

Agenda for Solon Library Board Meeting  
Monday, February 27, 2023 @6:30 pm

**Join Zoom Meeting:**

Topic: SPL Board of Trustees Meeting

Time: February 27, 2023 6:30 PM Central Time (US and Canada)

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

Meeting ID: 854 6523 2547

Call to order

Approval of the agenda

Approval of the minutes

- January 30, 2023

Citizen's Speak

Election of Officers

Committee reports

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

Directors Report

Approval of Bills

- February 2023

Review of Foundation report

- February 2023

Old Business

- City Employee Handbook
- Strategic Plan
- 2023 Accreditation
- FY24 Budget

New Business

- Board Continuing Education Suggestion:

Iowa Library Online Conference (ILOC) 2023: *Productive Partnerships* Recordings:

[https://www.youtube.com/playlist?list=PLmzb0ewrKaaQtR0Uy3jrs12gUu7jB\\_FmE](https://www.youtube.com/playlist?list=PLmzb0ewrKaaQtR0Uy3jrs12gUu7jB_FmE)

Next Meeting: **Monday, March 27, 2023 at 6:30 pm**

Adjourn

# Solon Library Board Meeting Minutes

Monday, January 30, 2023

## Call to Order

The regular meeting of the Solon Library Board of Trustees was called to order by Vice President Lawrence at 6:30 PM on Monday, January 30, 2023. In the absence of a Board Secretary, it was agreed that City Administrator Cami Rasmussen would take minutes to allow Vice President Lawrence to run the meeting.

## Present

Board Members: Sandy Lawrence, Steve Fisher, Janet Salathiel, Char Cosgrove

Absent: March Sutton, Bill Christensen

Jen Fetzer arrived at 7:00 pm

Also present: Liz King (Library Director), Cole Gabriel (Council Liaison), Cami Rasmussen (City Administrator)

**Introductions and Welcome to new Board members:** Janet Salathiel (city), Char Cosgrove (city) and Steve Fisher (county).

## Approval of Agenda

Agenda as presented was approved. Motion by Char and second by Janet.

## Approval of Minutes

The minutes from November 28, 2023 were approved as presented. Motion by Janet and second by Steve.

## Citizen Speak and Correspondence

NONE

## Budget Presentation Cami Rasmussen

Review of City's annual fiscal budget cycle and budget process

Arrival of Jennifer Fetzer at 6:55 p.m.

Sandy inquired about recent property tax/roll back issue – issue pending, and Cami will report any updates to Liz.

Jennifer shared frustration of Dec. 1 budget due date when COLA and insurance increases unknown. Cami shared that all city departments share similar frustration and will look into options.

**Committee Reports** – Sandy shared that committee members will be decided at future meeting.

- Building – NONE

Liz currently works with PWD Scott Kleppe on building issues/needs.

- Finance

Jen reported Library gifts held in Trust and Agency and primarily held in 3 CD's though interest rates have been very low. CD held in Solon State Bank is due 5/30/23 and researching best rates for Board to review in March and approve in April. Cami confirmed that credit unions can be used subject to City's Depositories Resolution (Cami will send to Liz).

- Johnson County Liaison: NONE
- City of Solon Liaison: Cole Gabriel

FY24 Budget City Council work sessions held in January. Personnel Committee reviewed Employee Handbook revisions and will be meet with department directors once budget wraps up.

- Continuing Education

New committee with Google shared doc for tracking board member training. 3-5 hours per year recommended training.

Char: Orientation (1 hour), 6 board videos (65 minutes), reviewed city ordinance, read By-laws, budget presentation (25 minutes)

Janet: Orientation (1 hour), 65 minutes board videos, budget presentation (25 minutes)

Sandy: ILOC Evening session (1 hour), budget presentation (25 minutes)

Jen: Legislative Meeting (1 hour), IA Learns Webinar: Tech Savy Trustees (1 hour)

Steve: Orientation (1 hour), budget presentation (25 minutes), reviewed State Trustee's Manual (1 hour)

### **Library Director Report**

Sandy shared that Liz provides a thorough written report in packet with expectation that everyone read it prior to the meeting as it helps to keep the meeting to 1 hour.

Liz shared Annual Report in new format, joint Recreation and Library newsletter, and February calendar.

Capital Equipment Reserves: \$27,009.77 (\$5000 annual set aside)

Trust and Agency \$375,898.08 (mostly in CD's)

### **Approval of Bills**

Approval of December 2022 Bills. Motion by Steve and second by Janet.

Approval of January 2023 Bills. Motion by Steve and second by Char.

Jen inquired if reserves able to cover sidewalk repair. Liz confirmed though budget amendment will be needed.

### **Review of Foundation Report**

The Foundation Report for December 2022 and January 2023 were reviewed.

### **Old Business**

- **City Employee Handbook** – Cole reported will be reviewing with department directors as budget work wraps up.
- **Strategic Plan** – Liz sent out previous evening and very proud of work done by all as reflects community-oriented goals. Template (West Branch) provided framework, plan intended to be living document and reviewed and revised regularly. Timeline on page 7 outlines Library staff hopes to implement quickly, Sandy appreciated the timeline. Motion by Char and second by Steve to approve the Strategic Plan as presented. Discussion of community meetings held (Janet attended), working on archiving/history items (Sandy) and possible emergency services able to offer such as generator. Liz will review City Emergency Plan with Cami.
- **2023 Accreditation**- Two items needed: Strategic Plan and ADA Checklist (both approved tonight)– submit by 2/28/23.
- **FY24 Budget** – Review as presented by Liz (pending rollback issue).

### **New Business**

- **Legislators Reception** Dec. 5, 2022 - Liz shared two information papers resulting from meeting – Iowa City & ILA
- **Trustees By-Laws** - Previous by-laws were a replicate of city ordinance. Draft establishes functions and activities of the Board. Motion by Jen and second by Janet. Discussion of quorum requirement of four board members and board president can make motions and vote. Jen amended motion to include Library Director or designated proxy must present at board meetings, seconded by Janet.

- **ADA Checklist** – Accreditation requirement to do 1 of 4 facility checklist. County voting group identified sidewalk non-compliance then also found parking lot non-compliance slope of handicap parking spots. For voting purposes, County will designate other parking spots that are compliant. Will likely choose a different checklist next time for Accreditation requirement. Liz thanked Bill Christensen for his work on the ADA checklist. Motion by Char and second by Jen.
- **Board Officer Elections**- Elections at February meeting for President, Vice-President and Secretary. March's term ends Dec. 2023 and not planning to renew term.
- **Continuing Education** – The Ten Habits of Highly Effective Library Boards webinar (Pat Callahan)

**Adjournment**

Meeting Adjourn at 7:59 PM – Motion by Steve and second by Janet.

**Next Meeting:**

Regular Meeting: Monday, February 27, 2023 6:30 PM

**Submitted by:**

Minutes submitted by City Administrator, Cami Rasmussen.

## Director's Report February 2023

In February I attended regular meetings with the City Council, the Friends of the Library, and the Solon Public Library Foundation. I also attended the quarterly meeting of the Johnson County Library Directors held at Oxford Public Library. I submitted our State Accreditation paperwork on February 12 and look forward to receiving our 3-year Tier 3 Accreditation Certificate soon.

The Friends of the Library Book Sale will be on Saturday, March 4th from 8 am - 12 noon. The Foundation's Don Ochs Scholarship application was provided to the high school and has been posted on our website. The deadline for the applications is Friday, March 24. The Foundation's second annual art auction will open on Monday, February 27 and close at 3:00 pm on March 18th. Items will be on display in the community meeting room and the large glass display case. We are so grateful for the donations from our generous community that support the Friends and Foundation fundraising efforts.

Our Winter Library Challenge concluded on January 31, 2023. The level of engagement with this program increases each year and accomplishes our goal of encouraging patrons to come enjoy the Library during the cold winter months.

### **2023 Winter Library Challenge Statistics**

Total Patrons Registered	120
Total Patrons Who Completed Level 1 (4 Event Codes)	105
Highest Level Earned	Level 9
Total Prizes Given	165
Total Event Codes Entered	756

In February we celebrated the love of reading with our Blind Date with a Book program. Patrons from 3rd grade through adults enjoyed finding new favorite books and the opportunity to rate their "book date". Alexis hosted Iowa author Joseph LeValley who shared his love of writing with our community on February 6th followed by a Local Libraries LIT virtual author event with Kevin Wilson on February 8th. We also celebrated Black History Month by highlighting items in our collections for all ages and interests.

At our monthly Fun For All Night we welcomed 75 people to gym games and a showing of Lyle, Lyle, Crocodile. We are so grateful for this partnership with the Solon Recreation Department. It has been a pleasure working with Dylan Sloan and McKenzie Macke. We wish each of them the best in their future plans.

Each Tuesday morning, sounds of songs, laughter, and stories can be heard from Storytime with Lily. Every Tuesday afternoon, Madison and Lily welcome our teens to Your Space. They have created engaging weekly youth programming for Thursday Early Out days and ensure everyone feels welcome and included in the fun. Evenings are filled with Alexis's DIY nights, Solon Book Club discussions, and Game Nights. Megan ensures the whole community is aware of all the opportunities at the Library via multiple communication methods. Be sure to check out

our new Spring Activity Guide and monthly calendar. Sherri works diligently each week to catalog our new materials so there are always new items to attract lifelong learners. We all look forward to our time at the circulation desk where we get to assist patrons of all ages find just what they are looking for.

Our programming trio is also hard at work planning our upcoming Summer Reading Program. More details to be shared soon. We continue to explore new partnership opportunities and look forward to implementing our recently approved Strategic Plan. Focusing on Knowing Your Community/Being an Informed Citizen, Alexis invited SCSD Superintendent, Dr. Eidahl to present information on the upcoming school bond issue at the Library on Tuesday, February 28th at 6:30 pm.

Monthly Newsletter Link: [February Newsletter](#)

Subscribers: 1508

Looking ahead to March, Alexis is presenting the March Mammal Madness program with all new animal match-ups. Be sure to get your mammal brackets turned in by March 11th. Lily will be welcoming our youngest patrons and their caregivers to Spring Babytime on Friday mornings for 8 weeks from March 10 - April 28th. For spring break week we will host an all ages movie with popcorn and a visit from The Children's Museum of Iowa. At the end of the month, we will share the LGBTQ 101 Program presented by ONE IOWA on Saturday, March 25 at 10:30 am. Hope to see you there as we learn together.

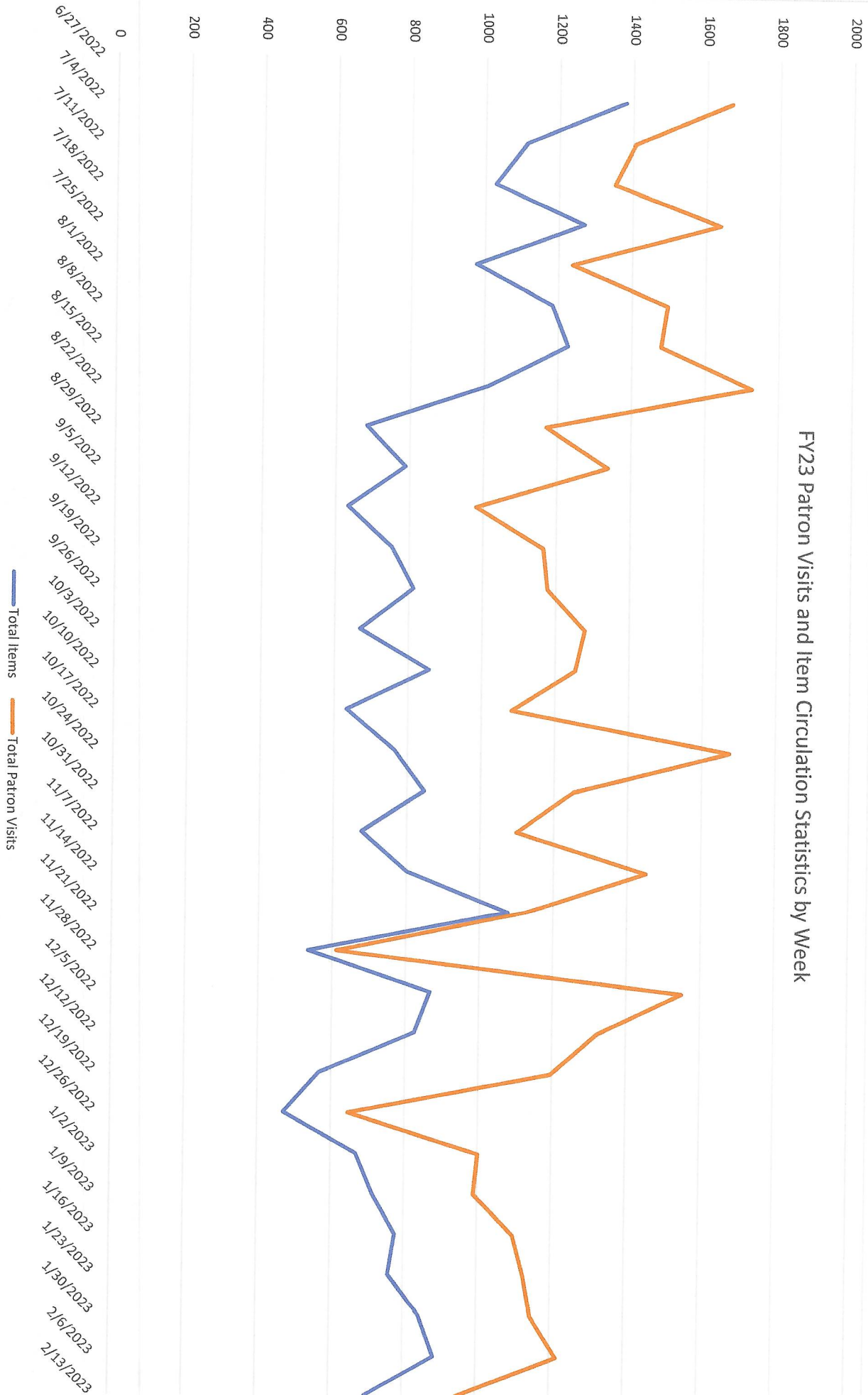
Sincerely,

Liz King  
Director, Solon Public Library

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
FY23 Library Metrics	FY22 June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
1														
2														
3	Item Circulation	6078	4790	5340	3187	2829	3261	3320	2866					29427
4	Patron Visits	9386	6067	7128	5131	4919	5362	5276	3895					43206
5	ILL items borrowed	65	48	79	52	60	50	50	48					443
6	ILL items lent	26	27	17	21	21	10	20	17					151
7	Virtual Meeting Room	1	0	0	1	4	3	1	2					14
8	Community Meeting Room	22	11	13	14	18	16	12	13					114
9	Notary Appointments	6	3	4	5	6	2	2	1					29
10	Cybrarian Computer Uses	295	187	241	271	259	300	298						1877
11	Public Relations/Social Media													0
12	Website Visits	2644	4480	1948	1955	1790	2256	1751	2181					18546
13	Facebook Posts	60	52	60	61	66	56	53	48					458
14	Facebook Followers	1154	1167	1179	1336	1350	1376	1391	1395					10560
15	Instagram Followers	485	489	501	513	514	524	524	596					4183
16	Instagram Posts	60	39	58	66	50	52	63	33					422
17	You Tube Subscribers	29	29	31	32	41	43	43	45					305
18	You Tube Channel views	287	240	415	176	558	152	170	234					2272
19	Newsletter Subscribers	1462	1476	1485	1492	1487	1504	1511	1508					10463
20	Databases													0
21	Bridges Users	202	205	228	218	218	219	228	230					1765
22	Bridges Downloads	1159	1066	1318	1026	1082	1010	1099	1177					8936
23	Kanopy Users	85	85	86	89	90	92	23	24					581
24	Kanopy Streams	6	25	15	22	31	46	35	53					243
25	Items Cataloged	209	180	205	201	188	115	147	172					1492
26	Items Deleted	200	61	831	275	520	117	68	89					2286
27	Items Repaired	39	8	31	30	31	17	13	23					176
28	Cost savings	\$772.96	\$101.92	\$665.36	\$ 522.96	\$ 589.01	\$ 560.13	\$ 325.62	\$ 517.94					\$ 3,394.66

# Solon Public Library

## FY23 Patron Visits and Item Circulation Statistics by Week





## Solon Public Library

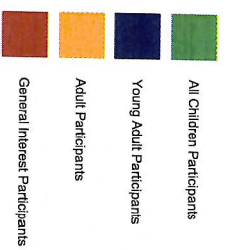
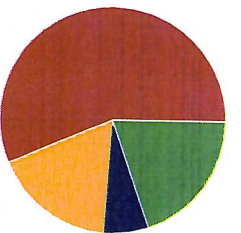
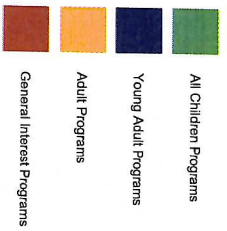
## January 2023 Program Details

	A	B	C	F	H
1	Title	Age	Type	Category	Attendance
2	Book Club	Adult (Ages 19+)	In Person	Adult Programs	8
3					
4	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	15
5	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	14
6	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	15
7	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	10
8	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	17
9	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	13
10	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	16
11	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	14
12				<b>Total Chair Yoga</b>	<b>114</b>
13	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	8
14	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	12
15	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	8
16	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	8
17				<b>Total Coffee</b>	<b>36</b>
18	KNIT LIT	Adult (Ages 19+)	In Person	Adult Programs	3
19	Game Night	Adult (Ages 19+)	In Person	Adult Programs	8
20	Trivia Night	Adult (Ages 19+)	In Person	Adult Programs	32
21				<b>Total Adult</b>	<b>201</b>
22	Storytime: How We Move	Children (Ages 0-5)	In Person	Storytime	8
23	Storytime: How Our Planet Moves	Children (Ages 0-5)	In Person	Storytime	20
24	Storytime: How a City Moves	Children (Ages 0-5)	In Person	Storytime	5
25	Storytime: How Plants Move	Children (Ages 0-5)	In Person	Storytime	23
26	Storytime: How Animals Move	Children (Ages 0-5)	In Person	Storytime	25
27				<b>Total Storytime</b>	<b>81</b>
28	CANCELED BAM POW: Make It! DIY Puzzles	Children (Ages 6-11)	In Person	BAM POW	0
29	BAM POW: Play It! Winter BINGO	Children (Ages 6-11)	In Person	BAM POW	51
30	CANCELLED: BAM POW: Build It! LEGOs	Children (Ages 6-11)	In Person	BAM POW	0
31	BAM POW: Watch It! Snow Day [PG]	Children (Ages 6-11)	In Person	BAM POW	37
32				<b>Total BAM POW</b>	<b>88</b>
33	Family Fun Night	General Interest	In Person	Family	70
34	1 000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Family	4
35	January Coloring Challenge	General Interest	Passive Program	Family	101
36	Let's Go LEGO!	General Interest	Passive Program	Family	24
37				<b>Total Family</b>	<b>199</b>
38	CANCELED CATS: Kahoot	Young Adult (Ages 12-18)	In Person	Teens	0
39	CATS: Group Games	Young Adult (Ages 12-18)	In Person	Teens	9
40	CANCELLED: CATS: Minute to Win It	Young Adult (Ages 12-18)	In Person	Teens	0
41	CATS: movie Ella Enchanted (PG)	Young Adult (Ages 12-18)	In Person	Teens	14
42	CATS: Your Space	Young Adult (Ages 12-18)	In Person	Teens	9
43	CATS: Your Space	Young Adult (Ages 12-18)	In Person	Teens	16
44	CATS: Your Space	Young Adult (Ages 12-18)	In Person	Teens	18
45	CATS: Your Space	Young Adult (Ages 12-18)	In Person	Teens	23
46	CATS: Your Space	Young Adult (Ages 12-18)	In Person	Teens	15
47	Manga Me	Young Adult (Ages 12-18)	Passive Program	Teens	1
48				<b>Total Teens</b>	<b>105</b>

# December

## Overview

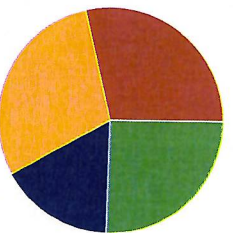
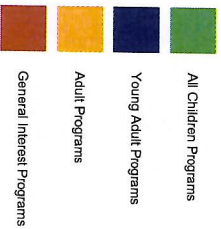
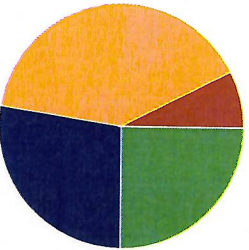
All Children Programs	9	21.43%	All Children Participants	194	19.68%
Young Adult Programs	8	19.05%	Young Adult Participants	63	6.39%
Adult Programs	16	38.1%	Adult Participants	173	17.55%
General Interest Programs	9	21.43%	General Interest Participants	556	56.39%
Total Programs	42		Total Participants	986	



# January

## Overview

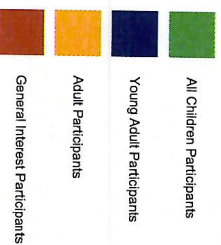
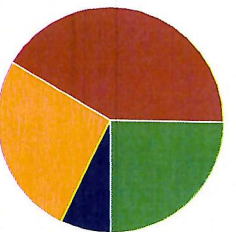
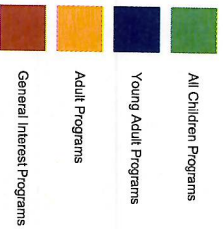
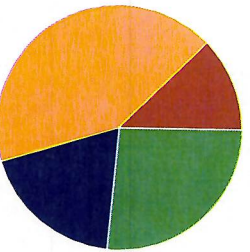
All Children Programs	10	25%	All Children Participants	173	25.4%
Young Adult Programs	11	27.5%	Young Adult Participants	112	16.45%
Adult Programs	16	40%	Adult Participants	201	29.52%
General Interest Programs	3	7.5%	General Interest Participants	195	28.63%
Total Programs	40		Total Participants	681	



# Year in Review

## Overview

All Children Programs	77	26.46%	All Children Participants	1833	24.83%
Young Adult Programs	55	15.12%	Young Adult Participants	526	5.61%
Adult Programs	123	36.77%	Adult Participants	1941	23.57%
General Interest Programs	36	11.34%	General Interest Participants	3081	39.1%
Total Programs	291		Total Participants	7381	



# Patron PC Logins by Day and Hour

Dates: Sunday January 1, 2023 - Tuesday January 31, 2023 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
Sun Jan 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jan 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Jan 3	0	1	1	2	0	0	6	1	1	0	0	12	1.2	1	6	1	0	2
Wed Jan 4	0	0	0	1	1	0	3	7	2	0	0	14	1.4	1	7	0	0	2
Thu Jan 5	0	1	2	0	2	1	4	4	1	0	0	15	1.5	1	4	1	0	2
Fri Jan 6	0	0	0	0	0	1	0	1	4	0	0	6	1.0	0	4	0	0	1
Sat Jan 7	0	2	0	0	0	0	0	0	0	0	0	2	0.2	0	2	0	0	1
Sun Jan 8	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0	0	0	0
Mon Jan 9	1	4	0	0	0	0	13	4	2	0	0	24	2.4	2	13	0	0	4
Tue Jan 10	0	1	1	1	1	0	3	5	2	0	0	14	1.4	1	5	1	0	2
Wed Jan 11	0	3	2	0	0	0	1	2	3	2	0	13	1.3	1	3	1	0	1
Thu Jan 12	0	0	1	0	0	7	21	16	6	0	0	51	5.1	5	21	0	0	7
Fri Jan 13	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0	0	0	0
Sat Jan 14	0	0	0	0	2	0	0	3	0	0	0	5	1.0	0	3	0	0	1
Sun Jan 15	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0	0	0	0
Mon Jan 16	0	0	0	0	2	0	0	0	1	1	0	4	1.0	0	2	0	0	1
Tue Jan 17	0	1	0	1	0	1	4	1	0	0	0	8	1.0	0	4	0	0	1
Wed Jan 18	0	1	1	0	0	0	2	8	1	0	0	13	1.3	1	8	0	0	2
Thu Jan 19	0	0	0	0	0	0	2	0	1	0	0	3	0.3	0	2	0	0	1
Fri Jan 20	2	1	0	0	0	0	1	2	2	0	0	8	1.0	0	2	0	0	1
Sat Jan 21	1	0	1	1	0	0	1	0	0	0	0	4	0.4	0	1	0	0	1
Sun Jan 22	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0	0	0	0
Mon Jan 23	0	1	1	1	0	0	2	0	0	0	0	5	1.0	0	2	0	0	1
Tue Jan 24	0	1	1	0	0	0	2	1	2	1	0	8	1.0	0	2	1	0	1
Wed Jan 25	0	1	0	1	0	0	0	4	2	0	0	8	1.0	0	4	0	0	1
Thu Jan 26	1	0	0	0	0	0	20	16	2	0	0	39	3.9	4	20	0	0	7
Fri Jan 27	0	1	0	0	0	1	1	7	0	0	0	10	1.0	0	7	0	0	2
Sat Jan 28	1	2	1	0	0	2	0	0	0	0	0	6	1.0	0	2	0	0	1
Sun Jan 29	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0	0	0	0
Mon Jan 30	1	2	1	1	1	1	0	0	1	2	0	9	1.0	0	2	1	1	1
Tue Jan 31	0	1	0	1	1	2	1	1	4	4	0	17	1.7	2	4	1	1	2
<b>Total</b>	<b>7</b>	<b>24</b>	<b>13</b>	<b>14</b>	<b>18</b>	<b>47</b>	<b>90</b>	<b>58</b>	<b>22</b>	<b>5</b>	<b>0</b>	<b>298</b>						
Average	0.2	0.8	0.4	0.5	0.6	1.5	2.9	1.9	0.7	0.2	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	4	2	2	7	21	16	8	3	4	0							
Median	0	1	0	0	0	0	2	1	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Dev	0.5	1	0.6	0.7	1.3	5	4.4	2.3	0.9	0.7	0							

# Average Usage

01/01/2023 - 01/31/2023

Date

Filter



A

Busiest Hour

7

Least Busy

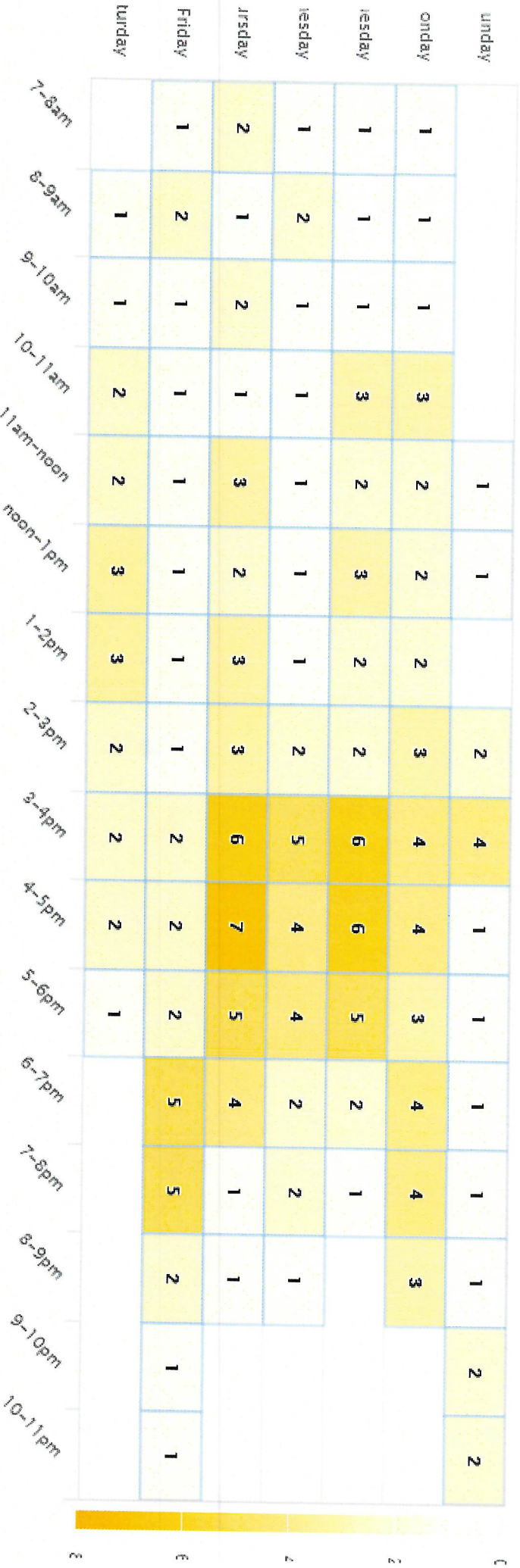
1

Hourly Average

2

Thursdays at 4 PM

Saturdays at 8 AM



In January, 166 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 2 individual days.



Change from prior month  
**341** ↑ **17.59%**

Monthly Sessions



**324** ↑ **21.35%**

Total Visits



**166** ↑ **24.81%**

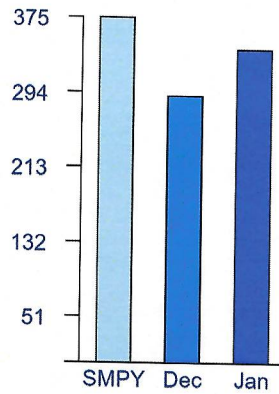
Unique Visitors



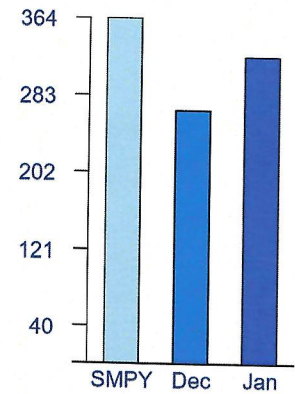
**1.95** ↓ **-2.99%**

Average Return Rate

Total Monthly Session Count

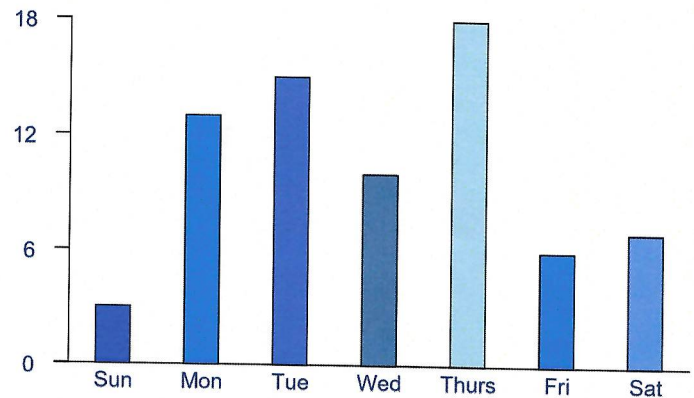


Total Monthly Visits

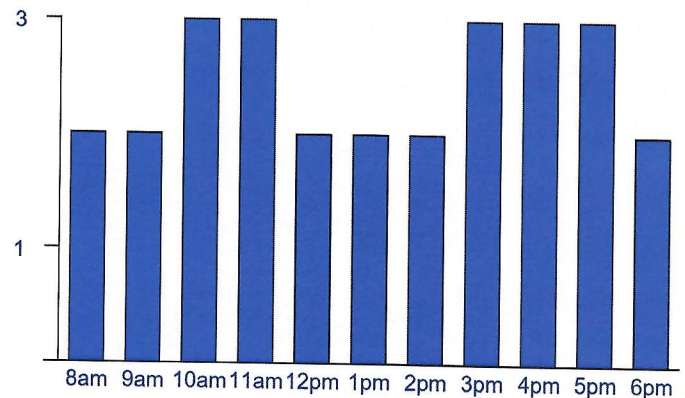


\*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



**Solon Library Bills for February , 2023**

Starting balance from Expenditure Report dated 2/24/23

			Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ 168.12</b>		
ILA Annual Membership Dues	\$ 120.00		
Total Spent	\$ 120.00	\$	70.83
<b>Remaining Balance</b>	<b>\$ 48.12</b>		
<b>From Travel and Conference (62400)</b>	<b>\$ (173.35)</b>		
Employee mileage reimbursement for supply shopping	\$ 13.81		
Total Spent	\$ 13.81	\$	62.50
<b>Remaining Balance</b>	<b>\$ (187.16)</b>		
<b>From Building Maintenance (63100)</b>	<b>\$ (6,980.53)</b>		
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves	
Joe's Quality Window Cleaning, Inc. outside and entry, inv#21113	\$ 80.00		
Aldi, cleaning supplies (Visa)	\$ 7.43		
Amazon, plunger (Visa)	\$ 17.02		
Total Spent	\$ 104.45	\$	416.67
<b>Remaining Balance</b>	<b>\$ (12,084.98)</b>		
<b>From Org Vehicle/Equipment Maint AC (63320)</b>	<b>\$ (3,323.13)</b>		
Total Spent	\$ -	\$	466.67
<b>Remaining Balance</b>	<b>\$ (3,323.13)</b>		
<b>From Utilities (63710)</b>	<b>\$ 8,200.93</b>		
Alliant Energy	\$ 573.17		
Mid-American	\$ 271.25		
Total Spent	\$ 844.42	\$	750.00
<b>Remaining Balance</b>	<b>\$ 7,356.51</b>		
<b>From Telephone/Internet (63730)</b>	<b>\$ 2,696.37</b>		
ICN inv#	\$ 188.00		
Southslope	\$ 209.51		
Total Spent	\$ 397.51	\$	425.00
<b>Remaining Balance</b>	<b>\$ 2,298.86</b>		
<b>From Data Bases (63731)</b>	<b>\$ 1,172.24</b>		
Total Spent	\$ -	\$	208.33
<b>Remaining Balance</b>	<b>\$ 1,172.24</b>		
<b>From Publishing (64140)</b>	<b>\$ (187.00)</b>		
Total Spent	\$ -	\$	50.00
<b>Remaining Balance</b>	<b>\$ (187.00)</b>		
<b>From Educational Program (64340)</b>	<b>\$ 5,055.14</b>	\$	1,179.17
Zoom inv#185993192 (Visa)	\$ 16.04		
Joseph LeValley, speaker fee inv#2062023	\$ 100.00		
HyVee, Youth Program Supplies (Employee reimbursement)	\$ 6.73		
Dollar Tree, Adult Program Supplies (Employee reimbursement)	\$ 23.85		
Dollar Tree, Adult Program Supplies (Employee reimbursement)	\$ 29.15		
JoAnn, Adult Program Supplies (Employee reimbursement)	\$ 10.39		

Amazon, youth program supplies (Visa)	\$	24.99	
Amazon, youth program supplies (Visa)	\$	141.36	
Amazon, adult program supplies (Visa)	\$	12.11	
Amazon, adult program supplies (Visa)	\$	4.99	
Amazon, teen program supplies (Visa)	\$	39.21	
Target, adult program supplies (Visa)	\$	3.69	
Target, teen program supplies (Visa)	\$	24.86	
Target, teen program supplies (Visa)	\$	14.26	
Yumei's Asian Market & Anime, teen program supplies (Visa)	\$	20.62	
Total Spent	\$	472.25	\$ 1,179.17
<b>Remaining Balance</b>	<b>\$</b>	<b>4,582.89</b>	

<b>From Library Books (65020)</b>	<b>\$</b>	<b>9,079.03</b>	
Baker & Taylor Inv#2037270730	\$	235.72	
Baker & Taylor Inv#2037279707	\$	15.95	
Baker & Taylor Inv#2037292133	\$	149.02	
Baker & Taylor Inv#2037292235	\$	229.90	
Baker & Taylor Inv#2037297767	\$	265.44	
Baker & Taylor Inv#2037306177	\$	337.58	
Baker & Taylor Inv#2037313559	\$	158.41	
Baker & Taylor Inv#2037315830	\$	38.36	
Amazon, 1 book (Visa)	\$	15.49	
Amazon, 1 book (Visa)	\$	23.14	
Amazon, 1 book (Visa)	\$	14.95	
Amazon, 5 books (Visa)	\$	76.41	
Joseph LeValley, 1 book inv#1037 (Visa)	\$	20.00	
Total Spent	\$	1,580.37	\$ 1,875.00
<b>Remaining Balance</b>	<b>\$</b>	<b>7,498.66</b>	

<b>From Library Video Materials (65030)</b>	<b>\$</b>	<b>2,737.07</b>	
Baker & Taylor inv#H64133700	\$	24.49	
Baker & Taylor inv#T24171140	\$	48.98	
Baker & Taylor inv#T24171150	\$	45.48	
Amazon, 7 DVDs (Visa)	\$	164.55	
Amazon, 1 DVD (Visa)	\$	14.96	
Amazon, 1 DVD (Visa)	\$	4.99	
Total Spent	\$	303.45	\$ 404.17
<b>Remaining Balance</b>	<b>\$</b>	<b>2,433.62</b>	

<b>From Library Audio Materials (65040)</b>	<b>\$</b>	<b>1,534.23</b>	
Baker & Taylor Inv#2037297767	\$	21.99	
Baker & Taylor Inv#2037313559	\$	22.00	
Total Spent	\$	43.99	\$ 416.67
<b>Remaining Balance</b>	<b>\$</b>	<b>1,490.24</b>	

<b>From Puzzles, Puppet Kits (65050)</b>	<b>\$</b>	<b>584.26</b>	
Amazon, Library of Things storage container (Visa)	\$	20.97	
Total Spent	\$	20.97	\$ 100.00
<b>Remaining Balance</b>	<b>\$</b>	<b>563.29</b>	

<b>From Operating Supplies (65070)</b>	<b>\$</b>	<b>446.01</b>	
ALA Store, National Library week supplies (Visa)	\$	30.57	
DEMCO, book processing supplies, inv#7253793 (Visa)	\$	93.76	
HP.com, 4 printer toner cartridges (Visa)	\$	337.46	
Total Spent	\$	461.79	\$ 541.67
<b>Remaining Balance</b>	<b>\$</b>	<b>(15.78)</b>	

**From Postage and Shipping (65080) \$ 371.47**

Total Spent \$ - \$ 75.00  
**Remaining Balance \$ 371.47**

**From Supplies (65990) \$ 170.02**

Total Spent \$ - \$ 20.83  
**Remaining Balance \$ 170.02**

**From Office Equipment (67250) \$ 2,320.98 \$ 333.33**

Amazon, 2 black mouse pads (Visa) \$ 11.88  
DEMCO, book processing supplies, inv#7259811 (Visa) \$ 81.08  
Amazon, socks to cover pool noodles (Visa) \$ 22.08 Order not delivered, refunded  
Amazon, socks to cover pool noodles (Visa) \$ 22.08  
Amazon, keychains for meeting room keys (Visa) \$ 11.99  
Amazon, large utility hooks (Visa) \$ 10.23  
Amazon, two command caddies (Visa) \$ 13.58  
Amazon, two command caddies (Visa) \$ 13.58  
Total Spent \$ 186.50 \$ 333.33  
**Remaining Balance \$ 2,134.48**



EXPENDITURE REPORT

City of Solon

Page: 1  
2/24/2023  
7:43 am

For the Period: 7/1/2022 to 2/28/2023

	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	126,887.15	7,555.71	0.00	88,099.85	59.0
61300 IPERS	16,447.00	16,447.00	9,681.80	576.54	0.00	6,765.20	58.9
61500 EMPLOYEE GROUP INSURANCE/ANNUI	20,295.00	20,295.00	11,710.34	713.26	0.00	8,584.66	57.7
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	681.88	0.00	0.00	168.12	80.2
63100 BUILDING MAINTENANCE	750.00	750.00	923.35	0.00	0.00	-173.35	123.1
63320 ORG VEHICLE/EQUIPMENT MAINT AC	10,000.00	10,000.00	16,980.53	200.08	0.00	-6,980.53	169.8
63710 UTILITIES	5,600.00	5,600.00	8,923.13	489.28	0.00	-3,323.13	159.3
63730 TELEPHONE/INTERNET	9,000.00	9,000.00	1,643.49	844.42	0.00	7,356.51	18.3
63731 DATA BASES	5,100.00	5,100.00	2,766.35	362.72	0.00	2,333.65	54.2
64080 INSURANCE	2,500.00	2,500.00	1,327.76	0.00	0.00	1,172.24	53.1
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	787.00	115.00	0.00	-187.00	131.2
65020 LIBRARY BOOKS	14,150.00	14,150.00	9,094.86	330.92	0.00	5,055.14	64.3
65030 LIBRARY VIDEO MATERIALS	22,500.00	22,500.00	13,420.97	1,177.41	0.00	9,079.03	59.6
65040 LIBRARY AUDIO MATERIALS	4,850.00	4,850.00	2,112.93	357.79	0.00	2,737.07	43.6
65050 PUZZELS, PUPPET KITS	5,000.00	5,000.00	3,465.77	788.93	0.00	1,534.23	69.3
65070 OPERATING SUPPLIES	1,200.00	1,200.00	615.74	33.98	0.00	584.26	51.3
65080 POSTAGE AND SHIPPING	6,500.00	6,500.00	6,053.99	194.23	0.00	446.01	93.1
65990 SUPPLIES	900.00	900.00	528.53	71.85	0.00	371.47	58.7
67250 OFFICE EQUIPMENT	250.00	250.00	79.98	0.00	0.00	170.02	32.0
	4,000.00	4,000.00	1,679.02	135.32	0.00	2,320.98	42.0
<b>LIBRARY SERVICES</b>	<b>380,078.00</b>	<b>380,078.00</b>	<b>219,364.57</b>	<b>13,947.44</b>	<b>0.00</b>	<b>160,713.43</b>	<b>57.7</b>
Expenditures	380,078.00	380,078.00	219,364.57	13,947.44	0.00	160,713.43	57.7
<b>Grand Total Net Effect:</b>	<b>-380,078.00</b>	<b>-380,078.00</b>	<b>-219,364.57</b>	<b>-13,947.44</b>	<b>0.00</b>	<b>-160,713.43</b>	

EXPENDITURE REPORT

City of Solon

Page: 1

2/24/2023

7:46 am

For the Period: 7/1/2022 to 2/28/2023

	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							
64990 MISC. CONTRACT WORK	500.00	500.00	96.56	96.56	0.00	403.44	19.3
65020 LIBRARY BOOKS	0.00	0.00	77.27	0.00	0.00	-77.27	0.0
65030 LIBRARY VIDEO MATERIALS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
65040 LIBRARY AUDIO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
67270 OTHER CAPITAL EQUIPMENT	500.00	500.00	0.00	0.00	0.00	500.00	0.0
	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	173.83	96.56	0.00	10,326.17	1.7
Expenditures	10,500.00	10,500.00	173.83	96.56	0.00	10,326.17	1.7
Grand Total Net Effect:	-10,500.00	-10,500.00	-173.83	-96.56	0.00	-10,326.17	

	A	B	C	D	E
1	<b>Solon Public Library Foundation - Solon State Bank</b>				
2	<b>Treasurer's Report</b>				
3	<b>February 22, 2023</b>				
4					
5	Beginning Balance			\$ 21,172.46	
6					
7		Income:			
8					
9		Expenses:			
10			Transfer to Scholarship Fund	\$ 1,000.00	
11			Safety Deposit Box	\$ 20.00	
12					
13	Ending Balance			\$ 20,152.46	
14					
15	<b>Solon Public Library Foundation - Greenstate</b>				
16					
17	Beginning Balance			\$ 5.54	
18					
19		Income:			
20					
21		Expenses:			
22					
23	Ending Balance			\$ 5.54	
24					
25			Savings Balance	\$ 5.54	
26					
27	<b>Solon Public Library Foundation Scholarship Account</b>				
28					
29	Beginning Balance			\$ 1,000.00	
30					
31		Income:			
32			Transfer from main checking account	\$ 1,000.00	
33					
34		Expenses:			
35					
36	Ending Balance			\$ 2,000.00	
37					
38	<b>Solon Public Library Foundation - Community Foundation of Johnson County</b>				
39	<b>Endowment Fund</b>				
40	<b>July 28, 2022 through January 25, 2023</b>				
41	Beginning Balance			\$ -	
42					
43	Income/Contrib				
44			Initial Donation from Library Foundation 7/28/2022	\$ 25,000.00	
45			Online Donations	\$ 75.00	
46			Interest and Dividends	\$ 290.26	
47	<b>Total Income/Contrib</b>			<b>\$ 25,365.26</b>	
48					
49	Gain/(Loss)	Unrealized-Gain/ (Loss)		\$ (1,128.15)	
50		Realized-Gain/ (Loss)		\$ (146.51)	
51	<b>Total Gain/(Loss)</b>			<b>\$ (1,274.66)</b>	
52					
53	<b>Balance Before Exp.</b>			<b>\$ 24,090.60</b>	-3.64%
54					
55	Expenses	Administrative Fee		\$ (128.45)	
56		Online Payment Processing Fee		\$ (3.09)	
57		Investment Mgt. Fee		\$ (30.43)	
58	<b>Total Fund Expenses</b>			<b>\$ (161.97)</b>	
59					
60	<b>Ending Balance</b>			<b>\$ 23,928.63</b>	-4.29%