

Agenda for Solon Library Board Meeting  
Monday, October 24, 2022 @7:30 pm

**Join Zoom Meeting:**

Topic: SPL Board of Trustees Meeting

Time: October 24, 2022 7:30 PM Central Time (US and Canada)

<https://us02web.zoom.us/j/85465232547>

Meeting ID: 854 6523 2547

Call to order

Resignation of Board Member Laurie Neuerburg

Approval of the agenda

Approval of the minutes

- September 26, 2022

Citizen's Speak

Committee reports

- Building: Sidewalk project, Sewer smoke testing
- Finance
- Johnson County Liaison
- City Liaison
- Evaluation

Directors Report

Approval of Bills

- October 2022

Review of Foundation report

Old Business

- City Employee Handbook
- Strategic Plan
- 2023 Accreditation

New Business

- Review Collection Development Policy
- Initial FY24 Budget
- Board Continuing Education Suggestion:

[Skills for Community-Centered Libraries Curriculum Available](#)

[Exploring the SOAR \(Strengths, Opportunities, Aspirations, Results\) Model](#)

Next Meeting: **Monday, November 28, 2022 at 6:30 pm**

Adjourn

# The Solon Public Library Board

## Meeting Minutes September 26, 2022

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 6:30 p.m.

### Present

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

### Absent

Jennifer 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:** Front entrance is completed to meet ADA requirements. Parking lot will probably need additional work.
- **Johnson County Liaison:** None
- **City of Solon Liaison:** Library Board positions are advertised. City personnel committee will meet in October to work on revising City Handbook.

### Library Director's Report

Liz reported that the Library hosted a Solar Program with Kristen Lang from Rabe Hardware. The presentation included data of current electricity costs savings. She also noted that the Library will be closed on October 13 in order for staff to attend the Iowa Library Association conference which will be held in Coralville. The Library will be closed on October 28 for safety training.

### Approval of Bills

The September 2022 bills were unanimously approved for payment as presented. (Sutton/Christensen) The Board directed King to seek further clarification on the difference between the bid and the final bill paid for the completed entrance work, and also clarification of the funding process for future building projects.

### **Review of Foundation Report**

The Foundation meeting is this upcoming week, so no report is available.

### **Old Business**

- **City Employee Handbook:** Personnel committee will meet in October.
- **Strategic Plan:** Fifty-two invitations have been sent inviting participation in focus groups. RSVPs are due by Oct. 3. A survey link will be attached to the email newsletter.
- **2023 Accreditation:** A timeline has been prepared for ADA requirements, library policies and by-laws to be reviewed and revised as necessary.

### **New Business**

- **Review Conduct Policy:** The Conduct policy was approved with the addition of including calling the Johnson County Sheriff's office as needed for extreme situations.
- **Board Continuing Education Suggestions:** titles and sources were presented for Board member inservice.

### **Next Month's Agenda**

- **City Employee Handbook**
- **Strategic Plan**
- **2023 Accreditation**
- **Review of Collection Policy**
- **Clarification on sidewalk Repair bill**

### **Adjournment**

The meeting was adjourned at 7:45 p.m.

### **Next Meeting**

Regular Meeting: Monday, October 24 at **7:30p.m.**

### **Submitted by**

Sandy Lawrence

Re: Grant Wood Print for Timothy Morris

**Subject:** Re: Grant Wood Print for Timothy Morris  
**From:** Katie Shanahan <katie.morrison@gmail.com>  
**Date:** 10/2/2022, 11:54 AM  
**To:** Solon Public Library <staff@solon.lib.ia.us>

I just wanted to thank you so much for your help with this birthday surprise! The Solon Library really went well past my expectations, and my dad was just gushing about how helpful you were and how fun you made it for him. Thank you again, I truly appreciate your help in making sure he feels special for his birthday! We just love libraries and librarians!!

All the best,

Katie

On Fri, Sep 30, 2022 at 10:24 AM Solon Public Library <staff@solon.lib.ia.us> wrote:  
Good morning Katie,

Your father came in this morning and it was so much fun to be a part of his Birthday Surprise!

He was so excited when I explained your gift to him. He selected his favorite frame and was beaming the whole time he was here in the library. I also shared an article from our local newspaper, The Solon Economist, from December 2005 that discusses the location of the Solon Road. It is not always easy to find that "perfect gift" for someone special, but you certainly made an excellent choice.

Thank you for letting us be a part of this happy occasion. It made my whole day!

Liz King

Solon Public Library  
320 W Main St,  
Solon, IA 52333  
319-624-2678

On Mon Sep 26 2022 10:40:50 GMT-0500 (Central Daylight Time) katie.morrison@gmail.com wrote:



# INVOICE

JDM Concrete, LLC  
 3684 Johnston Way NE  
 North Liberty, Iowa 52317  
 (319)541-8371

City of Solon  
 ATTN: Scott Kleppe  
 101 North Iowa Street  
 Solon, Iowa 52333  
 Job Location: City of Solon Public Library

**COPY**

Invoice #:	1881	Invoice Date:	9/15/2022		
Description	Unit Price	Quantity	Amount	Bid	
Remove/Placement 6" PCC Service Walk 8' X 95'	87' 7.00 ✓	760.00	696 5320.00	4872.00	
Curb Wall Sidewalk 95'	87' 31.00 ✓	95.00	87 2945.00	2697.00	
Remove/Placement 6" PCC Service Walk 24' X 15'	21' 7.00 ✓	360.00	315 2520.00	2205.00	
Install Curb Wall 32' 8'	38.00 31.00	32.00	8.0 1216.00	242.00	Option
Remove/Placement 6" PCC Service Walk 19' X 2'	7.00 ✓	38.00	✓ 266.00	Option	add
Install Ramp 19' - Bike Rack Slope	34.00	19.00	646.00	∅	
Small Load Fee < 3 cubic yards concrete	275.00	1.00	275.00	∅	
Compact Sub Base	475.00 ✓	1.00	475.00	✓	
Grading	160.00 ✓	6.00	5.0 960.00	800.00	
Trucking	95.00 ✓ 60	1.00	✓ 95.00	✓	
Disposal	75.00 ✓	1.00	✓ 75.00	✓	
Back Fill with Existing Dirt	0.00	1.00	✓ 0.00	✓	

4410-001-6310  
 9/21/2022 *SK*

Notes: Thank you for your business! It was a pleasure working with you! Invoices are due upon receipt and are subject to finance charges of 1.8% 15 days after invoice date. Thank you again! -JDM Concrete, LLC	Total	14793.00
	Finance Charges	
	Discount	
	Down-payment	
	Amount Due	14793.00

# CONCRETE BID

JDM Concrete, LLC  
 3684 Johnston Way NE  
 North Liberty, Iowa 52317  
 (319)541-8371

City of Solon  
 ATTN: Scott Kleppe  
 101 North Iowa Street  
 Solon, Iowa 52333  
 Job Location: City of Solon Public Library

BID #:	4349	Date:	6/28/2022	
Description	Price	Quantity	Total	
Remove/Placement 6" PCC Service Walk 8' X 87' Curb Wall 87'	7.00	696.00	4872.00	
Remove/Placement 6" PCC Service Walk 21' X 15'	31.00	87.00	2697.00	
Compact Sub Base	7.00	315.00	2205.00	
Grading	475.00	1.00	475.00	
Trucking	160.00	5.00	800.00	
Disposal	95.00	1.00	95.00	
Back Fill with Existing Dirt	75.00	1.00	75.00	
	0.00	1.00	0.00	
<b>****DOES NOT INCLUDE STAKING, SURVERYING OR CONCRETE TESTING****</b>				
<b>****ADDITIONAL ITEMS AVAILABLE UPON REQUEST, NOT INCLUDED IN BID TOTAL****</b>				
Remove/Placement 6" PCC Service Walk 8' X 8'	7.00	64.00	448.00	
Curb Wall 8'	31.00	8.00	248.00	
Remove/Placement 6" PCC Service Walk 19' X 2'	7.00	38.00	266.00	
<b>****ALL PRIVATE UTILITIES MUST BE LOCATED BY THE PROPERTY OWNER/MANAGEMENT****</b>				
Note: Our estimates include the cost of concrete, labor, skid-loader work, 3' O.C. rebar and curing compound. Rebar dialed into existing concrete. Thank you for your interest in our company and we hope to hear from you soon. You can reach us by phone at (319)541-8371 or by e-mail at <a href="mailto:jdmconcretellc@yahoo.com">jdmconcretellc@yahoo.com</a> .		Subtotal	11219.00	
		Taxes		
		Discount		
		Bid Total	11219.00	

## **Library Building Meeting on September 27, 2022**

Attendees: City Administrator Cami Rasmussen, Director of Public Works Scott Kleppe, Board of Trustees Member Bill Chrisensen, Library Director Liz King

**Purpose of the meeting:** Clarification of the process for future Library building maintenance or improvement projects

**Background:** Ineffective communication between the City and Library resulted in a confusion about how the ADA compliance sidewalk construction project would be handled and the funds that would be used to pay for the project.

The project was discussed at the Library Board of Trustees Meeting in July, where Scott Kleppe provided two bids from local concrete contractors. The Board discussed it again at the August 2022 meeting and voted to table the project until early 2023 to allow a complete ADA compliance survey to be completed for the entrance of the building as part of the Library Accreditation Checklist. This would provide an overview of the scope of all ADA compliance issues that potentially would need to be addressed and allow the Board time to determine the best way to pay for the project.

The City Council Building Committee met in August and the library sidewalk project was discussed, but the outcome of this meeting was not shared with Liz or the Library Board of Trustees. On September 9th, Liz was informed by Scott Kleppe that the concrete contractor was available and the project was starting on Monday, September 12th. When he said "The City was handling the project", Liz understood that to mean the management of the project and the expense of the project would be covered by the City.

Despite these communication issues, the execution of the project was excellent. The process and timeline were explained to Liz and she was able to work with Megan to communicate the construction to our community on our website, outdoor LED sign, social media, and door posters. We were able to remain open the entire time, utilizing our east side door and lower parking lot. We appreciate the assistance of our Public Works team, JDM Concrete and Veenstra & Kimm Engineers.

### **Plan for future Library building projects/maintenance:**

#### **Funding:**

While the City owns the Library building and Public Works oversees all the maintenance and repair of all City Buildings, the funds for any repairs to the Library will come from 3 possible sources:

- The current fiscal year Library Operating Budget
- The Library Reserves Account (\$5,000 contributed annually to this account)
- The Library Trust & Agency Account (Long-term savings and donations to the Library)



The Library Board of Trustees are responsible for deciding which funds will be used for building expenses. If the expense is greater than the original amount budgeted for Building Maintenance in the current fiscal, a Budget Amendment will need to be approved in the spring of the current fiscal year by the Board of Trustees and the City Council.

**Communication:**

- Cami will notify Liz of any scheduled Building Committee Meetings when the Library building will be discussed.
- Cami or Scott will notify Liz and the Board of Trustees about any Building Maintenance invoices greater than \$5000 to allow pre-approval of projected expenses by the Board. This will ensure compliance with the Library Purchasing Policy: Purchasing Policy (2021)
- Liz will provide Board of Trustees Meeting Minutes to City Clerk Susie Siddell once they are approved each month. The approved minutes are also posted on the Library Website each month following the monthly meeting.
- Scott and Liz will communicate on a regular basis about Library building maintenance projects.
- Scott will provide Liz with any findings from annual or quarterly inspections of the Library by Public Works or any other professional inspections.
- Liz will submit Library Maintenance/Project Request Forms to Scott Kleppe.
- Scott and Bill will work together to create an Adobe Fillable Form that can be completed and submitted to Scott electronically and also printed as needed for records.
- If deemed necessary, a Board member will be appointed as the Building Committee Chairperson for special building projects (example: Solar Panels)



To: Library Director Liz King, Public Works Director/Assistant City Administrator Scott Kleppe

From: City Administrator Cami Rasmussen

Cc: Library President March Sutton, City Council Member Cole Gabriel

Date: September 27, 2022

Re: ADA Sidewalk Replacement at Solon Public Library

Liz, Scott, Bill Christensen and myself met on 9/27/22 at the library to discuss the recent replacement of the sidewalk between the parking lot and the library building as Liz recently brought to my attention there was some confusion about the overall cost and department responsible for the cost of sidewalk replacement.

In our meeting Liz shared the background leading up to the sidewalk replacement. The library has served as a voting poll location and in March on 2022, Johnson County notified Liz/Scott that the sidewalk from the parking lot was not ADA compliant. Scott proceeded with quotes and presented those to both the Library Board and the Building Needs Committee over summer then scheduled the work.

Liz shared that the Library Board had decided to hold off until spring of 2023 to consider the sidewalk replacement though Scott was not aware of their intention and deemed a known ADA non-compliance a priority.

The work was completed in September 2022 at the cost of \$14,793.00. This was higher than the quote and Scott will investigate the difference. Library general funds, reserves and/or Trust & Agency will cover the cost of the sidewalk replacement. The Library Board will consider funding options for the project later into the budget year.

My goal for the meeting was to better understand the background of the sidewalk replacement and address any confusion related to the sidewalk project. We identified several areas when communication can be improved, and all agreed this situation can serve as a learning opportunity for improved communication and workflow process.

- Re-establish use of Maintenance Request Form
- Periodic Public Works check-ins with library director in addition to regularly scheduled maintenance checks. As the library building age is 20+ in age, a proactive communication of building issues is needed.
- Provide City Clerk with Library Board monthly minutes. City Hall staff can better monitor Board actions and intentions through the minutes. City Hall is required to keep record of all board and commission minutes.
- Include Department Director on Building Committee meetings when applicable to their department.
- Comply with City and Library expense policies and procedures.



## Director's Report October 2022

In October I attended regular meetings with the City Council, the Friends of the Library, and the Solon Public Library Foundation. The Friends's Halloween Sale was a success and they are preparing for a special Ron Ikan Memorial Book Sale in early November. National Friends of the Library Week is in October, and we are so grateful for all that this group does to support the library. The Foundation has plans for selling holiday luminaria in conjunction with the City Holiday Tree Walk, and are preparing for their 2nd Annual Art Auction in March. Our Foundation Board will act as hosts for our Joint Library Boards Meeting on Sunday, October 23.

On Sunday, October 9th, we hosted our first Community Focus Group as part of the Library's Strategic Planning Process. Our Southeast District Consultant, Becky Heil, encouraged our community members to brainstorm a vision of a "Perfect Solon", our current strengths, and our challenges or community needs. We also launched our online survey to gather community feedback on how effectively the Library is meeting our community needs.

I am grateful to all of our library staff and city staff members for providing key statistics and financial information for our State Library of Iowa Annual Survey for FY22. With the completion of the Annual Survey, I can turn my focus to the Accreditation Documentation.

The Iowa Library Association (ILA) Conference was held in Coralville this year and four of us were able to attend a day of learning and professional networking on Thursday, October 13. From the Opening Keynote providing a deeper understanding of accessibility, to the variety of topics covered in sessions throughout the day, we each took away new ideas and perspectives on providing exceptional library services. On the previous day of the conference Cassi presented a pre-conference workshop on book mending to over 30 attendees. Her extensive knowledge of book repair has saved our library thousands of dollars in replacement costs, and she generously shared that expertise with librarians from around the state.

October is Domestic Violence Awareness Month, and we received materials from our local Domestic Violence Intervention Program organization to create a display to inform our community about available resources. Scouting for Food also occurs in October. Megan created an engaging display highlighting the benefits of joining Scouts and encouraging the community to donate non-perishable food items for their food drive that will benefit the Solon Food Pantry.

Alexis hosted a 3-part Family History Program this month with a local expert on family history research. She had excellent attendance at her DIY night making spooky candles and Saturday Cookbook Club continues to attract new participants. Alexis displayed her incredible creativity on Thursday evening with an all "Audio or Visual" virtual trivia night. She plans to resume in-person Trivia in January. Participation in our Early-Out Thursday activities continues to grow each week. Halloween Bingo was a huge hit with over 50 participants winning amazing prizes. Jake's teen programming on Tuesday and Thursday afternoons have a loyal following, and I admire his ease in making connections within this group. We are looking forward to participating at the City Trunk or Treat on Saturday. I am grateful to Board President March Sutton for joining

us to promote the opportunity to fill our open board positions. We will finish out October with Game Night on Thursday, October 27th. We will be closed on Friday, October 28th for Staff Safety Training provided by the City Safety Coordinator. Thank you to our Friends of the Library Group who will be providing staff lunches for that day of training.

Cassi, our Youth Services Librarian for the past five years, has accepted a new position as an Assistant Director at a nonprofit child care organization in Iowa City. We are grateful for her amazing programs, collection development, and the connections she has made with our community during her time on our team. We will miss her creativity and incredible organization skills. Thanks to her dedicated efforts to create documented procedures for each area of her job, the new Youth Services person will start with excellent tools and guidelines ready for them to add their personal style to continue to build our youth programs and collections.

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, troubleshooting VERSO catalog glitches, 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. Megan was able to procure five refurbished computers and monitors through our TechSoup account, and installed them as replacements for outdated patron and staff equipment.

Monthly Newsletter Link: [October Newsletter](#)

Subscribers: 1487

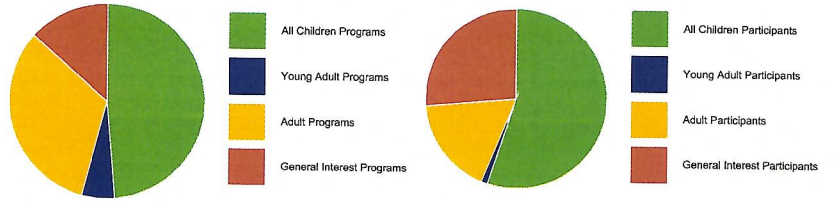
Looking to November, as part of Local Libraries LIT, we will be hosting a viewing party of the virtual author event with Ann Patchett on Tuesday, November 1st with charcuterie and desserts. I will have the opportunity to host our Johnson County Library Directors Meeting on November 8th in our Community Meeting room. Our second Community Focus Group will be on Sunday, November 13th where participants will identify the top priorities for the community and select Library Service Responses to those needs.

Sincerely,

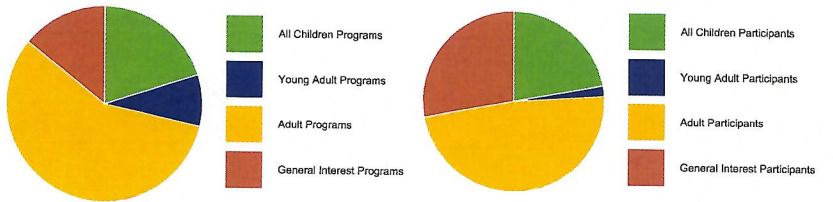
Liz King  
Director, Solon Public Library



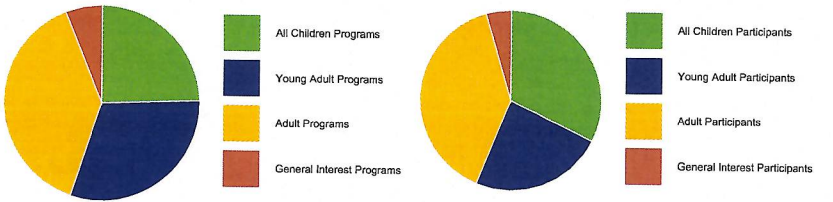
July					
Overview					
All Children Programs	18	48.65%	All Children Participants	599	55.06%
Young Adult Programs	2	5.41%	Young Adult Participants	12	1.1%
Adult Programs	12	32.43%	Adult Participants	189	17.37%
General Interest Programs	5	13.51%	General Interest Participants	288	26.47%
Total Programs	37		Total Participants	1088	



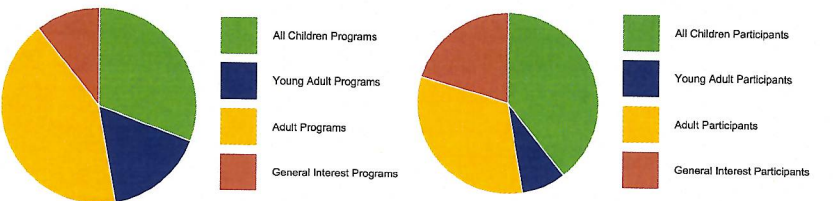
August					
Overview					
All Children Programs	7	20%	All Children Participants	152	21.97%
Young Adult Programs	3	8.57%	Young Adult Participants	13	1.88%
Adult Programs	20	57.14%	Adult Participants	333	48.12%
General Interest Programs	5	14.29%	General Interest Participants	194	28.03%
Total Programs	35		Total Participants	692	



September					
Overview					
All Children Programs	12	24.49%	All Children Participants	235	32.32%
Young Adult Programs	15	30.61%	Young Adult Participants	173	23.8%
Adult Programs	19	38.78%	Adult Participants	286	39.34%
General Interest Programs	3	6.12%	General Interest Participants	33	4.54%
Total Programs	49		Total Participants	727	



Year in Review					
Overview					
All Children Programs	37	30.58%	All Children Participants	986	39.33%
Young Adult Programs	20	4.13%	Young Adult Participants	198	1%
Adult Programs	51	26.45%	Adult Participants	808	20.82%
General Interest Programs	13	8.26%	General Interest Participants	515	19.23%
Total Programs	121		Total Participants	2507	



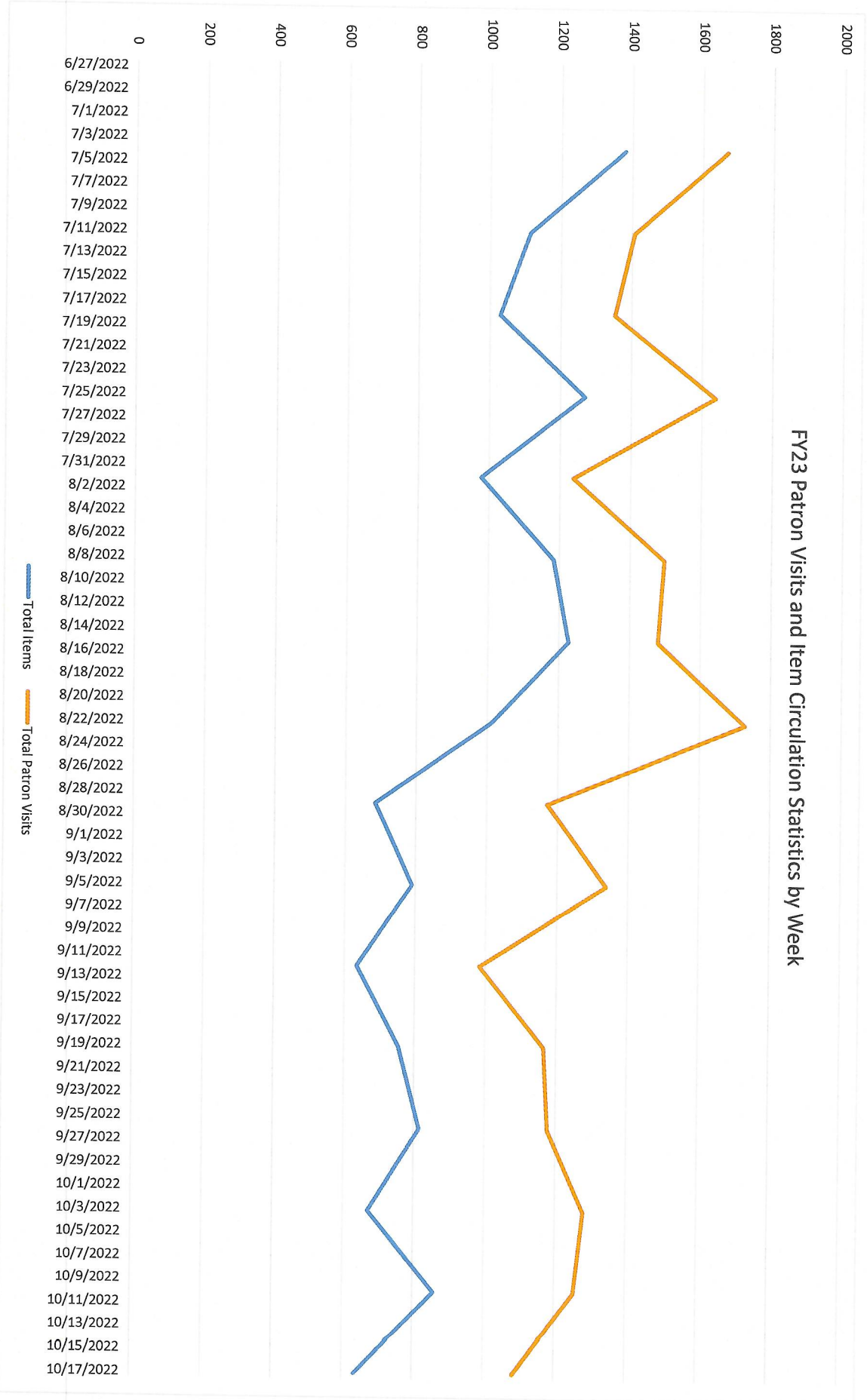
September 2022 Library Program Summary

	A	B	C	D	E	F	H	I
1	Title	Age	Type	Platform	Site	Category	In-person	Virtual
2	Adult Game Night	Adult (Ages 19+)	In Person		On Site	Adult Programs	7	0
3	Book Club	Adult (Ages 19+)	Combo in Person / Live Virtual		On Site	Adult Programs	9	1
4	Car Seat Safety Check	Adult (Ages 19+)	In Person		On Site	Adult Programs	26	0
5								
6	Chair Yoga	Adult (Ages 19+)	In Person		On Site	Adult Programs	23	0
7	Chair Yoga	Adult (Ages 19+)	In Person		On Site	Adult Programs	14	0
8	Chair Yoga	Adult (Ages 19+)	In Person		On Site	Adult Programs	23	0
9	Chair Yoga	Adult (Ages 19+)	In Person		On Site	Adult Programs	19	0
10	Chair Yoga	Adult (Ages 19+)	In Person		On Site	Adult Programs	18	0
11	Chair Yoga	Adult (Ages 19+)	In Person		On Site	Adult Programs	14	0
12	Chair Yoga	Adult (Ages 19+)	In Person		On Site	Adult Programs	22	0
13						<b>Total Attendance</b>	<b>133</b>	
14	Coffee & Conversations	Adult (Ages 19+)	In Person		On Site	Adult Programs	14	0
15	Coffee & Conversations	Adult (Ages 19+)	In Person		On Site	Adult Programs	18	0
16	Coffee & Conversations	Adult (Ages 19+)	In Person		On Site	Adult Programs	13	0
17	Coffee & Conversations	Adult (Ages 19+)	In Person		On Site	Adult Programs	13	0
18						<b>Total Attendance</b>	<b>58</b>	
19	Cookbook Club	Adult (Ages 19+)	In Person		On Site	Adult Programs	15	0
20	DIY Night - Cake Decorating	Adult (Ages 19+)	In Person		On Site	Adult Programs	19	0
21	Gardening Series: Winterizing Your Garden	Adult (Ages 19+)	In Person		On Site	Adult Programs	4	0
22	KNIT LIT	Adult (Ages 19+)	In Person		On Site	Adult Programs	6	0
23	Solar Energy Program	Adult (Ages 19+)	In Person		On Site	Adult Programs	8	0
24								
25	Fall Baby Time	Children (Ages 0-5)	In Person		On Site	Baby Time	9	0
26	Fall Baby Time	Children (Ages 0-5)	In Person		On Site	Baby Time	14	0
27						<b>Total Attendance</b>	<b>23</b>	
28	Public Storytime - Big Band Bops	Children (Ages 0-5)	In Person		On Site	Story time	16	0
29	Public Storytime - Nature's Song	Children (Ages 0-5)	In Person		On Site	Story time	16	0
30	Public Storytime - Songs that Tell a Story	Children (Ages 0-5)	In Person		On Site	Story time	6	0
31	Public Storytime - Tap Your Toes	Children (Ages 0-5)	In Person		On Site	Story time	18	0
32						<b>Total Attendance</b>	<b>56</b>	
33	1 000 Books Before Kindergarten	Children (Ages 0-5)	Paasive Program		Passive		2	0
34								
35	BAM POW - Watch It: Turning Red [PG]	Children (Ages 6-11)	In Person		On Site	BAM POW	24	0
36	BAM POW - Make It: Fingerprint Fun	Children (Ages 6-11)	In Person		On Site	BAM POW	26	0
37	BAM POW - Play It: Table-Top Games	Children (Ages 6-11)	In Person		On Site	BAM POW	28	0
38	BAM POW - Build It: LEGOs	Children (Ages 6-11)	In Person		On Site	BAM POW	42	0
39	BAM POW - Watch It: Bad Guys [ PG]	Children (Ages 6-11)	In Person		On Site	BAM POW	36	0
40						<b>Total Attendance</b>	<b>156</b>	
41	Family Fun Night	General Interest	In Person		On Site	Family	33	0
42	September Coloring Challenge	General Interest	Paasive Program		Passive	Family	36	0
43	September Let's Go LEGO! - Aye Matey!	General Interest	Paasive Program		Passive		11	0
44								
45	6th Grade Class Visit	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	23	0
46	6th Grade Class Visit	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	23	0
47	6th Grade Class Visit	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	20	0
48	6th Grade Class Visit	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	21	0
49	6th Grade Class Visit	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	23	0
50	September Manga Me	Young Adult (Ages 12-18)	Paasive Program		Passive	Teen Program	4	0
51								
52	Teen Movie: Bad Guys	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	0	0
53	Teen's Trivia	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	5	0
54	Teen Outdoor Games	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	4	0
55	Teen Cake Decorating	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	19	0
56	Teen Movie: Spies in Disguise	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	10	0
57	Your Space	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	4	0
58	Your Space	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	5	0
59	Your Space	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	5	0
60	Your Space	Young Adult (Ages 12-18)	In Person		On Site	Teen Program	11	0
61						<b>Total Attendance</b>	<b>63</b>	



Solon Public Library

FY23 Patron Visits and Item Circulation Statistics by Week







# Patron PC Logins by Day and Hour

Dates: Wednesday September 1, 2021 - Thursday September 30, 2021 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
Wed Sep 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Sep 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fri Sep 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Sep 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Sep 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Sep 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wed Sep 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Sep 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fri Sep 10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Sep 11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Sep 12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Sep 14	1	2	0	2	6	1	9	2	2	0	0	23	2	0	9	1	0	3
Wed Sep 15	1	0	2	2	5	0	0	0	2	0	0	10	1	0	5	0	0	2
Thu Sep 16	0	0	2	3	0	1	0	0	0	0	0	6	1	0	3	0	0	1
Fri Sep 17	0	0	0	0	0	6	0	1	1	0	0	8	1	0	6	0	0	2
Sat Sep 18	0	0	0	0	1	1	0	0	0	0	0	2	0	0	1	0	0	0
Sun Sep 19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 20	2	0	0	0	2	9	1	0	0	0	0	14	1	0	9	0	0	3
Tue Sep 21	3	3	7	1	0	0	1	0	1	0	0	16	2	0	7	1	0	2
Wed Sep 22	0	1	0	2	0	1	0	0	1	0	0	7	1	0	2	0	0	1
Thu Sep 23	1	1	1	0	0	0	1	0	0	3	0	7	1	0	3	0	0	1
Fri Sep 24	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sat Sep 25	0	0	0	1	2	0	0	0	0	0	0	3	0	0	2	0	0	1
Sun Sep 26	0	0	0	1	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Mon Sep 27	2	1	1	0	0	0	0	2	1	0	0	7	1	0	2	0	0	1
Tue Sep 28	0	1	0	1	0	0	0	1	1	1	0	5	1	0	1	0	0	1
Wed Sep 29	1	1	1	1	0	0	0	1	1	0	0	6	1	0	1	1	1	1
Thu Sep 30	0	1	2	0	1	1	1	0	1	0	0	6	1	0	2	0	0	1
<b>Total</b>	<b>12</b>	<b>11</b>	<b>16</b>	<b>20</b>	<b>25</b>	<b>6</b>	<b>11</b>	<b>11</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>122</b>						
Average	0.4	0.4	0.5	0.7	0.8	0.2	0.4	0.4	0.2	0.1	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	3	3	7	5	9	1	9	2	3	2	0							
Median	0	0	0	0	0	0	0	0	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi	0.8	0.7	1.4	1.1	2.1	0.4	1.6	0.7	0.6	0.4	0							

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# Guest Logins by Day and Hour

Dates: Wednesday September 1, 2021 - Thursday September 30, 2021 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
Wed Sep 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Sep 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fri Sep 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Sep 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Sep 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Sep 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wed Sep 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Sep 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fri Sep 10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Sep 11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Sep 12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Sep 14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wed Sep 15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Sep 16	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fri Sep 17	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Sat Sep 18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Sep 19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 20	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Tue Sep 21	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wed Sep 22	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Sep 23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fri Sep 24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Sep 25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Sep 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 27	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Sep 28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wed Sep 29	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Sep 30	0	1	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23</b>
Average	0.1	0	0.2	0.1	0	0	0	0	0.2	0.2	0	0	0	0	0	0	0	0
Minimum	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maximum	2	1	2	1	0	1	1	1	1	3	0	0	0	0	0	0	0	0
Median	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mode	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Standard Devi	0.4	0.2	0.5	0.2	0	0.2	0.2	0.2	0.4	0.6	0	0	0	0	0	0	0	0

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In September, 224 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

513 ↓ -19.47%

Monthly Sessions



464 ↓ -17.58%

Total Visits



224 ↓ -14.18%

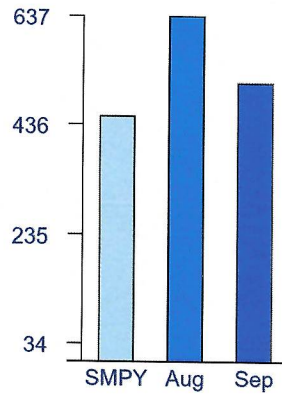
Unique Visitors



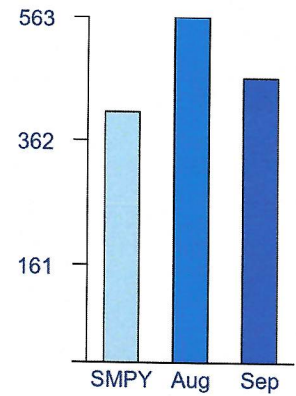
2.07 ↓ -4.17%

Average Return Rate

Total Monthly Session Count

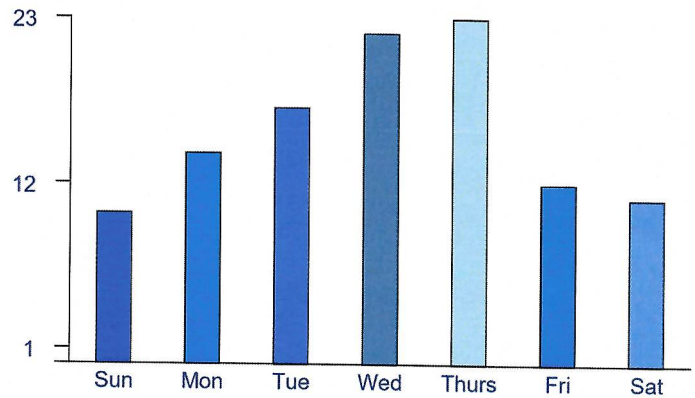


Total Monthly Visits

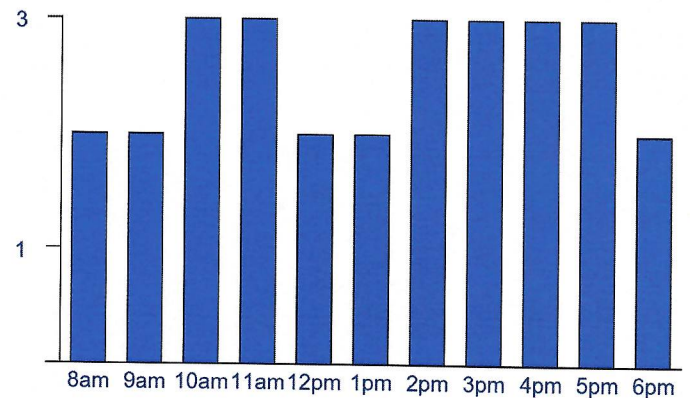


\*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



# Average Usage

● 09/01/2022 - 09/30/2022

Busiest Hour

6

Wednesdays at 7 PM

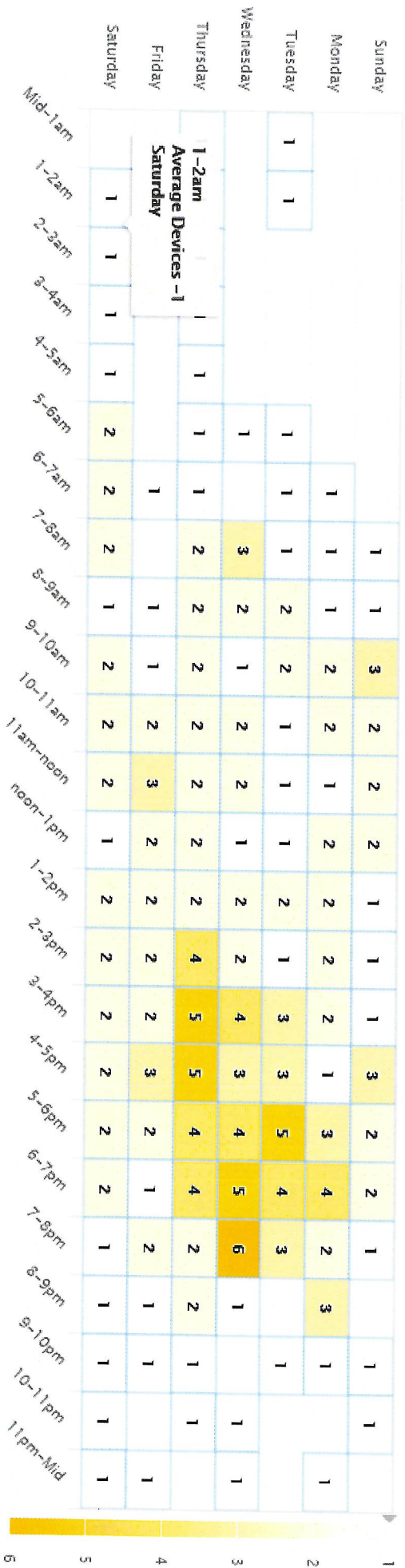
Least Busy

1

Saturdays at 1 AM

Hourly Average

2



● 09/01/2022 - 09/30/2022



**Solon Library Bills for October , 2022**

Starting balance from Expenditure Report dated 10/21/22

			Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ 363.10</b>		
Amazon, 3 magazine subscriptions (Visa)	\$ 57.00		
Our Iowa Magazine subscription (Visa)	\$ 19.98		
Total Spent	\$ 76.98	\$	70.83
<b>Remaining Balance</b>	<b>\$ 286.12</b>		
<b>From Travel and Conference (62400)</b>	<b>\$ (147.50)</b>		
IRL South Lot, ILA Conference parking 10/12/22 (Visa)	\$ 8.00		
IRL South Lot, ILA Conference parking 10/13/22 (Visa)	\$ 8.00		
IRL South Lot, ILA Conference parking 10/13/22 (Visa)	\$ 8.00		
Total Spent	\$ 24.00	\$	62.50
<b>Remaining Balance</b>	<b>\$ (171.50)</b>		
<b>From Building Maintenance (63100)</b>	<b>\$ (5,909.52)</b>		
\$5,000 allocated for reserve funds	\$ 5,000.00		Hidden balance for reserves
Joe's Quality Window Cleaning, outdoor only inv#21054	\$ 60.00		
Timberhawk Construction LLC, circ desk carpentry project inv#239	\$ 460.00		
Total Spent	\$ 520.00	\$	416.67
<b>Remaining Balance</b>	<b>\$ (11,429.52)</b>		
<b>From Org Vehicle/Equipment Maint AC (63320)</b>	<b>\$ 1,241.38</b>		
TechSoup HP, 5 refurbished HP Desktops, 5 refurbished monitors (Visa)	\$ 1,995.00		Solon Womens Club donation \$1700
Dell, replacement laptop charging cord (Visa)	\$ 41.39		
Total Spent	\$ 2,036.39	\$	466.67
<b>Remaining Balance</b>	<b>\$ (795.01)</b>		
<b>From Utilities (63710)</b>	<b>\$ 8,925.42</b>		
Alliant Energy	\$ 13.29		
Mid-American	\$ 12.46		
Total Spent	\$ 25.75	\$	750.00
<b>Remaining Balance</b>	<b>\$ 8,899.67</b>		
<b>From Telephone/Internet (63730)</b>	<b>\$ 4,060.92</b>		
ICN inv#	\$ 188.00		
Southslope	\$ 153.49		
Total Spent	\$ 341.49	\$	425.00
<b>Remaining Balance</b>	<b>\$ 3,719.43</b>		
<b>From Data Bases (63731)</b>	<b>\$ 1,566.22</b>		
World Trade Press, A-Z databases inv#678162	\$ 393.98		
Total Spent	\$ 393.98	\$	208.33
<b>Remaining Balance</b>	<b>\$ 1,172.24</b>		
<b>From Publishing (64140)</b>	<b>\$ 600.00</b>		
Total Spent	\$ -	\$	50.00
<b>Remaining Balance</b>	<b>\$ 600.00</b>		
<b>From Educational Program (64340)</b>	<b>\$ 8,448.61</b>	\$	1,179.17
Zoom inv#168454884 (Visa)	\$ 16.04		
Solon Senior Support, Chair Yoga program inv#YogaSEP22	\$ 60.00		
Amazon, adult program supplies (Visa)	\$ 44.24		
Amazon, adult program supplies (Visa)	\$ 4.71		
Amazon, adult program supplies (Visa)	\$ 108.97		
Amazon, youth program supplies (Visa)	\$ 22.85		
Amazon, youth program supplies (Visa)	\$ 38.98		
Amazon, youth program supplies (Visa)	\$ 18.99		
Amazon, teen program supplies (Visa)	\$ 42.96		

Amazon, youth program supplies (Visa)	\$	26.98	
Amazon, adult program supplies (Visa)	\$	17.26	
Amazon, youth program supplies (Visa)	\$	41.40	
Amazon, youth program supplies (Visa)	\$	11.99	
Amazon, youth program supplies (Visa)	\$	25.94	
Amazon, youth program supplies (Visa)	\$	32.97	
Amazon, youth program supplies (Visa)	\$	38.97	
Amazon, youth program supplies (Visa)	\$	59.98	
Amazon, adult program supplies (Visa)	\$	7.99	
Amazon, youth program supplies (Visa)	\$	32.99	
Amazon, teen program supplies (Visa)	\$	16.87	
Aldi, Community Focus Group refreshments (Visa)	\$	36.12	
Costco, Community Focus Group refreshments (Visa)	\$	35.06	
Sam's Mainstreet Market, youth program supplies (Visa)	\$	17.89	
Sam's Mainstreet Market, youth program supplies (Visa)	\$	1.19	
Sam's Mainstreet Market, adult program supplies (Visa)	\$	6.27	
Target, Community Focus Group refreshments (Visa)	\$	18.96	
Total Spent	\$	786.57	\$ 1,179.17
<b>Remaining Balance</b>	<b>\$</b>	<b>7,662.04</b>	

<b>From Library Books (65020)</b>	<b>\$</b>	<b>16,608.99</b>	
Baker & Taylor Inv#2037002567	\$	44.95	
Baker & Taylor Inv#2037005998	\$	133.83	
Baker & Taylor Inv#2037007732	\$	232.29	
Baker & Taylor Inv#2037007740	\$	112.42	
Baker & Taylor Inv#2037030544	\$	260.36	
Baker & Taylor Inv#2037033964	\$	389.99	
Baker & Taylor Inv#2037038238	\$	63.83	
Baker & Taylor Inv#2037045569	\$	163.29	
Baker & Taylor Inv#2037071455	\$	164.54	
EastWest Books inv#ARU0342088	\$	244.89	
Know Buddy Resources inv#ARU0341552	\$	159.68	
Lakeview Books inv#ARU0342044	\$	104.95	
Lookout Books inv#ARU0341525	\$	356.28	
Willow Lane Education inv#ARU342232	\$	344.86	
MidAmerica Books inv#554737	\$	407.10	
Smart Apple Media inv#ARU0341543	\$	557.90	
Amazon, 2 books (Visa)	\$	33.98	
Amazon, 1 book (Visa)	\$	11.89	
Amazon, 2 books (Visa)	\$	18.98	
Amazon, 4 books (Visa)	\$	61.96	
Daydreams Comics, 6 books (Visa)	\$	57.55	
Daydreams Comics, 2 books (Visa)	\$	19.18	
Total Spent	\$	3,944.70	\$ 1,875.00
<b>Remaining Balance</b>	<b>\$</b>	<b>12,664.29</b>	

<b>From Library Video Materials (65030)</b>	<b>\$</b>	<b>3,821.03</b>	
Baker & Taylor inv#H62508240	\$	13.99	
Baker & Taylor inv#H62571730	\$	24.49	
Baker & Taylor inv#H62610250	\$	41.98	
Baker & Taylor inv#H62624800	\$	19.58	
Baker & Taylor inv#H62682730	\$	41.97	
Amazon, 1 DVD (Visa)	\$	9.97	
Amazon, 1 DVD (Visa)	\$	14.96	
Amazon, 1 DVD set (Visa)	\$	24.90	
Amazon, 1 DVD (Visa)	\$	19.96	
Amazon, 1 DVD (Visa)	\$	19.96	
Amazon, 1 DVD (Visa)	\$	11.49	
Amazon, 1 DVD (Visa)	\$	19.96	
Total Spent	\$	263.21	\$ 404.17
<b>Remaining Balance</b>	<b>\$</b>	<b>3,557.82</b>	

**From Library Audio Materials (65040) \$ 3,832.58**

Baker & Taylor Inv#2037007732	\$	22.00	
Baker & Taylor Inv#2037030544	\$	69.82	
Baker & Taylor Inv#2037038238	\$	19.22	
Baker & Taylor Inv#2037045569	\$	22.00	
OverDrive Advantage, 5 Ebooks inv#06497CO22369857	\$	233.95	
OverDrive Advantage, 4 audiobooks inv#06497CO22369858	\$	243.43	
Total Spent	\$	610.42	\$ 416.67
<b>Remaining Balance</b>	<b>\$</b>	<b>3,222.16</b>	

<b>From Puzzles, Puppet Kits (65050)</b>	<b>\$</b>	<b>752.48</b>	
Amazon, adventure backpack supplies (Visa)	\$	14.99	
Amazon, Library of Things Microscope (Visa)	\$	99.99	
Amazon, 3-year protection plan for microscope (Visa)	\$	10.99	
Total Spent	\$	125.97	\$ 100.00
<b>Remaining Balance</b>	<b>\$</b>	<b>626.51</b>	

<b>From Operating Supplies (65070)</b>	<b>\$</b>	<b>1,783.04</b>	
Amazon, wipes (Visa)	\$	7.37	
Amazon, gloves (Visa)	\$	12.79	
Amazon, 3 rolls painters tape (Visa)	\$	11.35	
Amazon, childrens face masks (Visa)	\$	11.99	
CoverOne, binding glue sticks (Visa)	\$	66.90	
Demco, bookmarks, label protectors, due date slips inv#7201936 (Visa)	\$	113.02	
Demco, book covering and repair supplies inv#7203055	\$	106.88	
Total Spent	\$	330.30	\$ 541.67
<b>Remaining Balance</b>	<b>\$</b>	<b>1,452.74</b>	

<b>From Postage and Shipping (65080)</b>	<b>\$</b>	<b>711.82</b>	
USPS, 4 ILL book returns (Visa)	\$	15.80	
Total Spent	\$	15.80	\$ 75.00
<b>Remaining Balance</b>	<b>\$</b>	<b>696.02</b>	

<b>From Supplies (65990)</b>	<b>\$</b>	<b>200.00</b>	
Amazon, bookmarks (Visa)	\$	19.98	
Amazon, \$10.00 gift card for staff anniversary (Visa)	\$	10.00	
Total Spent	\$	29.98	\$ 20.83
<b>Remaining Balance</b>	<b>\$</b>	<b>170.02</b>	

<b>From Office Equipment (67250)</b>	<b>\$</b>	<b>2,561.19</b>	\$ 333.33
Amazon, rubber door stops (Visa)	\$	17.32	
Demco, shelf labels inv#7201936 (Visa)	\$	32.22	
Amazon, 4 medium caddies (Visa)	\$	37.04	
Target, trash can, strainer (Visa)	\$	25.68	
Total Spent	\$	112.26	\$ 333.33
<b>Remaining Balance</b>	<b>\$</b>	<b>2,448.93</b>	

EXPENDITURE REPORT

City of Solon

Page: 1  
10/21/2022  
8:14 am

For the Period: 7/1/2022 to 10/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 001 - GENERAL FUND</b>							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES							
61100 FICA SOCIAL SECURITY	214,987.00	214,987.00	65,047.88	7,995.41	0.00	149,939.12	30.3
61300 IPERS	16,447.00	16,447.00	4,964.38	610.18	0.00	11,482.62	30.2
61500 EMPLOYEE GROUP INSURANCE/ANNUI	20,295.00	20,295.00	5,998.59	754.75	0.00	14,296.41	29.6
62100 DUES, MEMBERSHIPS & MAGAZINE S	21,174.00	21,174.00	0.00	0.00	0.00	21,174.00	0.0
62400 TRAVEL AND CONFERENCE	850.00	850.00	486.90	164.50	0.00	363.10	57.3
63100 BUILDING MAINTENANCE	750.00	750.00	897.50	642.50	0.00	-147.50	119.7
63320 ORG VEHICLE/EQUIPMENT MAINT AC	10,000.00	10,000.00	15,909.52	0.00	0.00	-5,909.52	159.1
63710 UTILITIES	5,600.00	5,600.00	4,358.62	519.84	0.00	1,241.38	77.8
63730 TELEPHONE/INTERNET	9,000.00	9,000.00	100.33	25.75	0.00	8,899.67	1.1
63731 DATA BASES	5,100.00	5,100.00	1,380.57	341.49	0.00	3,719.43	27.1
64080 INSURANCE	2,500.00	2,500.00	933.78	0.00	0.00	1,566.22	37.4
64140 PUBLISHING	13,425.00	13,425.00	0.00	0.00	0.00	13,425.00	0.0
64340 EDUCATIONAL PROGRAM	600.00	600.00	0.00	0.00	0.00	600.00	0.0
65020 LIBRARY BOOKS	14,150.00	14,150.00	5,701.39	1,408.28	0.00	8,448.61	40.3
65030 LIBRARY VIDEO MATERIALS	22,500.00	22,500.00	5,891.01	1,457.87	0.00	16,608.99	26.2
65040 LIBRARY AUDIO MATERIALS	4,850.00	4,850.00	1,028.97	221.63	0.00	3,821.03	21.2
65050 PUZZELS, PUPPET KITS	5,000.00	5,000.00	1,167.42	541.61	0.00	3,832.58	23.3
65070 OPERATING SUPPLIES	1,200.00	1,200.00	447.52	349.82	0.00	752.48	37.3
65080 POSTAGE AND SHIPPING	6,500.00	6,500.00	4,716.96	1,561.47	0.00	1,783.04	72.6
65990 SUPPLIES	900.00	900.00	188.18	15.80	0.00	711.82	20.9
67250 OFFICE EQUIPMENT	250.00	250.00	50.00	50.00	0.00	200.00	20.0
	4,000.00	4,000.00	1,438.81	522.07	0.00	2,561.19	36.0
<b>LIBRARY SERVICES</b>	<b>380,078.00</b>	<b>380,078.00</b>	<b>120,708.33</b>	<b>17,182.97</b>	<b>0.00</b>	<b>259,369.67</b>	<b>31.8</b>
Expenditures	380,078.00	380,078.00	120,708.33	17,182.97	0.00	259,369.67	31.8
<b>Grand Total Net Effect:</b>	<b>-380,078.00</b>	<b>-380,078.00</b>	<b>-120,708.33</b>	<b>-17,182.97</b>	<b>0.00</b>	<b>-259,369.67</b>	

EXPENDITURE REPORT

City of Solon

Page: 1  
10/21/2022  
8:16 am

For the Period: 7/1/2022 to 10/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 031 - TRUST &amp; AGENCY LIBRARY</b>							
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
<b>TRUST &amp; AGENCY LIBRARY BLDG TR</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,500.00</b>	<b>0.0</b>
Expenditures	10,500.00	10,500.00	0.00	0.00	0.00	10,500.00	0.0
<b>Grand Total Net Effect:</b>	<b>-10,500.00</b>	<b>-10,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-10,500.00</b>	



**Solon Public Library Foundation - Solon State Bank**  
**Treasurer's Report**  
**September 28, 2022**

Beginning Balance		\$ 20,652.01
Income:		
	Memorials in honor of Betty Croy	\$ 50.00
	Auction Donations	\$ 145.00
	Benzing Donation	\$ 50.00
	Jeff/Glickman Donation- NON RESTRICTED-Cambridge account	\$ 100.00
Expenses:		
Ending Balance		\$ 20,997.01

**Solon Public Library Foundation - Greenstate  
Treasurer's Report  
September 28, 2022**

Beginning Balance

\$ -

Income:

Expenses:

Ending Balance

\$ -

Savings Balance

\$ 5.54

**Solon Public Library Foundation Scholarship Account  
Treasurer's Report  
September 28, 2022**

Beginning Balance	\$ 1,000.00
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Income:

Expenses:

Ending Balance	\$ 1,000.00
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**SOLON PUBLIC LIBRARY  
STRATEGIC PLANNING  
Community Meeting #1  
October 9, 2022**

**Meeting Objectives**

Participants will understand the roles and responsibilities of all participants in the Strategic Planning process

Participants will describe the ideal future of the City of Solon

Participants will identify the current strengths and weaknesses of the City of Solon and potential opportunities or threats that might affect achieving an ideal future

The library will have a list of community needs as identified by the participants

**Agenda**

- 2:00 Introductions
- 2:15 Overview of PLA Strategic Planning model
- 2:30 Visioning/Aspirations
- 3:00 Current conditions/Challenges
- 3:30 Needs/New conditions
- 4:00 Wrap-up

*Sunday*

Next Meeting: ~~Thursday~~, November 13, 2022, 2:00-4:00

**BECKY HEIL, DISTRICT CONSULTANT  
STATE LIBRARY OF IOWA | SOUTHEAST DISTRICT  
866 642 7921  
[Becky.Heil@iowa.gov](mailto:Becky.Heil@iowa.gov)**

Attendees: Dawn Posekany, Lisa Kaefring, Bob King (SPL Foundation), Marilyn Hansen, Cora Sutton, Alexis Kurth (Library Staff), Sandy Lawrence, Kaleb Burkam, Melissa Meisterheim, Ann Arthur, Bill Christensen (Board of Trustees), Liz King (Library Director), Becky Heil (SE District Consultant, State Library of Iowa)

Notes taken by Alexis Kurth

## Participant Intro and Library Memories –

- Gingerbread houses
- HS partnership
- Longtime members
- Kids to come,
- DIY night
- Summer Reading
- Teacher, read everything
- Family Fun
- Summer Reading
- Shutdown, great connection even during the pandemic
- Library Pi Day
- Free Meeting Room
- Pull books for the activities cub scouts

Library needs to be more than just the library...but needs to be about the community.

What does the community need?

Harwood Planning – instead of what we need...what does the community need.

PLA Strategic Planning desired outcomes:

- Community Based Planning
- Measures of Progress
- Library Service Responses
- Adaptable to changes

**Vision: What do you see as the perfect Solon?**

- Bike Lanes
- Sidewalks on all blocks
- Things for Teens to do
- Swimming Pool
- Middle School Tween Activities
- Outstanding Traffic Control
- “Ghetto” is missing curb and gutter
- Affordable Housing
- Community Center

- Close Knit as we grow bigger
- Welcoming New Members
- Industry
- Employment
- Tax help
- Inclusive Environment
- Diversity
- Skate Park
- Green Space on the East Side of Town
- More Green Space
- Parks Accessible to All
- Playground and Nature Parks
- Diversity in Business
- Outside Playgrounds for schools especially middle schools
- Family and Consumer Science at High School
- Extension campus from UI or Kirkwood
- Movie Theatre
- Info structure – water, sewer
- Dog Park
- Bowling
- Ice Skating
- Roller Skating
- Play Production, Community Theatre
- Children’s Museum
- Hands on Activities for Littles
- Child Care
- Solon History Center
- Beef Days/Chocolate Walk Type Events (Town Events)
- Farmer’s Market
- City Council Dissemination of Information
- Small Town Newspaper
- Community Newsletter

**Current Strengths of Solon**

- Newspaper
- Growing Tax Base
- Growing Population
- Good Schools
- Good Library
- Increasing Business diversity
- SNRA
  - Walking and Biking Trails



- Sports
- Timber Dome
- Proximity to Lake McBride
- Active Churches
- Stoplights
- Volunteer Fire Department
- First Responders
- People Feel Safe
- Restaurants
- Tourism
- Athletic Programs
- Music Programs
- Seniors coming to be near family
- Walkable
- Parking (on and off road) downtown
- Grocery Store
- Senior support Group
- Care Center
- HS auditorium
- Vet acre
- Chiropractic, Dentists, PT, etc.

**Challenges/Needs for Solon**

- City Council unpaid, uninformed
  - Volunteer position
- Affordable Housing/Rentals
- Larger Tax Base – More Industry and Business
- Traffic Flow
- Road Safety
- Bike Lanes
- Entertainment
- Events to build community
- Family Activities
- More Law Enforcement
- Sustainability
- Green Spaces and parks
- Relationship to State
- Alignment/Understand/Awareness of Priorities
- Grant Writer
- Paid City Staff (Grant Writer, etc.)
- Communication
  - City Council

- Schools – events and stuff happening at schools
- Community Calendar
  - Schools
  - Churches
  - Businesses
  - Groups
  - Organizations
- Communication about clubs and organizations when you don't have kids
- Block Parties, Christmas Walk,
- Welcome to the Community
- Better use of Fine Arts Center
- Diversity in Business
- Urgent Care Clinic

**Next Meeting: Sunday, November 13, 2022 2:00 - 4:00 pm**

**Next meeting activities:**

- Library Director to provide information about Solon Community Demographics and existing Library services and resources
- Identify top priorities for community needs from lists generated at October meeting
- Small Group discussions to propose Library Service Responses to community needs

## Solon Public Library - Collection Development Policy

### Purpose of the Policy

To support the mission of the Solon Public Library, materials are selected to provide current, high-demand, high-interest materials for reading, viewing, and listening for patrons of all ages. In addition, the Solon Public Library is committed to providing an educational support center and a place for social and cultural exchange. This policy serves as a guide for the Library Director in the selection of materials and the development and maintenance of the collection

### Responsibility for Collection Development

The responsibility for collection development lies with the Library Director. The library staff, using their professional education and training, assists the director in the principles and practices of materials selection.

### Criteria for Selection

The Solon Library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement and the ALA Library Bill of Rights.

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. The library strives to offer the widest possible range of subjects and views in a variety of formats, treatments and levels of difficulty, within the limits of cost and space and considering current holdings and demand. Collection development will support the priorities of the library's long-term plan.

Reviews in professionally recognized resources are a primary source for material selection. Standard bibliographies, book lists by recognized authorities and the advice of people competent in specific areas will also be used. Recommendations from the general public, volunteers and staff members will also be considered.

Resources available in other local libraries will not be needlessly duplicated. The library provides curricular materials only when these also serve the general public.

The Solon Library participates in programs designed to provide patrons with access to materials not owned, such as interlibrary loan and reciprocal borrowing agreements. Internet resources are also provided.



### Gifts

The Solon Library welcomes gifts of books and other library materials or money tagged to purchase specific materials. The library staff does retain the right to use or not to use donated materials, depending on library needs.

Books or other library materials accepted for the collection, which are given as special gifts or memorials shall carry a gift plate identifying the donor and/or the person in whose memory the gift was made, if the donor requests this recognition. The library is under no obligation, however, to replace these gifts if they are lost, damaged or worn, or to keep them after they have become obsolete or are of no further value to the library.

Special collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection.

### Collection Maintenance

Regular analysis of the use of the collection, the needs and interests of the community, request and reserve lists, as well as the availability of similar materials, the cost and physical condition of the specific volumes, the cost and availability of specific titles and physical space available will be considered in determining the number of copies of each title that the library should have and when a volume should be replaced, repaired, or withdrawn.

The ongoing review of the collection is essential to identify: 1) physically deteriorated material; 2) obsolete materials; 3) areas where additional material is needed; 4) areas where less material is needed; and 5) items missing from the collection. Materials that are showing age or are damaged will be withdrawn, or when appropriate, repaired, rebound or replaced.

The library endorses the concept of recycling of printed materials and tries to use or dispose of materials in a manner that fosters this concept.

### Challenges to Materials

The Solon Library subscribes to the general principles embodied in the Freedom to Read and the Library Bill of Rights statements prepared by the American Library Association.

The patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their

parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to materials by others.

The library will not remove specific titles solely because individuals or groups may find them objectionable. Patrons with complaints or concerns need to fill out a form (copy attached) and make an appointment to meet first with the Library Director and then with the Library Board, if further action is required.

Reviewed and approved 7/2015, August, 27, 2018

## **DRAFT Solon Public Library Collection Development Policy**

### **About Collection Development Policy**

The Solon Public Library collection development policy exists to guide librarians in selecting materials and to inform the public about the principles behind collection development decisions. Collection development refers to the decision to add materials to the collection, and retain materials already in the collection, withdraw materials from the collection, and choose materials for library programs, promotions and professional development in an effort to increase both the quality and quantity of the entire collection.

### **Policy**

#### Expectations:

- Materials selected for the collection will meet current and long term needs of Solon and area residents of all ages and abilities for information, education, culture, and recreation. The library strives to offer the widest possible range of subjects and views in varying formats and levels of difficulty. Generally, collections are broad, current, and popular, and are not archival or comprehensive. Other considerations include cost, space limitations, availability from approved vendors, current holdings, and demand. Collection development will support the priorities of the Library's targeted Service Responses approved by the Library Board of Trustees.
- The Solon Public Library supports intellectual freedom and has adopted the following statements as policy: The Library Bill of Rights, Freedom to Read and Freedom to View statements adopted by the American Library Association (ALA):  
<https://www.ala.org/advocacy/intfreedom/librarybill>  
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>  
<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>
- Including materials in the collection does not constitute endorsement of their contents. The Library recognizes that any given item may offend some patrons, but, because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

#### Material Selection Guidelines:

Collection development librarians rely on the following criteria to evaluate materials for selection, regardless of intended audience or format:

- The Library's Mission Statement and chosen roles of service.
- Contemporary significance or long-term value.
- Accuracy of information presented.
- Significance of author, illustrator, publisher or issuing body.



## **DRAFT Solon Public Library Collection Development Policy**

- Relationship of work to existing collection. Specifically, diverse points of view should be represented within the collection.
- Professional reviews in periodicals and online may be used as a basis for evaluation in conjunction with publishers' catalogs and advertisements.
- Cost to acquire and/or maintain the material.
- Technical characteristics of the format such as binding and paper quality, accessibility and usability, and suitability of the format for library use.
- Scarcity of information in the subject area.
- Availability of material elsewhere in the community.
- Popular demand.
- Digital materials may be provided through a content aggregator. The inclusion or exclusion of specific titles in these collections are made by the vendor and may not conform with the Library's collection development guidelines.
- The Library participates in programs designed to provide patrons with access to materials not owned, such as interlibrary loan and reciprocal borrowing agreements. Internet and digital resources are also provided.
- The Library welcomes suggestions and comments from the public. User suggestions for purchase will be evaluated in accordance with this policy and the collection development plans.

### Access:

- Censorship is a purely individual matter. While an individual or group is free to reject material, no library staff person shall restrict access to the rest of the community.
- Selection of materials is not restricted by the possibility that children may obtain materials their parents may consider inappropriate. While materials are shelved by recommended age, patrons of any age may use materials in all sections of the library (see ALA Bill of Rights, Article V). Responsibility for children rests solely with their parents or legal guardians.

### Selection Responsibility:

- Responsibility for collection development lies with librarians who apply professional knowledge, experience, and the criteria of this policy to making selection decisions for the library.
- Formats may include but not be limited to: fiction and non-fiction print materials for all ages, magazines and newspapers, DVDs, audiobooks, electronic content, and digital databases. Evolving formats will be identified and added as technology changes, reliability and availability improve and patron demand increases.

### Collection Maintenance:

## DRAFT Solon Public Library Collection Development Policy

- Regular analysis of the use of the collection, the needs and interests of the community, request and reserve lists, as well as the availability of similar materials, the cost and physical condition of materials, and physical space available will be considered in the determining the number of copies of each title that the Library should have and when a volume should be replaced, repaired, or withdrawn.
- Weeding is a thorough and conscientious effort to achieve a well-balanced collection suitable to the community served and should be a continuous, consistent process.
- Items to consider in weeding are:
  - Material in poor condition
  - Material with low circulation not considered to be of lasting value
  - Inaccurate or outdated material
  - Material on subject matter no longer of current interest
  - Multiple copies of titles no longer in demand.
  - Locally significant materials may not held to these standards and are generally retained.
- The Library endorses the concept of recycling of printed materials and tries to use or dispose of materials in a manner that fosters this concept.

### Reconsideration of Materials Procedure:

- Solon Public Library supports that the patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children under 14 rests with their parents or legal guardians. While a person may reject materials for themselves and for their children, they cannot exercise censorship to restrict access to materials by others.
- The Library Board recognizes that the diversity of the collection may offend some patrons that will result in complaints. While it is our wish to discuss the complaint with the patron and resolve the matter, the following procedure has been developed to hear those complaints in a formal session if needed:
  1. The individual or group wishing to protest the presence of an item in the collection will contact the Director in writing. The Director, upon receiving the complaint, will send a written response to the complainant within ten (10) days of receipt.
  2. If the complainant wishes to carry his/her objections further, a **Reconsideration of Library Materials Request Form** will be filled out and signed. The party making the complaint must be eligible to receive a Solon Public Library card and have read, listened to, or watched the entire material in question.
  3. The written complaint will be taken to the Library Board of Trustees at their regularly scheduled meeting. The complainant may appear before the Board if desired. The Board will reply within thirty (30) days in a written response. No item shall be removed from the library collection without a court order if the Board of Trustees and Director deem it appropriate for the collection. If the decision taken by

**DRAFT Solon Public Library  
Collection Development Policy**

the Board of Trustees is to refuse the reconsideration request, the complainant may then direct their appeal to the district court system.

Gifts:

The Solon Public Library welcomes gifts of library materials, money or real property. These gifts help enrich and improve public library resources.

- Monetary contributions are added to the Library's Trust & Agency Fund, which is allocated by the Library Board for purchase of materials or programs outside the scope of the operating budget.
- Used book donations are accepted by the Friends of the Solon Public Library. Library staff can provide guidelines for interested donors of what materials are accepted.
- The Library applies the same criteria for evaluating or choosing gift items as it applies to purchased material. Gifts will be withdrawn in the same manner as purchased material. The Library will not be responsible for notifying donors of withdrawal or replacement of gift items.
- All gifts are tax deductible. A receipt for donation of materials will be provided upon request. The Library does not place a financial value on materials received. For artwork, rarities or other materials of value a gift donation form may be requested and kept on file.
- No gifts are accepted unless given to the Library without restriction. All gifts may be utilized, sold or disposed of in the best interest of the Library. The Library reserves the right to refuse donations.
- Monetary gifts are also accepted through the Solon Public Library Foundation and the Friends of the Solon Public Library.



## Request for Reconsideration of Library Resources

Date

Name

Complete Mailing Address

Phone Number

E-mail Address

Do you represent yourself?          An organization?

1. Type of resource on which you are commenting: Book, Textbook, Video, Display, Magazine, Library Program, Audio Recording, Newspaper, Electronic Information, Other.

Title of resource:

Author/Producer:

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Use other side or additional pages if necessary.)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?



DRAFT

**Reconsideration of Materials Request Form**  
**Solon Public Library**  
Statement of Concern Regarding Library Resources

The Solon Public Library adheres to the principles of intellectual freedom outlined in the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement put forth by the American Library Association.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Individual represents: \_\_\_\_\_ Self or Dependent (circle one)

Name of Organization (if applicable): \_\_\_\_\_

1. Title of material on which you are commenting:

2. Did you read, view, listen to and/or use the entire resource? Yes ( ) No ( )  
(See Collection Development Policy)

3. Page number(s)/chapter(s)/tract(s) of objectionable material or specific examples:

4. Reasons you find this resource objectionable:

5. What do you believe is the theme of the resource?

6. What do you request Library Board of Trustees do with this resource?

7. What resource(s) do you suggest to provide additional information on this topic?

8. What review(s) have you seen of this resource?

9. Is there anything you like about this resource?

10. Additional Comments