from each other. She also provided expert (and delicious!) instruction for two cupcake decorating programs; one for adults and a second for

teens. Sherri continues to catalog our new materials each week to ensure our patrons always have new items to enjoy as soon as they are released. Her other projects include deleting weeded items, improving the accuracy of our catalog records, and creating a cataloging process guide. Megan keeps us all on schedule creating our monthly activity calendars and employs multiple avenues of communication to inform the community about all of our library happenings. Her technical expertise is invaluable as she maintains, troubleshoots, and updates all of our library technology.

Monthly Newsletter Link: [September Newsletter](#)

Subscribers: 1492

Looking to October, we will be closed to attend the ILA Conference in Coralville on Thursday, October 13th, and Safety Training on Friday, October 28. We will participate in the SRNA Community Trunk or Treat fun on Saturday, October 24. As part of Local Libraries LIT, we will be presenting a live, virtual author event with Ann Patchett at the end of the month and hosting a viewing party on Tuesday, November 1st. I encourage you to check out one of her books and get ready to learn more about this amazing author.

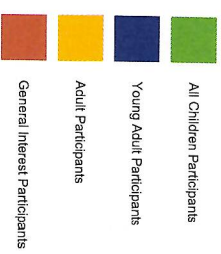
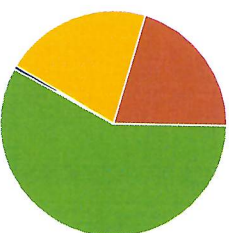
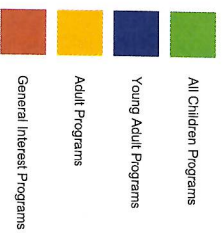
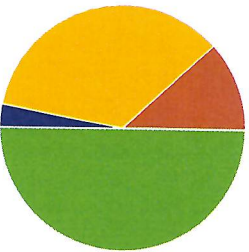
We are in the process of completing our Annual Survey before the October 31 deadline and preparing for our Accreditation report due in February 2023. Our first Community Focus Group meeting will take place in October, and I look forward to hearing from our community members about how the library can continue to enrich lives and encourage lifelong learning. We will also be hosting our Joint Boards Meeting in October, and I appreciate everyone taking the time to attend multiple meetings in October.

Sincerely,

Liz King
Director, Solon Public Library

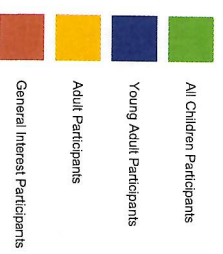
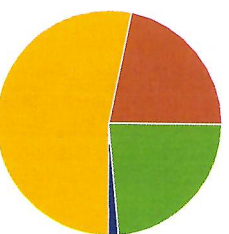
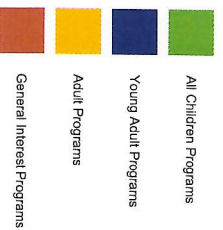
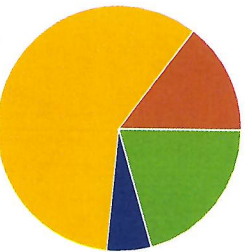
July

Overview					
All Children Programs	17	50%	All Children Participants	523	57.92%
Young Adult Programs	1	2.94%	Young Adult Participants	5	0.55%
Adult Programs	12	35.29%	Adult Participants	189	20.93%
General Interest Programs	4	11.76%	General Interest Participants	186	20.6%
Total Programs	34		Total Participants	903	



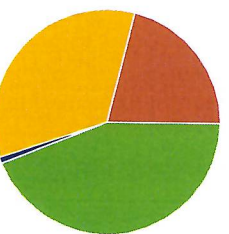
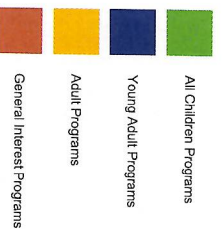
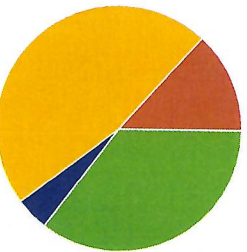
August

Overview					
All Children Programs	7	20.59%	All Children Participants	147	23.48%
Young Adult Programs	2	5.88%	Young Adult Participants	9	1.44%
Adult Programs	20	58.82%	Adult Participants	333	53.19%
General Interest Programs	5	14.71%	General Interest Participants	137	21.88%
Total Programs	34		Total Participants	626	



Year in Review

Overview					
All Children Programs	24	35.29%	All Children Participants	670	43.82%
Young Adult Programs	3	1.47%	Young Adult Participants	14	0.33%
Adult Programs	32	17.65%	Adult Participants	522	12.36%
General Interest Programs	9	5.88%	General Interest Participants	323	12.16%
Total Programs	68		Total Participants	1529	



August 2022 Library Program Details

	A	B	C	F	G	H	I
	Title	Age	Type	Category	Summer Reading	In-person Attendees	Virtual Attendees
1							
2	Adult Game Night	Adult (Ages 19+)	In Person	Adult Programs	no	5	0
3	Book Club	Adult (Ages 19+)	In Person	Adult Programs	no	8	0
4	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	no	21	0
5	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	no	16	0
6	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	no	24	0
7	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	no	34	0
8	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	no	25	0
9	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	no	20	0
10	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	no	24	0
11	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	no	20	0
12	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	no	25	0
13	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	no	22	0
14				Total Chair Yoga		231	0
15	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	no	11	0
16	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	no	13	0
17	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	no	14	0
18	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	no	15	0
19	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	no	14	0
20				Total Coffee & Conversations		67	0
21	Cookbook Club	Adult (Ages 19+)	In Person	Adult Programs	no	10	0
22	DIY Night	Adult (Ages 19+)	In Person	Adult Programs	no	6	0
23	KNIT LIT	Adult (Ages 19+)	In Person	Adult Programs	no	6	0
24							
25	1 000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program		no	0	0
26	Public Storytime - Food at the Fair	Children (Ages 0-5)	In Person	Story time	yes	32	0
27	Public Storytime - Friends on the Farm	Children (Ages 0-5)	In Person	Story time	no	18	0
28	Public Storytime - Fun at the Fair	Children (Ages 0-5)	In Person	Story time	yes	21	0
29	Public Storytime - Trouble with Tractors	Children (Ages 0-5)	In Person	Story time	no	21	0
30				Total Storytime		92	0
31	BAM POW to Go - Play It: No WARries	Children (Ages 6-11)	Passive Program	BAM POW	no	25	0
32	Mapping Adventure w/the Iowa Children's Museum	Children (Ages 6-11)	In Person	Family	yes	30	0
33							
34	Outdoor Games	Young Adult (Ages 12-18)	In Person	Teen Program	no	6	0
35	Your Space	Young Adult (Ages 12-18)	In Person	Teen Program	no	3	0
36							
37	August Coloring Challenge	General Interest	Passive Program	Family	yes	33	0
38	August Let's Go LEGO! - Under the Sea	General Interest	Passive Program		no	20	0
39	Dinosaurs at Dusk	General Interest	In Person	Family	yes	84	0
40	Family Fun Night	General Interest	In Person	Family	yes	49	0
41	Gardening Series: Harvesting and using Vegetables from your	General Interest	In Person	Family	no	4	0

Patron PC Logins by Day and Hour

Dates: Monday August 1, 2022 - Wednesday August 31, 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
Mon Aug 1	0	0	1	2	0	0	3	1	1	0	0	8	1	0	3	0	0	1
Tue Aug 2	3	2	0	0	0	2	7	1	0	0	0	15	1	0	7	0	0	2
Wed Aug 3	0	0	2	1	0	1	0	0	0	0	0	4	0	0	2	0	0	1
Thu Aug 4	0	0	1	0	1	1	6	1	2	0	0	12	1	0	6	1	0	2
Fri Aug 5	0	0	0	0	1	1	2	2	0	0	0	6	1	0	2	0	0	1
Sat Aug 6	2	0	0	0	0	4	0	0	0	0	0	6	1	0	4	0	0	1
Sun Aug 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 8	0	4	2	0	0	0	0	0	6	1	0	13	1	0	6	0	0	2
Tue Aug 9	3	3	0	3	5	1	3	0	0	1	0	19	2	0	5	1	3	2
Wed Aug 10	2	4	3	5	2	2	1	0	0	0	0	19	2	0	5	2	0	2
Thu Aug 11	1	1	6	0	3	0	0	2	0	0	0	13	1	0	6	0	0	2
Fri Aug 12	3	3	2	0	0	0	6	0	0	0	0	14	1	0	6	0	0	2
Sat Aug 13	0	1	0	1	0	1	0	0	0	0	0	3	0	0	1	0	0	1
Sun Aug 14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 15	0	1	0	0	0	0	9	1	0	3	0	14	1	0	9	0	0	3
Tue Aug 16	0	2	0	0	0	0	0	1	0	0	0	3	0	0	2	0	0	1
Wed Aug 17	1	1	4	1	0	0	0	0	0	0	0	7	1	0	4	0	0	1
Thu Aug 18	1	3	1	3	0	0	0	0	0	0	0	8	1	0	3	0	0	1
Fri Aug 19	0	5	2	1	0	0	0	0	0	0	0	8	1	0	5	0	0	2
Sat Aug 20	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0	0	0
Sun Aug 21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 22	0	0	0	0	0	0	1	4	1	0	0	6	1	0	4	0	0	1
Tue Aug 23	1	0	1	0	0	1	1	4	1	0	0	9	1	0	4	1	1	1
Wed Aug 24	0	0	1	1	0	3	0	0	0	0	0	5	1	0	3	0	0	1
Thu Aug 25	0	2	0	1	1	1	2	7	0	0	0	14	1	0	7	1	0	2
Fri Aug 26	1	1	0	1	0	0	0	0	0	0	0	3	0	0	1	0	0	1
Sat Aug 27	0	2	0	0	0	0	0	3	0	0	0	5	1	0	3	0	0	1
Sun Aug 28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 29	0	4	0	2	1	0	0	0	0	0	3	0	1	0	4	0	0	1
Tue Aug 30	0	1	0	0	0	0	7	0	0	1	0	9	1	0	7	0	0	2
Wed Aug 31	0	0	0	1	1	1	1	3	0	0	0	7	1	0	3	0	0	1
Total	18	40	26	23	15	29	41	29	14	6	0	241						
Average	0.6	1.3	0.8	0.7	0.5	0.9	1.3	0.9	0.5	0.2	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	3	5	6	5	5	9	7	7	6	3	0							
Median	0	1	0	0	0	0	0	0	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi	1	1.5	1.4	1.2	1.1	1.8	2.2	1.6	1.2	0.6	0							

Guest Logins by Day and Hour

Dates: Monday August 1, 2022 - Wednesday August 31, 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	
Mon Aug 1	0	0	0	1	1	0	0	3	0	1	0	0	6	1	0	3	0	0	1
Tue Aug 2	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0	1
Wed Aug 3	0	0	1	1	0	0	1	0	0	0	0	0	2	0	0	1	0	0	0
Thu Aug 4	0	0	1	0	1	0	4	1	1	0	0	8	1	0	4	0	0	1	1
Fri Aug 5	0	0	0	0	0	1	0	2	2	0	0	5	1	0	2	0	0	1	1
Sat Aug 6	2	0	0	0	0	0	3	0	0	0	0	5	1	0	3	0	0	1	1
Sun Aug 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 8	0	4	1	0	0	0	0	0	0	2	1	8	1	0	4	0	0	1	1
Tue Aug 9	3	3	0	0	3	5	0	2	0	0	0	16	2	0	5	0	0	2	2
Wed Aug 10	1	3	2	0	0	0	1	1	0	0	0	8	1	0	3	0	0	1	1
Thu Aug 11	1	1	2	0	0	3	0	0	2	0	0	9	1	0	3	0	0	1	1
Fri Aug 12	3	3	2	0	0	0	1	0	0	0	0	9	1	0	3	0	0	1	1
Sat Aug 13	0	1	0	1	0	1	0	0	0	0	0	3	0	0	1	0	0	1	1
Sun Aug 14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 15	0	1	0	0	0	0	3	1	0	3	0	8	1	0	3	0	0	1	1
Tue Aug 16	0	2	0	0	0	0	0	0	1	0	0	3	0	0	2	0	0	1	1
Wed Aug 17	1	1	4	1	0	0	0	0	0	0	0	7	1	0	4	0	0	1	1
Thu Aug 18	1	2	1	1	0	0	0	0	0	0	0	5	1	0	2	0	0	1	1
Fri Aug 19	0	5	2	0	0	0	0	0	0	0	0	7	1	0	5	0	0	2	2
Sat Aug 20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Aug 21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 22	0	0	0	0	0	0	0	0	3	1	0	4	0	0	3	0	0	1	1
Tue Aug 23	1	0	1	0	0	1	0	1	1	1	0	5	1	0	1	0	0	1	1
Wed Aug 24	0	0	1	1	1	0	2	0	0	0	0	4	0	0	2	0	0	1	1
Thu Aug 25	0	2	0	0	1	1	1	2	2	0	0	8	1	0	2	0	0	1	1
Fri Aug 26	1	1	0	1	0	0	0	0	0	0	0	3	0	0	1	0	0	1	1
Sat Aug 27	0	1	0	0	0	0	0	0	3	0	0	4	0	0	3	0	0	1	1
Sun Aug 28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 29	0	1	0	0	2	1	0	0	0	0	2	6	1	0	2	0	0	1	1
Tue Aug 30	0	1	0	0	0	0	0	4	0	0	1	6	1	0	4	0	0	1	1
Wed Aug 31	0	0	0	0	1	0	0	0	2	0	0	3	0	0	2	0	0	1	1
Total	16	32	19	12	12	13	20	17	9	4	0	154							
Average	0.5	1	0.6	0.4	0.4	0.4	0.6	0.5	0.3	0.1	0								
Minimum	0	0	0	0	0	0	0	0	0	0	0								
Maximum	3	5	4	3	5	3	4	3	3	2	0								
Median	0	1	0	0	0	0	0	0	0	0	0								
Mode	0	0	0	0	0	0	0	0	0	0	0								
Standard Devi	0.9	1.3	0.9	0.7	1	0.8	1.2	0.9	0.7	0.4	0								

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In August, 261 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

Change from prior month



637 ↓ -5.35%

Monthly Sessions



563 ↓ -1.92%

Total Visits



261 ↓ -7.12%

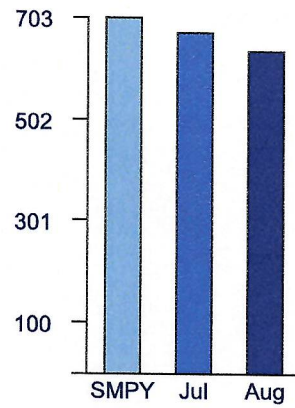
Unique Visitors



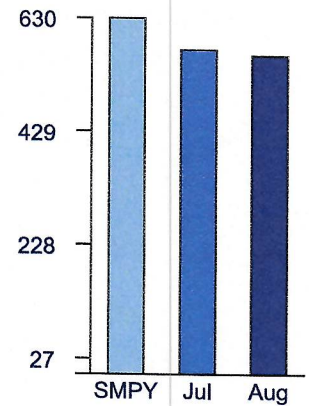
2.16 ↑ 5.88%

Average Return Rate

Total Monthly Session Count

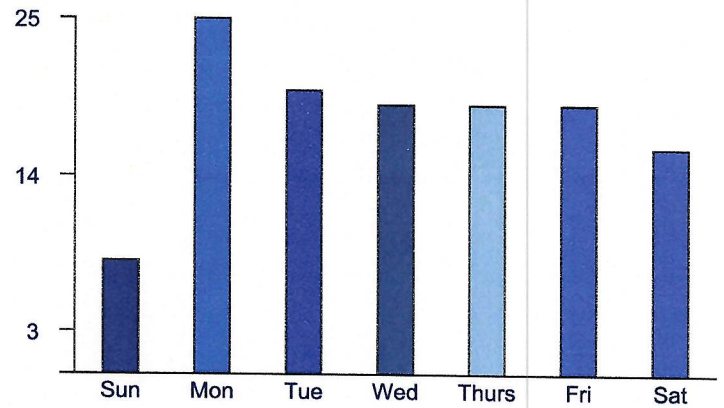


Total Monthly Visits

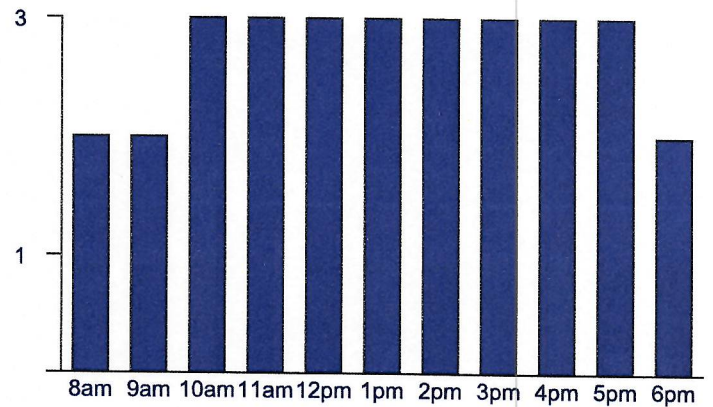


*SMPY: Same Month Prior Year

Average Daily Visits



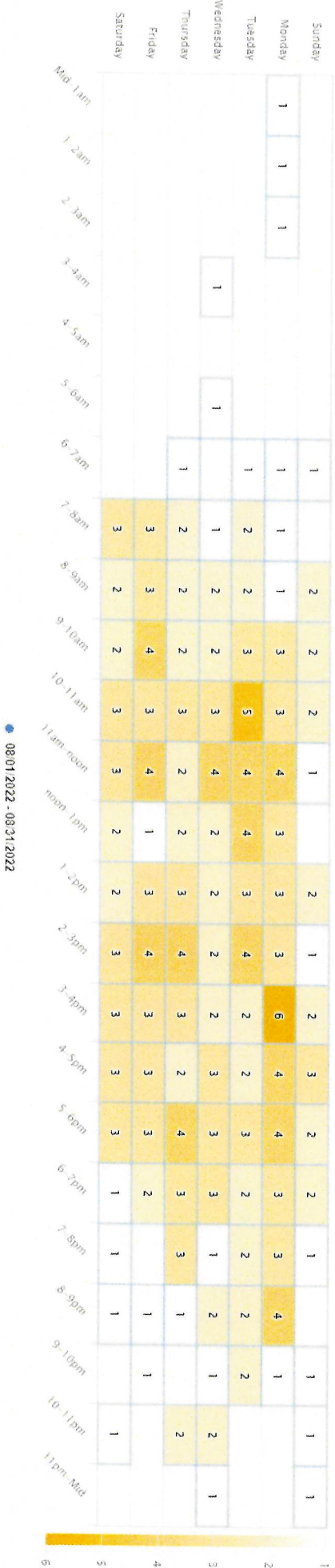
Average Peak Hourly



Average Usage

08/01/2022 - 08/31/2022

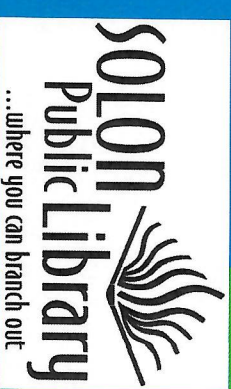
Busiest Hour: 6
 Monday's at 3 PM
 Least Busy: 1
 Saturday's at 8 PM
 Hourly Average: 2



08/01/2022 - 08/31/2022

Solon Public Library Solar Panel Project

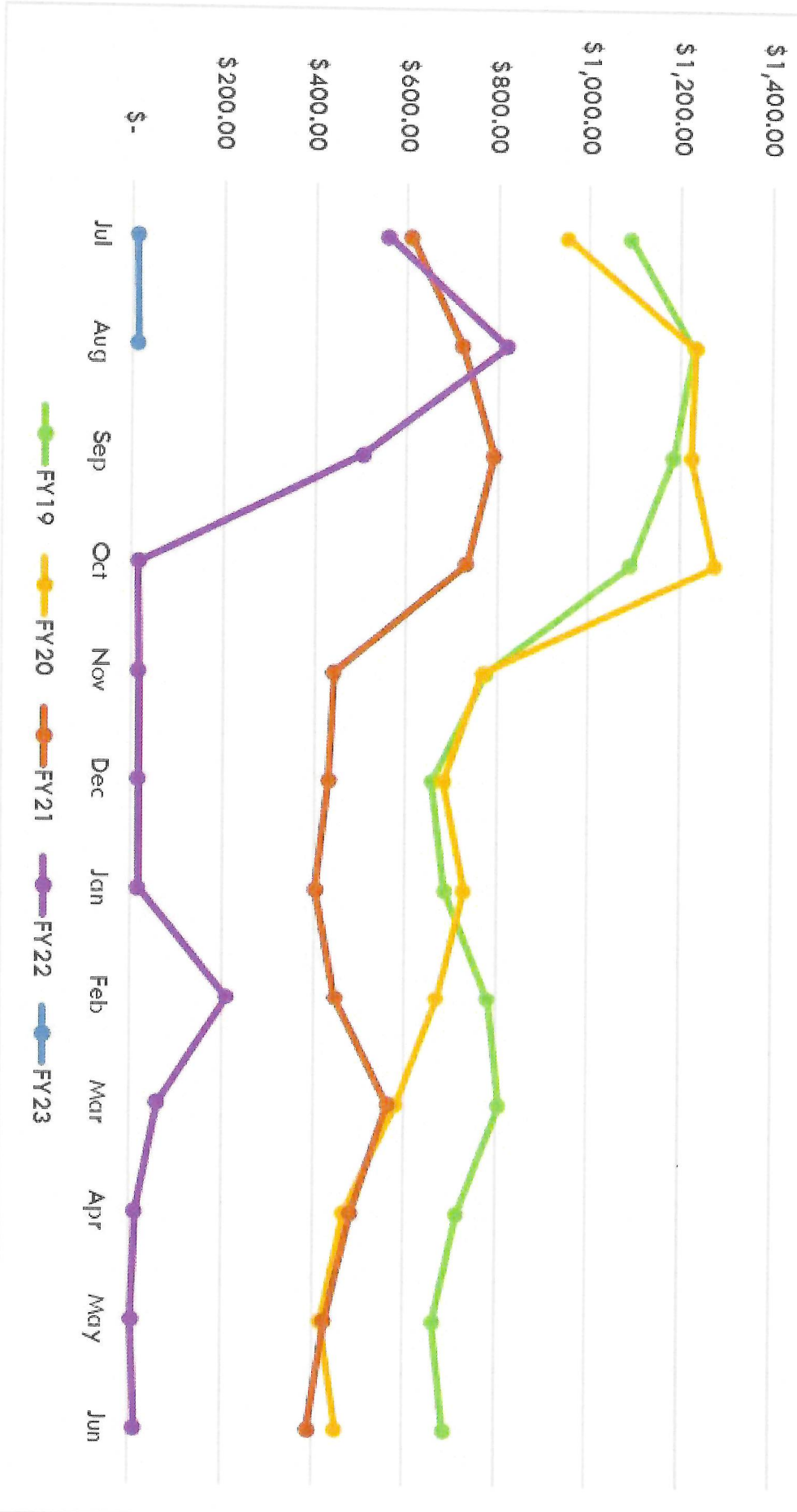
Leading By Example



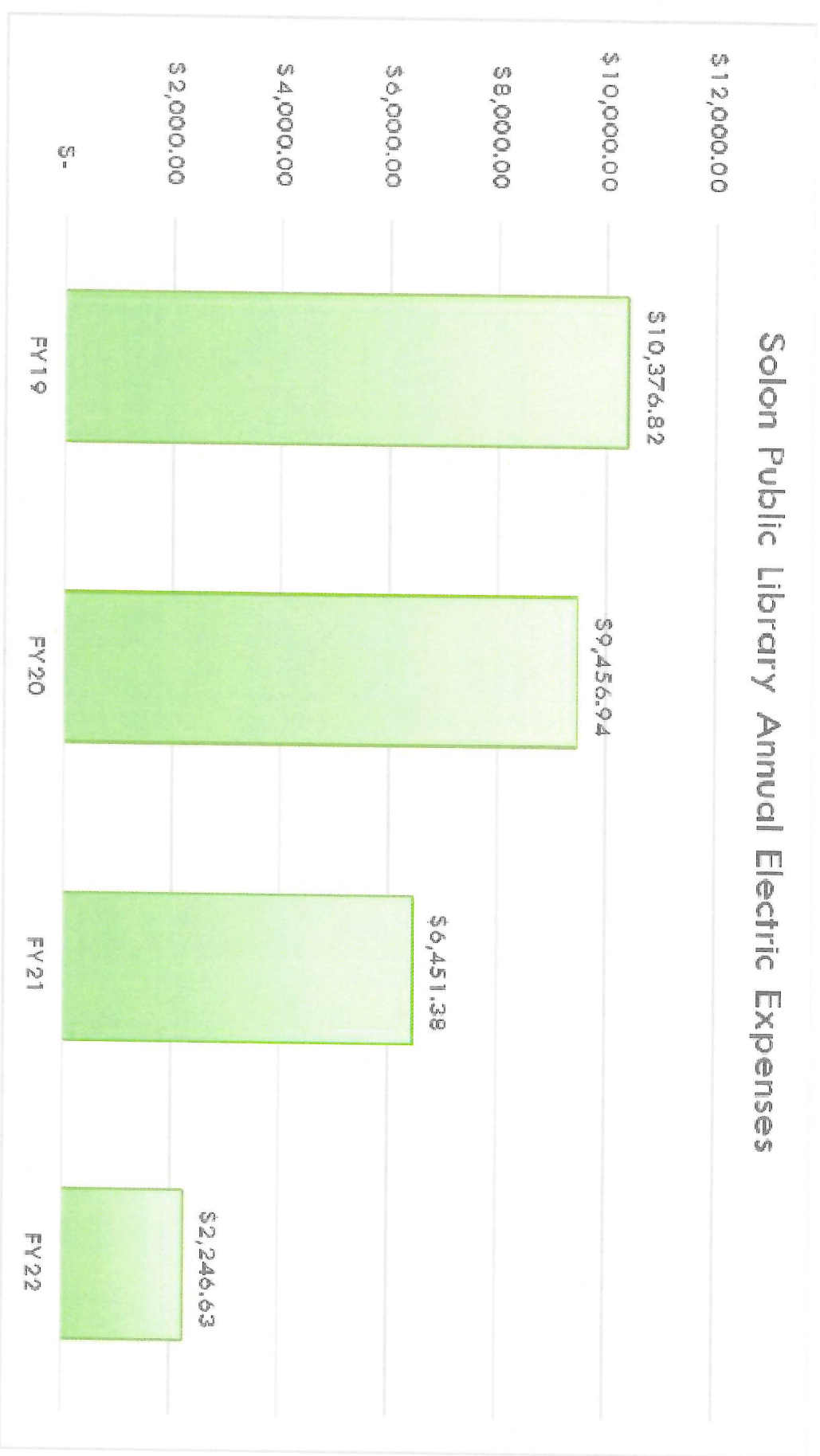
Timeline

- **January 2020: Bids accepted for roof replacement and solar panels**
- **2020 Pandemic and Derecho place project on hold**
- **June 9, 2021: Robison Construction replaces original library roof**
- **June 21, 2021: Rabe Hardware installs 100 395-watt solar panels**
- **August 4, 2021: Alliant Energy grants Permission to Operate**

Solon Public Library Monthly Electric Expenses



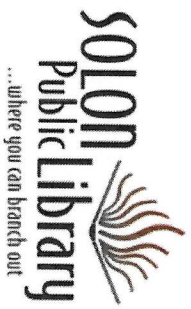
Solon Public Library Annual Electric Expenses



Projected Annual Savings

- Solar Panel Installation Cost: \$72,150.00
- Estimated Annual Savings in Electric Expenses: \$7,600
- Number of Years to Pay Off Initial Investment: 9.5 years

Visit our website to see Solar Array Details: www.solon.lib.ia.us



320 W. Main St.
Solon, Iowa 52333
ph 319-624-2678
Mon.-Thur 9-7 PM
Fri.-Sat 9-5 PM



[Solon Public Library](#)

[About](#)

[Online Resources](#)

[Services](#)

[eBook & Audio](#)

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[Calendar](#)

[Solon History Center](#)

**Child Car Seat
Safety Checks**
at Solon Public Library
Tues, Sept. 27 from 9-11 AM

The banner features a light blue background with a darker blue wavy pattern at the bottom. On the left is a cartoon illustration of a girl with red hair, wearing a blue shirt and a red skirt. The text is centered and right-aligned.

Child Car Seat
Safety Check
Registration

Solar Array
Details

Storytime

A vertical stack of three colored buttons: a green button at the top, a blue button in the middle, and a yellow button at the bottom. Each button contains text for a different event.

Click on our Solar Array Details button to see current solar energy production

Solar Array
Details

Resources

MREA Midwest Renewable Energy Association:

<https://www.midwestrenew.org/community-resources/>

Iowa Environmental Council:

<https://www.iaenvironment.org/our-work/clean-energy/solar-energy-work>

Iowa Department of Revenue Solar Energy Tax Credit Information:

<https://tax.iowa.gov/solar-energy-system-tax-credits>

Office of Energy Efficiency and Renewable Energy:

<https://www.energy.gov/eere/solar/homeowners-guide-federal-tax-credit-solar-photovoltaics>

Solon Library Bills for September , 2022

Starting balance from Expenditure Report dated

		Monthly Avg
From Dues, Membership & Magazines (62100)	\$ 527.60	
Amazon, 5 magazine subscriptions (Visa)	\$ 71.50	
Our Iowa Magazine subscription (Visa)	\$ 19.98	
Iowa Library Association, Johnson County Libraries' Sponsorship	\$ 150.00	
Total Spent	\$ 241.48	\$ 70.83
Remaining Balance	\$ 286.12	
From Travel and Conference (62400)	\$ 500.00	
ILA Conference Thursday, October 13, 2022 Liz (Visa)	\$ 135.00	
ILA Conference Thursday, October 13, 2022 Cassi (Visa)	\$ 105.00	
ILA Conference Thursday, October 13, 2022 Alexis (Visa)	\$ 215.00	
ILA Conference Thursday, October 13, 2022 Megan (Visa)	\$ 175.00	
Employee Travel for supplies reimbursement	\$ 12.50	
Total Spent	\$ 642.50	\$ 62.50
Remaining Balance	\$ (142.50)	
From Building Maintenance (63100)	\$ 9,088.48	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
JDM Concrete LLC, sidewalk construction, inv#1881	\$ 14,793.00	
Total Spent	\$ 14,793.00	\$ 416.67
Remaining Balance	\$ (10,704.52)	
From Org Vehicle/Equipment Maint AC (63320)	\$ 1,694.24	
Faronics, Deep Freeze 3-year maintenance renewal	\$ 519.84	
Total Spent	\$ 519.84	\$ 466.67
Remaining Balance	\$ 1,174.40	
From Utilities (63710)	\$ 8,917.04	
Alliant Energy	\$ 12.52	
Mid-American	\$ 12.46	
Total Spent	\$ 24.98	\$ 750.00
Remaining Balance	\$ 8,892.06	
From Telephone/Internet (63730)	\$ 4,405.07	
ICN inv#655521	\$ 188.00	
Southslope	\$ 156.15	
Total Spent	\$ 344.15	\$ 425.00
Remaining Balance	\$ 4,060.92	
From Data Bases (63731)	\$ 1,506.22	
Total Spent	\$ -	\$ 208.33
Remaining Balance	\$ 1,506.22	
From Publishing (64140)	\$ 600.00	
Total Spent	\$ -	\$ 50.00
Remaining Balance	\$ 600.00	
From Educational Program (64340)	\$ 9,882.43	\$ 1,179.17
Zoom inv#163891553 (Visa)	\$ 16.04	
Solon Senior Support, August Chair Yoga inv#YogaAug22	\$ 75.00	
Antelope Lending Library, summer reading prizes, inv#09132022	\$ 140.50	
Amazon, youth program supplies (Visa)	\$ 32.99	
Amazon, youth program supplies (Visa)	\$ 6.39	
Amazon, adult program supplies (Visa)	\$ 11.99	
Amazon, teen program Nintendo Switch (Visa)	\$ 299.00	
Amazon, teen program Nintendo Switch joy-cons, games (Visa)	\$ 171.54	

Amazon, teen program supplies (Visa)	\$	26.77	
Amazon, adult program supplies (Visa)	\$	15.98	
Amazon, adult program supplies (Visa)	\$	41.98	
Amazon, youth program supplies (Visa)	\$	15.10	
Amazon, adult program supplies (Visa)	\$	18.99	
Amazon, adult program supplies (Visa)	\$	20.49	
Amazon, teen program supplies (Visa)	\$	21.98	
Fun Express, youth program supplies (Visa)	\$	60.85	
Good Vibes Café, teen program prize (Visa)	\$	10.00	
IKEA, adult program supplies (Visa)	\$	65.84	
Lakeshore Learning, all-purpose mobile teaching easel (Visa)	\$	286.93	Split cost with Office Equipment
Oriental Trading, pumpkin banner (Visa)	\$	39.99	
Primary Singing, youth program supplies (Visa)	\$	6.99	
Sam's Mainstreet Market, adult program supplies (Visa)	\$	2.62	
Target, adult program supplies (Visa)	\$	20.32	
Total Spent	\$	1,408.28	\$ 1,179.17
Remaining Balance	\$	8,474.15	

From Library Books (65020)	\$	18,072.48	
Baker & Taylor Inv#2036951834	\$	103.56	
Baker & Taylor Inv#2036953366	\$	54.40	
Baker & Taylor Inv#2036982101	\$	390.66	
Baker & Taylor Inv#2036993047	\$	125.61	
Baker & Taylor Inv#2036999390	\$	75.32	
Cengage Learning Inv#78772650	\$	27.87	
Cengage Learning Inv#	\$	28.69	
Amazon, 1 book (Visa)	\$	12.38	
Amazon, 1 book (Visa)	\$	20.32	
Amazon, 1 book (Visa)	\$	13.58	
Amazon, 12 books (Visa)	\$	193.49	
Amazon, 1 book (Visa)	\$	14.48	
Amazon, 1 book (Visa)	\$	18.95	
Amazon, 4 books (Visa)	\$	75.60	
Amazon, 1 book (Visa)	\$	17.45	
Amazon, 1 book (Visa)	\$	11.89	
Amazon, 1 book (Visa)	\$	15.30	
Amazon, 1 book (Visa)	\$	17.99	
Amazon, 2 books (Visa)	\$	37.36	
Amazon, 1 book (Visa)	\$	17.99	
Amazon, 1 book (Visa)	\$	22.99	
Amazon, 1 book (Visa)	\$	18.94	
Amazon, 1 book (Visa)	\$	16.94	
Daydreams Comics, 9 books (Visa)	\$	118.33	
Total Spent	\$	1,450.09	\$ 1,875.00
Remaining Balance	\$	16,622.39	

From Library Video Materials (65030)	\$	4,012.36	
Baker & Taylor inv#H62378540	\$	13.29	
Baker & Taylor inv#H62404130	\$	49.68	
Baker & Taylor inv#H62411050	\$	17.49	
Baker & Taylor inv#H62462250	\$	77.66	
Baker & Taylor inv#T24142800	\$	48.98	
Amazon, 1 DVD (Visa)	\$	19.59	
Amazon, 1 DVD (Visa)	\$	19.96	
Amazon, 1 DVD (Visa)	\$	17.96	
Total Spent	\$	264.61	\$ 404.17
Remaining Balance	\$	3,747.75	

From Library Audio Materials (65040)	\$	4,374.19	
Baker & Taylor Inv#2036982101	\$	21.99	
Baker & Taylor Inv#2036999390	\$	43.99	
Overdrive, 4 audiobooks, inv#06497CO22338337	\$	259.55	
Overdrive, 5 Ebooks, inv#06497CO22338340	\$	165.97	
Amazon, 1 audiobook (Visa)	\$	27.37	

Amazon, 1 audiobook (Visa)	\$	22.74		
Total Spent	\$	541.61	\$	416.67
Remaining Balance	\$	3,832.58		
From Puzzles, Puppet Kits (65050)	\$	1,102.30		
Bricklink, duplo blocks (Visa)	\$	45.98		
Bricklink, duplo blocks (Visa)	\$	27.87		
DEMCO, audiobook kit bags inv#7174757 (Visa)	\$	24.74		
DEMCO, puppet kit bags inv#7181449 (Visa)	\$	228.66		
Amazon, electronic reader kits (Visa)	\$	47.45		
Amazon, replacement wooden knife for puppet kit (Visa)	\$	4.89		
Total Spent	\$	379.59	\$	100.00
Remaining Balance	\$	722.71		
From Operating Supplies (65070)	\$	3,462.88		
Office Express, calendars inv#249631-0	\$	17.82		
Office Express, paper towels, toilet paper, inv#250335-0	\$	201.98		
Office Express, tape and copy paper, inv#251263-0	\$	78.94		
Office Express, monthly planner, inv#251747-0	\$	8.39		
Amazon, labels (Visa)	\$	27.76		
Amazon, 1 printer cartridge (Visa)	\$	180.89		
DEMCO, book processing supplies, bookmarks inv#7170349 (Visa)	\$	88.99		
DEMCO, book processing supplies inv#7174757 (Visa)	\$	34.27		
DEMCO, book processing supplies inv#7174199 (Visa)	\$	110.99		
DEMCO, book display easels inv#7181449 (Visa)	\$	46.17		
HP.com, 4 printer cartridges (Visa)	\$	829.76		
Total Spent	\$	1,625.96	\$	541.67
Remaining Balance	\$	1,836.92		
From Postage and Shipping (65080)	\$	865.37		
ILL book return (Visa)	\$	3.95		
Open Access book return (Visa)	\$	3.32		
ILL book return (Visa)	\$	4.58		
ILL book return (Visa)	\$	3.95		
Total Spent	\$	15.80	\$	75.00
Remaining Balance	\$	849.57		
From Supplies (65990)	\$	250.00		
Casey's General Store, 10 volunteer appreciation giftcards (Visa)	\$	50.00		
Total Spent	\$	50.00	\$	20.83
Remaining Balance	\$	200.00		
From Office Equipment (67250)	\$	2,938.94	\$	333.33
Lakeshore Learning, all-purpose mobile teaching easel (Visa)	\$	286.92		Split cost with Programming
DEMCO, cork book support bases inv#7174757 (Visa)	\$	22.30		
Amazon, 2 portable chargers (Visa)	\$	13.99		
Amazon, HD DVD Player (Visa)	\$	32.92		
Amazon, display containers (Visa)	\$	20.49		
Target, bug catcher (Visa)	\$	22.46		
Total Spent	\$	399.08	\$	333.33
Remaining Balance	\$	2,539.86		

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2022 to 9/30/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	214,987.00	214,987.00	48,680.35	7,826.62	0.00	166,306.65	22.6
61100 FICA SOCIAL SECURITY	16,447.00	16,447.00	3,715.20	597.25	0.00	12,731.80	22.6
61300 IPERS	20,295.00	20,295.00	4,490.08	738.83	0.00	15,804.92	22.1
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	850.00	850.00	322.40	322.40	0.00	527.60	37.9
62400 TRAVEL AND CONFERENCE	750.00	750.00	255.00	5.00	0.00	495.00	34.0
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	15,909.52	15,107.65	0.00	-5,909.52	159.1
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	3,838.78	35.97	0.00	1,761.22	68.5
63710 UTILITIES	9,000.00	9,000.00	74.58	24.98	0.00	8,925.42	0.8
63730 TELEPHONE/INTERNET	5,100.00	5,100.00	1,039.08	344.15	0.00	4,060.92	20.4
63731 DATA BASES	2,500.00	2,500.00	933.78	933.78	0.00	1,566.22	37.4
64080 INSURANCE	13,425.00	13,425.00	0.00	0.00	0.00	13,425.00	0.0
64140 PUBLISHING	600.00	600.00	0.00	0.00	0.00	600.00	0.0
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	4,293.11	1,005.15	0.00	9,856.89	30.3
65020 LIBRARY BOOKS	22,500.00	22,500.00	4,433.14	2,326.61	0.00	18,066.86	19.7
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	807.34	411.02	0.00	4,042.66	16.6
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	625.81	504.03	0.00	4,374.19	12.5
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	97.70	27.53	0.00	1,102.30	8.1
65070 OPERATING SUPPLIES	6,500.00	6,500.00	3,155.49	963.30	0.00	3,344.51	48.5
65080 POSTAGE AND SHIPPING	900.00	900.00	172.38	0.00	0.00	727.62	19.2
65990 SUPPLIES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	916.74	803.29	0.00	3,083.26	22.9
LIBRARY SERVICES	380,078.00	380,078.00	93,760.48	31,977.56	0.00	286,317.52	24.7
Expenditures	380,078.00	380,078.00	93,760.48	31,977.56	0.00	286,317.52	24.7
Grand Total Net Effect:	-380,078.00	-380,078.00	-93,760.48	-31,977.56	0.00	-286,317.52	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2022 to 9/30/2022

	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	0.00	0.00	0.00	500.00	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
TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	0.00	0.00	0.00	10,500.00	0.0
Expenditures	10,500.00	10,500.00	0.00	0.00	0.00	10,500.00	0.0
Grand Total Net Effect:	-10,500.00	-10,500.00	0.00	0.00	0.00	-10,500.00	

DRAFT Solon Public Library Conduct Policy

About Conduct Policy

The Solon Public Library welcomes every member of the community to use and enjoy the Library's facilities, collections, programs, and services. Libraries are public places designed to serve people of all ages with a wide range of interests. The purpose of this policy is to define expectations for behavior.

Policy

Expectations:

- The Conduct Policy applies everywhere the Library provides service: on Library property, in the community, through our website or social media, and by phone, chat, or email.
- Library patrons are expected to: be safe; be respectful of other patrons, library staff, and volunteers; be respectful of library property; obey the law; and comply with requests from library staff.
- Library staff will intervene to stop prohibited activities and behaviors that:
 - threaten the peaceful and secure environment of the Library; or
 - interfere with the rights of individuals to use Library materials and services; or,
 - interfere with the health and safety of individuals in the Library, or
 - interfere with the ability of the Library staff to conduct Library business

Prohibited conduct may include, but is not limited to, the following:

1. Willfully annoying, harassing or threatening another person.
2. Behaving in a disorderly, loud, or boisterous manner.
3. Impeding access to the Library or an area of the Library.
4. Consuming or possessing alcoholic beverages, or any controlled substances, on library grounds or being under the influence of alcohol or controlled substances in a manner that causes public disturbance.
5. Smoking in the Library or on Library grounds.
6. Defacing or destroying library property or the property of others.
7. Willfully exposing patrons or staff to offensive images or language.
8. Bringing animals into the Library, except as required as service or therapy animals, or for Library-sponsored programming.
9. Picture taking or video taping of people, except at events, unless authorized by the people involved or their responsible adults, if minors are present.
10. Campaigning, petitioning, interviewing, survey taking, soliciting, or selling, unless authorized by the Director or his/her designee.
11. Using electronic or communication devices in a manner that is disruptive.
12. Consuming food or beverages at the public computers.

**DRAFT Solon Public Library
Conduct Policy**

13. Impacting library cleanliness by not properly disposing of waste items.
14. Using scooters, skates, or skateboards in the Library, library entrance, or sidewalk area.
15. Entering non-public areas, unless accompanied by a staff member or through prior authorization from a staff member.

Unattended Child Policy

- The Solon Public Library staff welcomes children to use our services and facilities and we provide adult supervision during Thursday Early Out programs and during other special programming as advertised.
- Outside of scheduled programs, children under age 10 must be accompanied by a designated caregiver at least 11 years old.
- There is no adult supervision outdoors at any time except during outdoor programming as advertised.

Responses to prohibited behavior:

- In most cases, people who are behaving inappropriately in the Library will be given one warning and asked to behave in an appropriate manner. People who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.
- Persons who behave inappropriately on a regular basis or who engage in unlawful activities while on Library property may have all or part of their library privileges revoked or risk being barred from the Library for a period of time, as well as face the possibility of legal charges.
- In case of extreme situations library staff may contact City Public Works or call 911 for assistance.
- All incidents in which patron conduct results in expulsion by a staff member or the police will be recorded by Library Staff.

Conduct Policy – Solon Public Library

All library users and employees should be free of any threat of harm, invasion of property, or gross indignity. In an effort to protect these rights for all persons, the Library Board has approved the following rules.

No person shall engage in any conduct that disturbs or interferes with the legitimate use of the Library, including, but not restricted to the following:

1. Willfully annoy, harass, or threaten another person.
2. Behave in a disorderly, loud, or boisterous manner.
3. Interfere with another person's passage within the Library or on library grounds.
4. Consume or possess alcoholic beverages, or use or possess controlled substances on library grounds or be under the influence of alcohol or controlled substances in a manner that causes public disturbance.
5. Possess any firearm, knife, any device which could be used as a weapon or other weapon prohibited by City Ordinance or State Statutes.
6. Deface or destroy library property.
7. Smoking in the Library.
8. Remain in the Library without authorization after regular closing hours.
9. Solicit funds or panhandle.
10. Interfere with others' use of the Library through poor bodily hygiene that is so offensive as to constitute a nuisance.
11. Bringing unauthorized animals into the Library except as required by persons with disabilities.
12. Use scooters or a skateboard in the Library, library entrance or sidewalk area.
13. Play audio equipment at volume that is disturbing to other users.
14. Campaign, petition, interview or survey patrons or staff in a manner that is disruptive to Library activities.
15. Willfully expose patrons and staff to offensive images or language.
16. Engage in loud or lengthy conversations (including conversations on cell phones) in areas intended for quiet study.
17. Interfere with the Library's right to maintain a clean, pleasant and safe facility; which includes no food at computer stations and not properly disposing of food/drink in study rooms.
18. Use of the Library's or public telephone for extended periods so that other patrons are prevented from using it as needed.

19. Use of cell phone cameras or other unauthorized cameras in the Library.
20. Attachment or use of private equipment to download or obtain website images or to obtain information about other patrons from public access computers, such as spyware.

In most cases, people who are behaving inappropriately in the Library will be given one warning and asked to behave in an appropriate manner. People who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.

In the event of misconduct that is considered extreme by the library staff, Scott Kleppe @ [REDACTED] should be called and then 911.

Persons who behave inappropriately on a regular basis or who engage in unlawful activities while on Library property may have all or part of their library privileges revoked or risk being barred from the Library for a period of time, as well as face the possibility of legal charges.

Reviewed 8/2012, 11/2016
