

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

**Join Zoom Meeting:**

Topic: SPL Board of Trustees Meeting

Time: March 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

- February 27, 2023

Citizen's Speak

Committee reports

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

Directors Report

Approval of Bills

- March 2023

Review of Foundation report

- March 2023

Old Business

- City Employee Handbook
- Strategic Plan
- FY24 Budget

New Business

- Directors Evaluation Process/Timeline
- Board Continuing Education Suggestion:

2023 All Iowa Reads Author recordings:

[https://www.youtube.com/watch?v=w\\_0Q8qixzcY](https://www.youtube.com/watch?v=w_0Q8qixzcY)

Next Meeting: **Monday, April 24, 2023 at 6:30 pm**

Adjourn

# The Solon Public Library Board

## Meeting Minutes February 27, 2023

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:34 p.m.

### Present

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

### Absent

Jennifer Fetzer

### Approval of Agenda

The agenda was unanimously approved as distributed.

### Approval of Minutes

The minutes of the previous meeting were unanimously approved as corrected.  
(Typo in November 2022 minutes date)

### Citizen's Speak and Correspondence

No citizen's speak or correspondence was received by the board.

### Election of Officers

*March Sutton* - President, *Sandy Lawrence* - Vice President, *Char Cosgrove* - Secretary

The slate of officers was unanimously approved as listed. (Bill/Steve)

### Committee Reports

- **Building:** Liz provided Scott Kleppe's feedback on the handicap parking spots. Steve Fisher will be the chair of this committee.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** Cole reported on the situation where the FY24 budget is not complete because of a property tax/roll back. All cities and towns of Iowa have an extension till April 30th to revise and complete their budget work. How this is resolved will affect the Library's budget needs.
- **Board of Trustees Continuing Education**  
ALA Intellectual Freedom - Sandy  
10 Habits of Highly Effective Library Boards - Char

**Library Director's Report.**

A written report is included in the Board packet. Liz shared with us the Library Calendar and 2023 March Mammal Madness fun page.

**Approval of Bills**

The bills were unanimously approved as listed (Sandy/Char)

**Review of Foundation Report**

The Foundation budget was reviewed.

**Old Business**

City Employee Handbook

Review and updates are still pending

FY24 Budget

March shared concerns over how the Library budget will be impacted by roll back "changes" to the city budget. A special Board Meeting may be called to approve any changes to the Library budget.

Strategic Plan

Liz shared that Strategic Plan tasks were discussed at the monthly staff meeting. Regular updates will be provided.

**New Business**

Board Continuing Education Suggestions

Items were listed for Board consideration.

**Next Month's Agenda**

Director Evaluation

Parking Lot Handicap compliance

Strategic Plan

FY24

**Adjournment**

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

**Next Meeting**

Regular Meeting: Monday, March 27, 2023

**Submitted by**

Char Cosgrove

## Director's Report March 2023

In March I attended regular meetings with the City Council, the Friends of the Library, and the Solon Public Library Foundation. As a staff, we attended Active Threat Safety Training with IAMU safety specialist Sandy Jordan. The Friends of the Library Book Sale topped all previous sales and was deemed a huge success. The Foundation's second annual art auction was also very successful. We are very grateful for the generous community support of our Friends of the Library and Foundation fundraisers. The Foundation is accepting Don Ochs Scholarship applications until Friday, March 24. The scholarship committee will review the applications and award two \$500 scholarships at the SHS Awards Night on May 3, 2023.

March programming included the March Mammal Madness bracket activity created by scientists at Arizona State University that encourages participants to research different animal groups and predict which ones would win in an imaginary battle. This activity pairs perfectly with our youth non-fiction "Who Would Win" series which describes battles between animal foes. The March Local Libraries LIT virtual author event with Jamal Jordan was held on March 7th. We also celebrated Women's History Month by highlighting items in our collections for all ages and interests.

We hosted several fun Spring Break activities. At our monthly Fun For All Night we welcomed 61 people to gym games and a showing of Minions: Rise of Gru. Thank you to Cami Rasmussen for assisting with this evening of fun before our new Recreation Director was on board. We also held an Introduction to eBooks & eAudiobooks to assist patrons with adding the Libby app to their device and downloading titles from our Bridges electronic resources. There was also an afternoon showing of Tom & Jerry, and the Iowa Children's Museum Outreach Team shared a community building workshop with 47 of our patrons.

Lily started the Spring Session of Baby Time on Friday mornings for our youngest patrons (0 -24 months) and their caregivers. This 8-week program encourages pre-reading skills with nursery rhymes, songs, board books and free play time while also fostering new friendships for caregivers and littles alike.

We continue to explore new partnership opportunities as we implement our Strategic Plan objectives. Focusing on Celebrating Diversity, Alexis invited One Iowa to present their LGBTQ 101 program on Saturday, March 25th at 10:30 am.

### **Outreach/Community Engagement**

Monthly Newsletter Link: [March Newsletter](#)

Subscribers: 1523

Monthly book delivery to Solon Independent Living and Solon Retirement Village

Monthly Book Selection for Lakeview Elementary Teacher

Teen Reading Challenge 2 teens 20 submissions

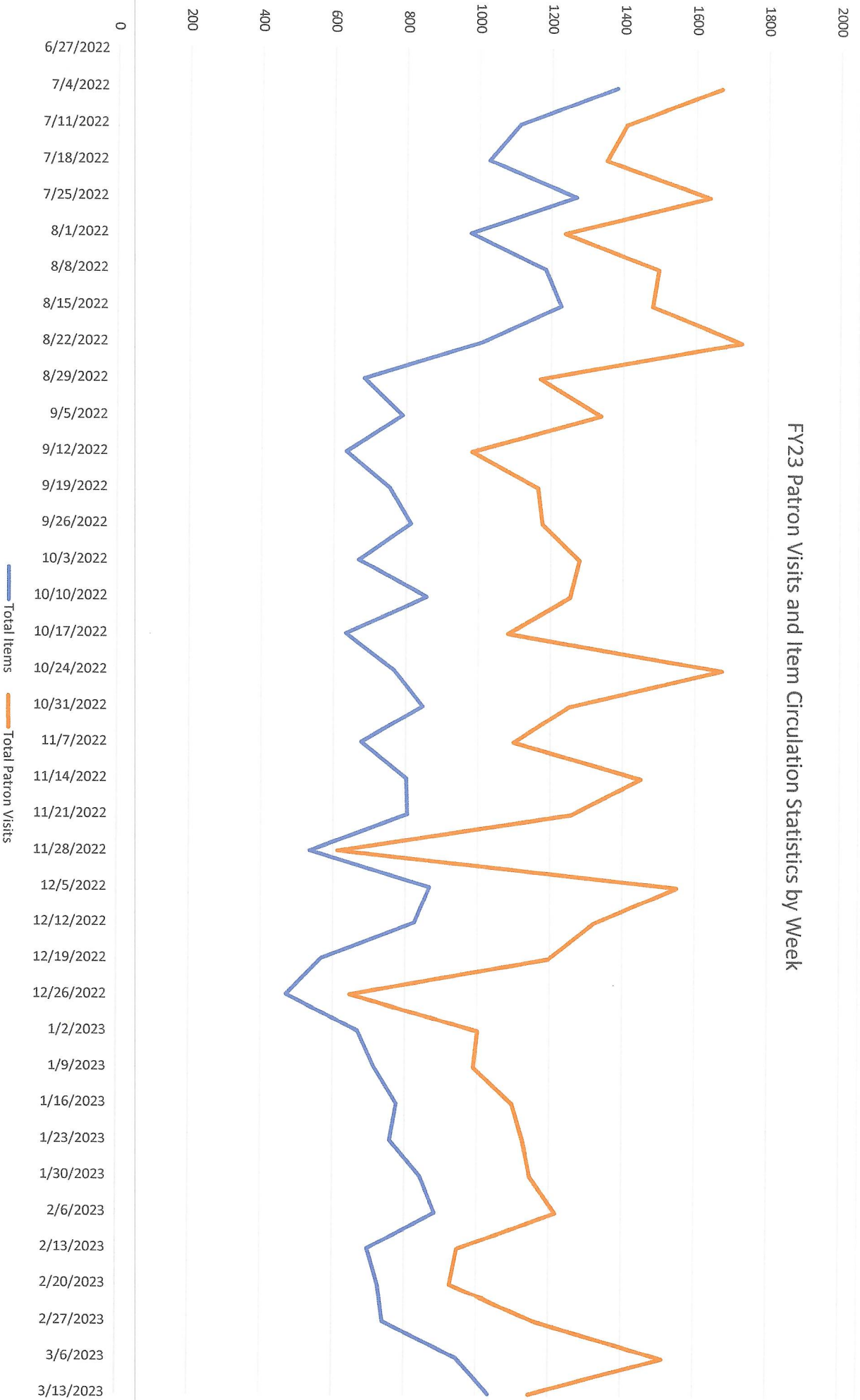
Looking ahead to April, we are hoping for warmer weather to begin Alexis's gardening series. The Local Libraries LIT virtual author event will feature Esme Weijun Wang. Be sure to check out our new shelf for two of her books to prepare for this event. We will be celebrating National Library Week April 23 - 29th. The theme this year is "There's More to the Story", which celebrates that our Library offers books and so much more to our community.

Sincerely,

Liz King  
Director, Solon Public Library

Solon Public Library

FY23 Patron Visits and Item Circulation Statistics by Week



Solon Public Library - FY23 Library Metrics

3/23/2023

	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	3834	3261	3320	2866	3254				32681
4	Patron Visits	9386	6067	7128	5131	4919	5428	5362	5276	3895	4528				47734
5	ILL Items borrowed	65	48	79	52	60	56	50	50	48	80				523
6	ILL Items lent	26	27	17	21	21	18	10	20	17	12				163
7	Virtual Meeting Room	1	0	0	1	4	3	3	1	2	4				18
8	Community Meeting Room	22	11	13	14	18	17	16	12	13	15				129
9	Notary Appointments	6	3	4	5	6	6	2	2	1	1				30
10	Cybrarian Computer Uses	295	187	241	271	259	321	300	298	270					2147
11	Public Relations/Social Media														0
12	Website Visits	2644	4480	1948	1955	1790	2185	2256	1751	2181	1550				20096
13	Facebook Posts	60	52	60	61	66	62	56	53	48	55				513
14	Facebook Followers	1154	1167	1179	1336	1350	1366	1376	1391	1395	1414				11974
15	Instagram Followers	485	489	501	513	514	522	524	524	596	531				4714
16	Instagram Posts	60	39	58	66	50	61	52	63	33	30				452
17	YouTube Subscribers	29	29	31	32	41	41	43	43	45	45				350
18	YouTube Channel Views	287	240	415	176	558	327	152	170	234	139				2411
19	Newsletter Subscribers	1462	1476	1485	1492	1487	1500*	1504	1511	1508	1523				11986
20	Databases														0
21	Bridges Users	202	205	228	218	218	219	219	228	230	220				1985
22	Bridges Downloads	1159	1066	1318	1026	1082	1158	1010	1099	1177	1076				10012
23	Kanopy Users	85	85	86	89	90	92	92	23	24	97				678
24	Kanopy Streams	6	25	15	22	31	16	46	35	53	54				297
25	Items Cataloged	209	180	205	201	188	284	115	147	172	153				1645
26	Items Deleted	200	61	831	275	520	325	117	68	89	407				2693
27	Items Repaired	39	8	31	30	31	23	17	13	23	47				223
28	Cost savings	\$772.96	\$101.92	\$565.36	\$ 522.96	\$ 589.01	\$ 560.13	\$ 325.62	\$211.72	\$ 517.94	\$ 949.74				\$ 4,344.40

## Solon Public Library

## February 2023 Program Details

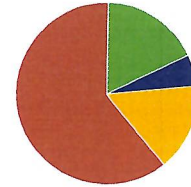
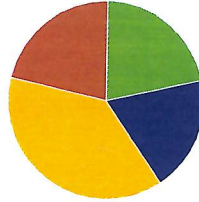
	A	B	C	D	I
1	Title	Age	Type	Category	Attendance
2	Author Visit: Joseph LeValley	Adult (Ages 19+)	In Person	Adult Programs	19
3	Book Club	Adult (Ages 19+)	In Person	Adult Programs	9
4					
5	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	14
6	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	13
7	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	17
8	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	12
9	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	11
10	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	13
11	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	3
12	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	12
13				<b>Total Chair Yoga</b>	<b>95</b>
14	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	12
15	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	10
16	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	9
17	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	3
18				<b>Total Coffee &amp; Conversations</b>	<b>34</b>
19	Cookbook Club	Adult (Ages 19+)	In Person	Adult Programs	10
20	DIY Night - Macrame	Adult (Ages 19+)	In Person	Adult Programs	12
21	Game Night	Adult (Ages 19+)	In Person	Adult Programs	7
22	KNIT LIT	Adult (Ages 19+)	In Person	Adult Programs	3
23	Local Libraries Lit - Kevin Wilson	Adult (Ages 19+)	Live Virtual	Adult Programs	0
24				<b>Total Adult Programs</b>	<b>189</b>
25	1 000 Books Before Kindergarten	Children (Ages 0-5)	Passive Prog	Family	3
26					
27	Janet's Daycare Storytime (afternoon session)	Children (Ages 0-5)	In Person	Storytime	10
28	Janet's Daycare Storytime (morning session)	Children (Ages 0-5)	In Person	Storytime	8
29	Storytime: Groundhog Day	Children (Ages 0-5)	In Person	Storytime	23
30	Storytime: Holi the Festival of Colors	Children (Ages 0-5)	In Person	Storytime	15
31	Storytime: Lunar New Year	Children (Ages 0-5)	In Person	Storytime	31
32	Storytime: Valentine's Day	Children (Ages 0-5)	In Person	Storytime	21
33				<b>Total Storytime</b>	<b>108</b>
34	BAM POW: Celebrate It! Lunar New Year	Children (Ages 6-11)	In Person	BAM POW	31
35	BAM POW: Watch It! Lightyear [PG]	Children (Ages 6-11)	In Person	BAM POW	27
36	CANCELED! BAM POW: Build It!	Children (Ages 6-11)	In Person	BAM POW	0
37	CANCELED! BAM POW: Make It! Valentine's	Children (Ages 6-11)	In Person	BAM POW	0
38				<b>Total BAM POW</b>	<b>58</b>
39	[Month] Coloring Challenge	General Interest	Passive Prog	Family	99
40	Blind Date with a Book	General Interest	Passive Prog	Family	106
41	Fun For All Night	General Interest	In Person	Family	75
42	Let's Go LEGO!	General Interest	Passive Prog	Family	25
43	SCSD Community Referendum Information Meeting	General Interest	In Person	Family	14
44				<b>Total Family</b>	<b>319</b>
45	CANCELED! CATS: Friends day! Mini pizza and chocolates!	Young Adult (Ages 12-18)	In Person	Teens	0
46	CANCELED: CATS: Group Games	Young Adult (Ages 12-18)	In Person	Teens	0
47	CATS: Lunar New Year!	Young Adult (Ages 12-18)	In Person	Teens	9
48	CATS: Movie Day! Ferris Bueller's Day Off [PG-13]	Young Adult (Ages 12-18)	In Person	Teens	8
49	CATS: Your Space	Young Adult (Ages 12-18)	In Person	Teens	17
50	CATS: Your Space	Young Adult (Ages 12-18)	In Person	Teens	10
51	CATS: Your Space	Young Adult (Ages 12-18)	In Person	Teens	14
52	CATS: Your Space	Young Adult (Ages 12-18)	In Person	Teens	16
53	Manga Me	Young Adult (Ages 12-18)	Passive Prog	Teens	2
54				<b>Total Teens</b>	<b>76</b>



## December

### Overview

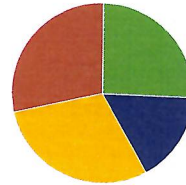
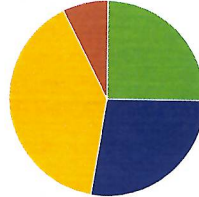
All Children Programs	9	21.43%	All Children Participants	194	17.54%
Young Adult Programs	8	19.05%	Young Adult Participants	63	5.7%
Adult Programs	16	38.1%	Adult Participants	173	15.64%
General Interest Programs	9	21.43%	General Interest Participants	676	61.12%
<b>Total Programs</b>	<b>42</b>		<b>Total Participants</b>	<b>1106</b>	



## January

### Overview

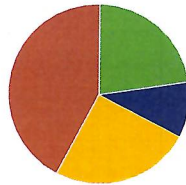
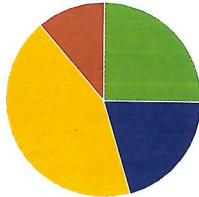
All Children Programs	10	25%	All Children Participants	173	25.4%
Young Adult Programs	11	27.5%	Young Adult Participants	112	16.45%
Adult Programs	16	40%	Adult Participants	201	29.52%
General Interest Programs	3	7.5%	General Interest Participants	195	28.63%
<b>Total Programs</b>	<b>40</b>		<b>Total Participants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



## February

### Overview

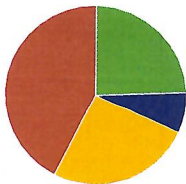
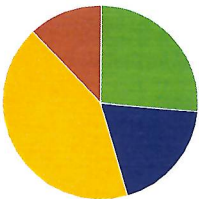
All Children Programs	11	25%	All Children Participants	169	22.44%
Young Adult Programs	9	20.45%	Young Adult Participants	76	10.09%
Adult Programs	19	43.18%	Adult Participants	189	25.1%
General Interest Programs	5	11.36%	General Interest Participants	319	42.36%
<b>Total Programs</b>	<b>44</b>		<b>Total Participants</b>	<b>753</b>	



## Year in Review

### Overview

All Children Programs	88	26.27%	All Children Participants	2002	24.25%
Young Adult Programs	64	16.42%	Young Adult Participants	602	6.37%
Adult Programs	142	36.72%	Adult Participants	2130	23.52%
General Interest Programs	41	10.75%	General Interest Participants	3520	38.78%
<b>Total Programs</b>	<b>335</b>		<b>Total Participants</b>	<b>8254</b>	



In February, 145 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

308 ↓ -9.68%

Monthly Sessions



286 ↓ -11.73%

Total Visits



145 ↓ -12.65%

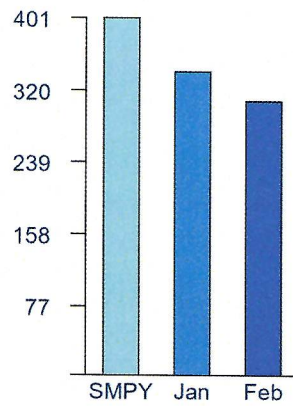
Unique Visitors



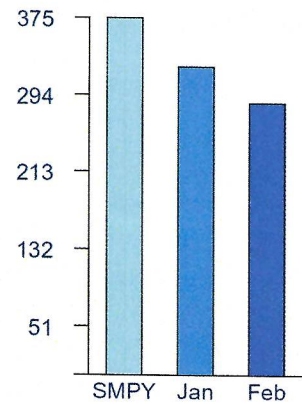
1.97 ↑ 1.03%

Average Return Rate

Total Monthly Session Count

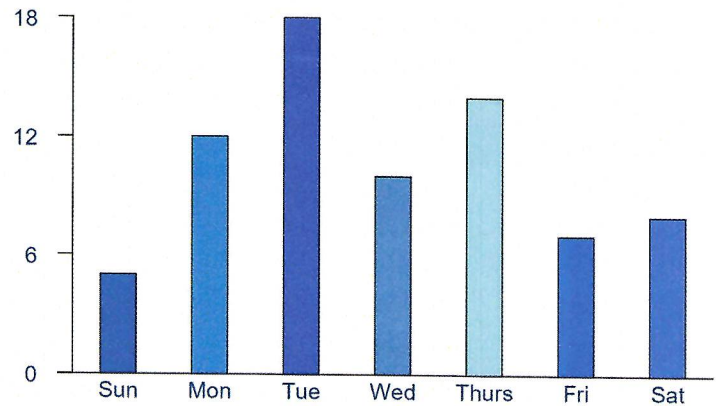


Total Monthly Visits

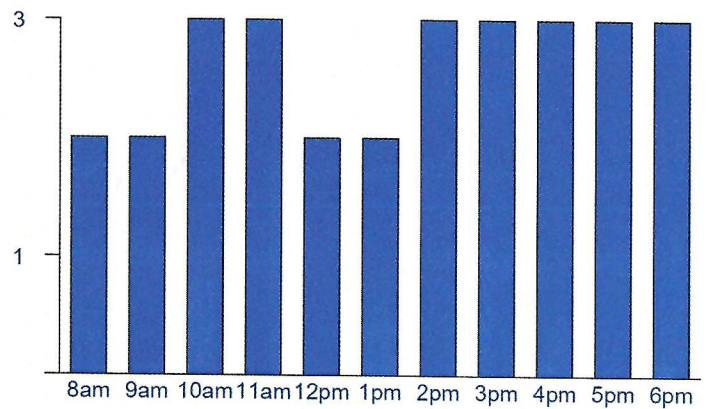


\*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



# Average Usage

02/01/2023 - 02/28/2023

Date

Filter

Apply

Busiest Hour

7

Least Busy

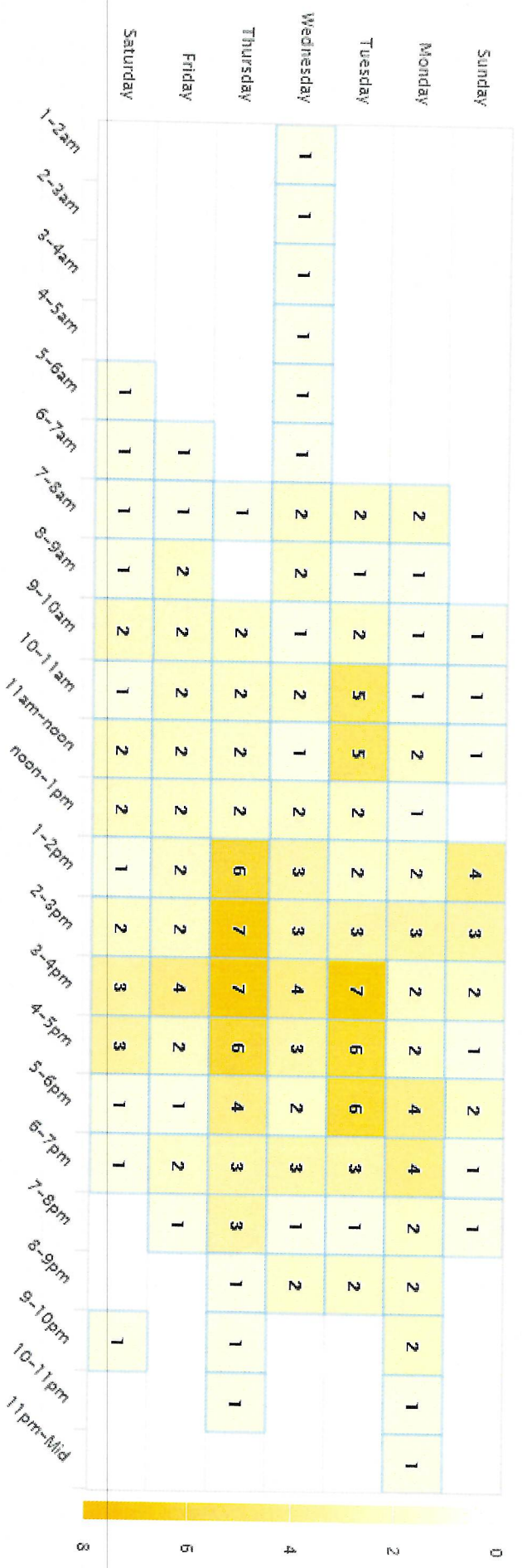
1

Hourly Average

2

Thursdays at 2 PM

Saturdays at 5 AM



# Patron PC Logins by Day and Hour

Dates: Wednesday February 1, 2023 - Tuesday February 28, 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
Wed Feb 1	0	0	0	0	1	0	4	4	4	0	0	13	1	0	4	0	0	2
Thu Feb 2	0	2	1	0	3	19	11	3	1	4	0	44	4	0	19	2	0	6
Fri Feb 3	0	0	2	0	0	1	0	0	0	0	0	3	0	0	2	0	0	1
Sat Feb 4	1	1	0	1	1	0	1	1	0	0	0	6	1	0	1	1	1	1
Sun Feb 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Feb 6	0	1	0	0	0	0	4	3	0	0	0	8	1	0	4	0	0	1
Tue Feb 7	0	0	1	0	1	1	2	1	0	0	0	6	1	0	2	0	0	1
Wed Feb 8	1	0	2	0	0	0	9	3	2	0	0	17	2	0	9	0	0	3
Thu Feb 9	0	0	0	1	1	2	0	0	0	0	0	4	0	0	2	0	0	1
Fri Feb 10	3	1	0	0	0	0	2	0	0	0	0	6	1	0	3	0	0	1
Sat Feb 11	2	0	3	0	4	1	0	1	0	0	0	11	1	0	4	0	0	1
Sun Feb 12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Feb 13	0	0	0	0	0	0	2	3	5	3	0	13	1	0	5	0	0	2
Tue Feb 14	1	0	0	1	0	1	6	6	2	0	0	17	2	0	6	1	0	2
Wed Feb 15	0	0	0	0	0	1	7	4	2	0	0	14	1	0	7	0	0	2
Thu Feb 16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fri Feb 17	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sat Feb 18	0	2	2	0	0	1	2	0	0	0	0	7	1	0	2	0	0	1
Sun Feb 19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Feb 20	1	1	1	4	2	0	1	1	3	1	0	15	1	0	4	1	1	1
Tue Feb 21	0	0	1	0	1	0	0	1	1	0	0	4	0	0	1	0	0	1
Wed Feb 22	0	0	1	0	0	2	0	0	0	0	0	3	0	0	2	0	0	1
Thu Feb 23	0	1	0	3	2	18	7	6	3	0	0	40	4	0	18	2	0	5
Fri Feb 24	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0	0	1
Sat Feb 25	0	2	4	1	0	1	1	0	0	0	0	9	1	0	4	0	0	1
Sun Feb 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Feb 27	0	0	1	1	3	3	3	3	1	0	0	15	1	0	3	1	0	1
Tue Feb 28	0	2	0	0	0	1	4	3	2	0	0	12	1	0	4	0	0	1
<b>Total</b>	<b>9</b>	<b>14</b>	<b>19</b>	<b>12</b>	<b>19</b>	<b>52</b>	<b>68</b>	<b>43</b>	<b>26</b>	<b>8</b>	<b>0</b>	<b>270</b>						
Average	0.3	0.5	0.7	0.4	0.7	1.9	2.4	1.5	0.9	0.3	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	3	2	4	4	4	19	11	6	5	4	0							
Median	0	0	0	0	0	0	1.5	1	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi	0.7	0.7	1	0.9	1.1	4.7	3	1.9	1.4	0.9	0							

**Solon Library Bills for March , 2023**

Starting balance from Expenditure Report dated 3/21/23

		Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ 48.12</b>	
Iowa City Press-Citizen annual subscription (Visa)	\$ 250.79	
Amazon Prime Annual Membership (Visa)	\$ 139.00	
Total Spent	\$ 389.79	\$ 70.83
<b>Remaining Balance</b>	<b>\$ (341.67)</b>	
<b>From Travel and Conference (62400)</b>	<b>\$ (173.35)</b>	
Employee travel to SRP Collaboration Meeting	\$ 9.17	
Total Spent	\$ 9.17	\$ 62.50
<b>Remaining Balance</b>	<b>\$ (182.52)</b>	
<b>From Building Maintenance (63100)</b>	<b>\$ (7,084.98)</b>	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Drea Electric, light fixture repair in main library	\$ 287.00	
Total Spent	\$ 287.00	\$ 416.67
<b>Remaining Balance</b>	<b>\$ (12,371.98)</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>\$ 7,356.51</b>	
Alliant Energy	\$ 375.09	
Mid-American	\$ 259.97	
Total Spent	\$ 635.06	\$ 750.00
<b>Remaining Balance</b>	<b>\$ 6,721.45</b>	
<b>From Telephone/Internet (63730)</b>	<b>\$ 2,298.86</b>	
ICN inv#666737	\$ 188.00	
Southslope	\$ 187.13	
Total Spent	\$ 375.13	\$ 425.00
<b>Remaining Balance</b>	<b>\$ 1,923.73</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>\$ 4,569.08</b>	\$ 1,179.17
Zoom inv#190469041 (Visa)	\$ 16.04	
iREAD, Summer Reading supplies and prizes inv#233444	\$ 600.26	
READSquared annual subscription inv#13818	\$ 495.00	
Aldi, Adult program coffee supplies (Visa)	\$ 5.14	
Amazon, Adult program supplies (Visa)	\$ 22.95	
Amazon, Adult program supplies (Visa)	\$ 68.98	
Amazon, Adult program supplies (Visa)	\$ 34.67	
Amazon, Summer Reading Program (SRP) supplies (Visa)	\$ 86.95	
Amazon, Youth program supplies (Visa)	\$ 12.99	
Amazon, Youth program supplies (Visa)	\$ 41.73	
Amazon, Youth program supplies (Visa)	\$ 70.51	
Amazon, Adult program supplies (Visa)	\$ 33.52	
Amazon, Adult program supplies (Visa)	\$ 5.75	
Bluebird Café, Teen reading challenge prize (Visa)	\$ 10.30	
Taste of India, Teen program supplies (Visa)	\$ 13.94	
Target, Youth program supplies (Visa)	\$ 3.00	
Walmart, Youth program supplies (Visa)	\$ 38.34	
Total Spent	\$ 1,560.07	\$ 1,179.17
<b>Remaining Balance</b>	<b>\$ 3,009.01</b>	
<b>From Library Books (65020)</b>	<b>\$ 7,498.66</b>	

Baker & Taylor Inv#2037331240	\$	235.74	
Baker & Taylor Inv#2037332150	\$	45.31	
Baker & Taylor Inv#2037346356	\$	276.71	
Baker & Taylor Inv#2037356370	\$	37.07	
Baker & Taylor Inv#2037359365	\$	292.28	
Baker & Taylor Inv#2037374743	\$	218.00	
Cengage Learning Inv#80764675	\$	112.30	
Amazon, 2 books (Visa)	\$	21.49	
Amazon, 1 book (Visa)	\$	9.95	
Amazon, 5 books (Visa)	\$	59.95	
Amazon, 3 books (Visa)	\$	31.15	
Amazon, 6 books (Visa)	\$	81.96	
Amazon, 1 book (Visa)	\$	7.69	
Amazon, 2 books (Visa)	\$	20.97	
Amazon, 1 book (Visa)	\$	19.99	
Amazon, 1 book (Visa)	\$	17.88	
Amazon, 1 book (Visa)	\$	13.69	
Amazon, 1 book (Visa)	\$	24.99	
Amazon, 4 books (Visa)	\$	41.97	
Amazon, 1 book (Visa)	\$	16.26	
Daydreams Comics, 3 books (Visa)	\$	36.78	
Total Spent	\$	1,622.13	\$ 1,875.00
<b>Remaining Balance</b>	\$	<b>5,876.53</b>	

**From Library Video Materials (65030) \$ 2,433.62**

Baker & Taylor inv#H64294810	\$	102.16	
Baker & Taylor inv#H64343020	\$	58.74	
Baker & Taylor inv#H64375190	\$	20.99	
Baker & Taylor inv#H64449940	\$	70.67	
Amazon, 2 DVDs (Visa)	\$	23.48	
Amazon, 1 DVD (Visa)	\$	7.09	
Amazon, 1 DVD (Visa)	\$	11.99	
Amazon, 1 DVD (Visa)	\$	8.99	
Amazon, 2 DVDs (Visa)	\$	25.97	
Amazon, 2 DVDs (Visa)	\$	21.99	
Amazon, 1 DVD (Visa)	\$	14.66	
Amazon, 1 DVD (Visa)	\$	17.96	
Amazon, 4 DVDs (Visa)	\$	43.83	
Best Buy, Projector, Blu-ray player, HDMI cable (Visa)	\$	781.27	
Total Spent	\$	1,209.79	\$ 404.17
<b>Remaining Balance</b>	\$	<b>1,223.83</b>	

**From Library Audio Materials (65040) \$ 1,490.24**

Baker & Taylor Inv#2037356370	\$	21.99	
Total Spent	\$	21.99	\$ 416.67
<b>Remaining Balance</b>	\$	<b>1,468.25</b>	

**From Puzzles, Puppet Kits (65050) \$ 563.29**

Total Spent	\$	-	\$ 100.00
<b>Remaining Balance</b>	\$	<b>563.29</b>	

**From Operating Supplies (65070) \$ (15.78)**

Amazon, AUX audio cable splitter (Visa)	\$	5.98	
DEMCO, book covering and repair supplies inv#7259811 (Visa)	\$	74.53	
DEMCO, book processing supplies inv#7261727 (Visa)	\$	60.51	
DEMCO, book processing supplies inv#7274905	\$	63.13	
Office Express, toilet tissue, copy paper inv#278828-0	\$	138.18	
Office Express, laminating pouches inv#279198-0	\$	24.25	
Office Express, toner cartridges inv#280998-0	\$	493.92	
Amazon, batteries (Visa)	\$	28.19	
Amazon, command strips (Visa)	\$	9.37	
Amazon, plastic bags for holds (Visa)	\$	33.75	
Total Spent	\$	931.81	\$ 541.67
<b>Remaining Balance</b>	\$	<b>(947.59)</b>	

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

ILL book return (Visa)	\$	3.47	
ILL book return (Visa)	\$	4.13	
ILL book returns (Visa)	\$	6.94	
ILL book return (Visa)	\$	4.13	

Total Spent \$ 18.67 \$ 75.00  
**Remaining Balance \$ 352.80**

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

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

**From Office Equipment (67250) \$ 2,220.62 \$ 333.33**

DEMCO, 4 sets computer headphones inv#7259811 (Visa) \$ 81.08

Amazon, tape dispenser (Visa) \$ 5.98

Friends of the Marion Public Library, 16 sets of 10 bookends (Visa) \$ 57.91

Total Spent \$ 144.97 \$ 333.33

**Remaining Balance \$ 2,075.65**

DEMCO list price 6.95/book end = \$1,112.00

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2022 to 3/31/2023

	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	214,987.00	214,987.00	142,131.65	7,544.40	0.00	72,855.35	66.1
61100 FICA SOCIAL SECURITY	16,447.00	16,447.00	10,845.05	575.66	0.00	5,601.95	65.9
61300 IPERS	20,295.00	20,295.00	13,149.42	712.20	0.00	7,145.58	64.8
61500 EMPLOYEE GROUP INSURANCE/ANNUI	21,174.00	21,174.00	0.00	0.00	0.00	21,174.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	850.00	850.00	801.88	120.00	0.00	48.12	94.3
62400 TRAVEL AND CONFERENCE	750.00	750.00	923.35	0.00	0.00	-173.35	123.1
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	17,354.96	374.43	0.00	-7,354.96	173.5
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	8,923.13	0.00	0.00	-3,323.13	159.3
63710 UTILITIES	9,000.00	9,000.00	2,278.55	635.06	0.00	6,721.45	25.3
63730 TELEPHONE/INTERNET	5,100.00	5,100.00	3,141.48	375.13	0.00	1,958.52	61.6
63731 DATA BASES	2,500.00	2,500.00	1,327.76	0.00	0.00	1,172.24	53.1
64080 INSURANCE	13,425.00	13,425.00	0.00	0.00	0.00	13,425.00	0.0
64140 PUBLISHING	600.00	600.00	787.00	0.00	0.00	-187.00	131.2
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	9,580.92	486.06	0.00	4,569.08	67.7
65020 LIBRARY BOOKS	22,500.00	22,500.00	15,001.34	1,580.37	0.00	7,498.66	66.7
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	2,416.38	303.45	0.00	2,433.62	49.8
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	3,509.76	43.99	0.00	1,490.24	70.2
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	636.71	20.97	0.00	563.29	53.1
65070 OPERATING SUPPLIES	6,500.00	6,500.00	6,515.78	461.79	0.00	-15.78	100.2
65080 POSTAGE AND SHIPPING	900.00	900.00	528.53	0.00	0.00	371.47	58.7
65990 SUPPLIES	250.00	250.00	79.98	0.00	0.00	170.02	32.0
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	1,779.38	100.36	0.00	2,220.62	44.5
<b>LIBRARY SERVICES</b>	<b>380,078.00</b>	<b>380,078.00</b>	<b>241,713.01</b>	<b>13,333.87</b>	<b>0.00</b>	<b>138,364.99</b>	<b>63.6</b>
Expenditures	380,078.00	380,078.00	241,713.01	13,333.87	0.00	138,364.99	63.6
<b>Grand Total Net Effect:</b>	<b>-380,078.00</b>	<b>-380,078.00</b>	<b>-241,713.01</b>	<b>-13,333.87</b>	<b>0.00</b>	<b>-138,364.99</b>	



EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2022 to 3/31/2023

	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	500.00	500.00	96.56	0.00	0.00	403.44	19.3
64990 MISC. CONTRACT WORK	0.00	0.00	77.27	0.00	0.00	-77.27	0.0
65020 LIBRARY BOOKS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
65030 LIBRARY VIDEO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
65040 LIBRARY AUDIO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
67270 OTHER CAPITAL EQUIPMENT	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	173.83	0.00	0.00	10,326.17	1.7
Expenditures	10,500.00	10,500.00	173.83	0.00	0.00	10,326.17	1.7
Grand Total Net Effect:	-10,500.00	-10,500.00	-173.83	0.00	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>March 22, 2023</b>				
4					
5	Beginning Balance			\$ 20,152.46	
6					
7		Income:			
8					
9		Expenses:			
10			Transfer to Scholarship Fund		
11			Safety Deposit Box		
12	Ending Balance			\$ 20,152.46	
13					
14	<b>Solon Public Library Foundation - Greenstate</b>				
15					
16	Beginning Balance			\$ 5.54	
17					
18		Income:			
19					
20		Expenses:			
21					
22	Ending Balance		Savings Balance	\$ 5.54	
23					
24	<b>Solon Public Library Foundation Scholarship Account</b>				
25	Beginning Balance			\$ 2,000.00	
26					
27		Income:			
28					
29		Expenses:			
30					
31	Ending Balance			\$ 2,000.00	
32					
33	<b>Solon Public Library Foundation - Community Foundation of Johnson County</b>				
34	<b>Endowment Fund</b>				
35	<b>July 28, 2022 through January 25, 2023</b>				
36					
37	<b>Beginning Balance</b>			\$ -	
38					
39	<u>Income/Contrib</u>				
40		Initial Donation from Library Foundation 7/28/2022		\$ 25,000.00	
41		Online Donations		\$ 75.00	
42		Interest and Dividends		\$ 290.26	
43	<b>Total Income/Contrib</b>			\$ 25,365.26	
44					
45	<u>Gain/(Loss)</u>	Unrealized-Gain/ (Loss)		\$ (1,128.15)	
46		Realized-Gain/ (Loss)		\$ (146.51)	
47	<b>Total Gain/(Loss)</b>			\$ (1,274.66)	
48					
49	<b>Balance Before Exp.</b>			\$ 24,090.60	-3.64%
50					
51	<u>Expenses</u>	Administrative Fee		\$ (128.45)	
52		Online Payment Processing Fee		\$ (3.09)	
53		Investment Mgt. Fee		\$ (30.43)	
54	<b>Total Fund Expenses</b>			\$ (161.97)	
55					
56	<b>Ending Balance</b>			\$ 23,928.63	-4.29%
57					
58	<b>Solon Public Library Foundation - Community Foundation of Johnson County</b>				
59	<b>Endowment Fund</b>				
60	<b>July 28, 2022 through January 25, 2023</b>				
61					
62	<b>Beginning Balance</b>			\$ -	
63					
64	<u>Income/Contrib</u>				
65		Initial Donation from Library Foundation 7/28/2022		\$ 25,000.00	
66		Online Donations		\$ 75.00	
67		Interest and Dividends		\$ 290.26	
68	<b>Total Income/Contrib</b>			\$ 25,365.26	
69					
70	<u>Gain/(Loss)</u>	Unrealized-Gain/ (Loss)		\$ (1,128.15)	
71		Realized-Gain/ (Loss)		\$ (146.51)	
72	<b>Total Gain/(Loss)</b>			\$ (1,274.66)	
73					
74	<b>Balance Before Exp.</b>			\$ 24,090.60	-3.64%
75					
76	<u>Expenses</u>	Administrative Fee		\$ (128.45)	
77		Online Payment Processing Fee		\$ (3.09)	
78		Investment Mgt. Fee		\$ (30.43)	
79	<b>Total Fund Expenses</b>			\$ (161.97)	
80					
81	<b>Ending Balance</b>			\$ 23,928.63	-4.29%
82					

BUDGET WORKSHEET

City of Solon

FY22

FY23

FY24

Month: 3/31/2023	Prior Year Actual	Current Year			(6) Requested	(7) Recommended	(8) Adopted
		Original Budget	Amended Budget	Actual Thru March			
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	188,063	214,987	214,987	142,132	0	226,000	
61100 FICA SOCIAL SECURITY	14,332	16,447	16,447	10,845	0	17,300	
61200 FICA MEDICARE	0	0	0	0	0		
61300 IPERS	17,703	20,295	20,295	13,149	0	21,335	
61500 EMPLOYEE GROUP INSURANCE/ANNUI	0	21,174	21,174	0	0	16,000	
62100 DUES, MEMBERSHIPS & MAGAZINE S	1,124	850	850	802	0	1,200	
62400 TRAVEL AND CONFERENCE	159	750	750	923	0	750	
63100 BUILDING MAINTENANCE	7,082	10,000	10,000	17,355	0	10,000	
63320 ORG VEHICLE/EQUIPMENT MAINT AC	6,837	5,600	5,600	8,923	0	5,600	
63710 UTILITIES	4,390	9,000	9,000	2,279	0	7,000	
63730 TELEPHONE/INTERNET	4,314	5,100	5,100	3,141	0	5,100	
63731 DATA BASES	2,433	2,500	2,500	1,328	0	2,500	
64080 INSURANCE	15,299	13,425	13,425	0	0	16,850	
64140 PUBLISHING	616	600	600	787	0	600	
64340 EDUCATIONAL PROGRAM	19,046	14,150	14,150	9,581	0	14,150	
65020 LIBRARY BOOKS	26,707	22,500	22,500	15,001	0	24,000	
65030 LIBRARY VIDEO MATERIALS	5,138	4,850	4,850	2,416	0	4,850	
65040 LIBRARY AUDIO MATERIALS	6,388	5,000	5,000	3,510	0	5,000	
65050 PUZZELS, PUPPET KITS	1,420	1,200	1,200	637	0	1,200	
65070 OPERATING SUPPLIES	9,677	6,500	6,500	6,516	0	9,000	
65080 POSTAGE AND SHIPPING	508	900	900	529	0	900	
65990 SUPPLIES	340	250	250	80	0	250	
67250 OFFICE EQUIPMENT	2,109	4,000	4,000	1,779	0	4,000	
LIBRARY SERVICES	333,685	380,078	380,078	241,713	0	393,585	0
Total Expenditures	333,685	380,078	380,078	241,713	0	393,585	0
Grand Total:	-333,685	-380,078	-380,078	-241,713	0	-393,585	0