

Agenda for Solon Library Board Meeting
Monday, September 25, 2023 @6:30 pm

Call to order

Approval of the agenda

Approval of the minutes

- August 28, 2023

Citizen's Speak

Committee reports

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

Directors Report

Approval of Bills

- September 2023

Review of Foundation report (N/A Foundation meets on 9/27/23)

Old Business

-

New Business

- Strategic Plan Quarterly Update
- Meeting Room Policy Review
- Joint Library Boards Meeting: Monday, October 16, 2023 at 6:30 pm
- Board Continuing Education Suggestion:

Boardroom Series (October 2023) | Intersections (Part 2): Budgets

October's "Intersections" takes us into the land of municipal finance. City property taxes make up the majority of the library's budget, and cities are accountable for handling tax dollars and complying with state accounting regulations. We'll cover what library directors and boards need to understand about public finance and how to do their part to support the city in complying with the state law.

[Link to Intersections Webinar Series](#)

Register for Part 2 Zoom Webinar:

https://zoom.us/webinar/register/WN_KOIW3qZiT56IScaH0bSyyQ#/registration

Next Meeting: **Joint Library Boards Meeting: Monday, October 16, 2023 at 6:30 pm**

Regular Board Meeting: **Monday, October 30, 2023 at 6:30 pm**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes August 28, 2023

Call to Order

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

Present

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

Absent

Sandy Lawrence

Approval of Agenda

The agenda was unanimously approved as distributed. (Steve/Bill)

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

- July 31, 2023. (Bill/Janet)

Citizen's Speak and Correspondence

Citizen's Speak none. Correspondence none.

Committee Reports

- **Building:**

Updates:

Handicap Parking there are two options. Option 1 is to redo the entire parking lot with a preliminary cost of \$145,200. Option 2 is to use the existing parking lot with a construction of a new ADA ramp and stalls. With the additional cost of painting stalls the preliminary amount is \$7,500.

Radon Still waiting for a second Radon Test

- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** None
- **Board of Trustees Continuing Education:** None

Library Director's Report

A written report is included in the Board packet. Liz wished to highlight how attendance is growing for participation in the Summer Reading Program. It is remarkable that 25% Solon's population participated.

The Solon Public Library Board

Approval of Bills

The August 2023 bills were unanimously approved for payment as presented. (Jen/Steve)

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

None

New Business

- **Review Library Staff Job Descriptions**

The Clerk position was discussed and was decided that the next step was to talk to City Administrator Cami Rasmussen about the position.

- **Board of Trustees Continuing Education:** Items were listed for Board Consideration.

Next Month's Agenda

Quarterly update on Strategic Plan

Adjournment

The meeting was adjourned at 7:20 p.m.

Next Meeting

Regular Meeting: Monday, September 25, 2023

Submitted by

Char Cosgrove



Committee: Building Needs (John Farlinger & Cole Gabriel)

Date: September 6, 2023, Following Council Meeting

Present: Farlinger, Gabriel, Rasmussen, King

Library Radon

Since the discovery of high radon levels in the library building in May, Scott Kleppe has been working to gather information and quotes for remediation. John Farlinger has been consulting with Scott as this is his area of expertise by trade.

Two quotes for remediation have been received:

Radon Solutions \$14,490

Adios Radon \$7,000

John explained that the primary cost difference is number systems proposed. Adios proposes one system vs. Radon Solutions proposes three systems. John shared that one system is adequate for the library space and can t-off the one system if needed at some point. John plans to be onsite for the install.

The Adios quote is all inclusive and includes sealing of cracks in the library basement, professional post-test, and 5-year guarantee.

Signed: Cami Rasmussen, Solon City Administrator



- Radon Solutions, LLC will do the following work at Solon Public Library in the amount of \$14,690.00.
- Radon Solutions, LLC will run 3 separate systems from the basement, out the side of the building where the fan will be mounted and the exhaust will run up the side of the house above the roof line. If system can be ran threw the soffit, there will be a additional \$200 charge per system, if wanted threw roof with flashing. Let Radon Solutions know if additional work is to be done before installation starts
- Radon Solutions will seal the floor/wall crack on the interior perimeter. Everything must be pulled away from the wall, before starting project. Radon Solutions will not seal all the cold joints in the basement
- Radon Solutions will have all holes professionally drilled from a coring company using a wet core
- Radon Solutions will have all electrical done by a certified electrical company
- Radon Solutions, LLC will install a radon fan with a 5 year warranty from date of install.
- Mitigation system will have a lifetime warranty unless damaged by others or mother nature. All materials and workmanship are guaranteed for the life of the property as long as no structural changes are made and are transferable from owner to owner with no additional charges. Not responsible for noise issues from high water table or condensation on pipe
- The system will have proper fire collars and all installs are up to local building code.
- Radon Solutions, LLC will seal the sump pit where applicable. **SEE BELOW INFORMATION.**
- All work will be performed in accordance with the State of Iowa and State of Illinois guidelines. If in Illinois, the \$50 radon mitigation tag is included.
- When the radon system install has been completed, 5 test kits will be provided to check the performance of the system.
- System guaranteed to reduce radon level to 3.9 pCi/ L for 5 years after install date. Cannot guarantee if changes are made to the HVAC system, waterproofing, or additions added after installation of radon system.
- This system has been designed to be maintenance free.
- The yearly estimated cost to operate the fan is \$40.

Radon Solutions, LLC requires that the structure be ventilated by opening all operational windows during and after the installation process, weather permitting, to minimize worker exposure to radon gas and protect occupants from chemicals associated with glues, cleaners, and sealants used during the install process.

Adios Radon

319-214-3177

www.adiosradon.com

Subject Property: City of Solon Public Library

We recommend that an external, single suction point, active mitigation system be installed.

This system will include:

- 3" schedule 40 PVC radon vent pipe ran from the primary suction point located in the unfinished basement adjacent to northeast stairwell through the box sill.
- An in-line radon fan installed in the vertical section of pipe on the exterior of the northeast side of the building.
- A manometer installed on the vent pipe located in the basement to allow the owner to view system operation along with instructions and company contact information.
- An outside vent discharge located above the roof eave per EPA & IDPH protocols.
- Any sump pit present will be sealed utilizing the existing lid or one we provide.

*The excavation for the exhaust on the rear side of the building will be performed by the City of Solon or at their expense, as will the backfill of that area after the system is installed.

+If the one large cold joint needs to be sealed which won't be determined until the system has been installed, the City of Solon will seal that joint and supply the tools and materials to do so.

This bid amount also includes:

A post-mitigation test to be conducted by Vigilant Home Inspections or third party.

Additional Information:

- We guarantee to reduce your radon levels to below the EPA's recommended action level of 4.0 pCi/L.
- We are state licensed and fully insured.
- All of our systems carry a full 5 year warranty with the exception of any fan(s) installed which carry their own manufacturer's warranty. If any changes or alterations are made to the mitigation system or fan without consulting Adios Radon the warranty may be forfeited.
- All radon mitigation systems are installed to meet or exceed any EPA and IDPH protocols, requirements, and recommendations.

The guaranteed cost for this subject property is \$7000 and payment is due in full at the time of completion.

Please contact our office at 319-214-3177 OR email office@adiosradon.com if you have any questions concerning this bid, your account, or any other matters pertaining to Radon Mitigation.

Director's Report September 2023

In September I attended regular meetings with the City Council, a City Department Zoom meeting, and the Friends of the Library meeting. The Solon Public Library Foundation will meet at the end of the month. I also attended a Friends of the Library Landscaping committee meeting to discuss future landscaping/outdoor program space plans and continued collaboration with local Master Gardeners. I completed the online training course for our ALA Libraries Transforming Communities Accessible Small and Rural Libraries Grant.

September is National Library Card Month and we are encouraging patrons to get a new library card or update their accounts. Each time you show your library card this month you will be entered into a drawing for a S'mores Gift Set.

Lily hosted the Solon Sixth Grade English Classes for a library tour, information on teen programming, and a chance to check out something fun to read in class. Many 6th graders also received their own library cards at their visit. Lily's outreach continues as they visit with each class at Lakeview Elementary in the next week to share lots of fun details about our collections and programs. Alexis brought CARTHA's Memory Music Cafe to the residents at Solon Retirement Village to the enjoyment of everyone who attended. Alexis and Megan's first Tech Talk assisted patrons with using the Libby App to access eBooks, audio books, and magazines from our online collection as part of the State Library of Iowa Bridges consortium.

Madison hosted the first Teen Advisory Board (TAB) meeting of the year with three teen volunteers. This promises to be an enthusiastic group of teens who will assist with planning and implementing our teen programming. Our Early Out Thursday BAM POW programming started this month. Dividing the meeting room into two spaces for the different age groups seems to be working so far. However, it would be very helpful to have two program spaces in the Library during this very busy afternoon each week. Several teens expressed their creativity during the CATS Canvas Painting program. The teens have also been enjoying MadLibs at weekly Your Space gatherings along with Nintendo Switch games.

Our final outdoor Fun For All Night was a grand success with 51 attendees enjoying the beautiful weather, popcorn donated by Theisens in Coralville, and the movie Ferdinand. This second Saturday event will move to the Community Center for the cooler winter months. At Brodie's suggestion, we have invited the community to vote for the next movies to be shown. Monster's Inc. was the winner for October.

We will close out this month with Adult Game Night on Thursday 9/28. We are working on completing our Annual Survey by the October 31 deadline.

Looking ahead to October, we have our 3rd annual Pumpkin Decorating Contest, Baby Time for our 0-24 months friends and their caregivers, an Author Visit with local author, Linda Betsinger McCann, a Community Conversation about library accessibility, Mental Health 101 Series featuring guest speaker Karen Smith, Trivia Night, and we will be participating at the Recreation

Department's Monster Mash Bash. We will host our Annual Joint Library Boards Social Meeting on October 16th at 6:30 pm. This is an opportunity for members from all three boards who support our Library to meet each other, celebrate successes in the past year, and look to future plans. The Friends of the Library Board will act as hosts providing light refreshments.

Sincerely,

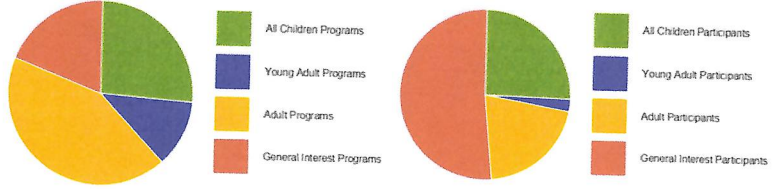
Liz King
Director, Solon Public Library

| | A | B | C | D | F |
|----|---|--------------------------|-----------------|--|---------------------|
| 1 | Title | Age | Type | Category | In-person Attendees |
| 2 | Chair Yoga | Adult (Ages 19+) | In Person | Adult Programs | 22 |
| 3 | Chair Yoga | Adult (Ages 19+) | In Person | Adult Programs | 23 |
| 4 | Chair Yoga | Adult (Ages 19+) | In Person | Adult Programs | 26 |
| 5 | Chair Yoga | Adult (Ages 19+) | In Person | Adult Programs | 18 |
| 6 | Chair Yoga | Adult (Ages 19+) | In Person | Adult Programs | 16 |
| 7 | Chair Yoga | Adult (Ages 19+) | In Person | Adult Programs | 20 |
| 8 | Chair Yoga | Adult (Ages 19+) | In Person | Adult Programs | 20 |
| 9 | Chair Yoga | Adult (Ages 19+) | In Person | Adult Programs | 16 |
| 10 | | | | Total Chair Yoga | 161 |
| 11 | Coffee & Conversations | Adult (Ages 19+) | In Person | Adult Programs | 13 |
| 12 | Coffee & Conversations | Adult (Ages 19+) | In Person | Adult Programs | 17 |
| 13 | Coffee & Conversations | Adult (Ages 19+) | In Person | Adult Programs | 10 |
| 14 | Coffee & Conversations | Adult (Ages 19+) | In Person | Adult Programs | 13 |
| 15 | | | | Total Coffee & Conversations | 53 |
| 16 | Adult Game Night | Adult (Ages 19+) | In Person | Adult Programs | 5 |
| 17 | Book Club | Adult (Ages 19+) | In Person | Adult Programs | 7 |
| 18 | Cookbook Club - Fictional Favorites | Adult (Ages 19+) | In Person | Adult Programs | 20 |
| 19 | DIY Night - Watermelon Tea Towels | Adult (Ages 19+) | In Person | Adult Programs | 11 |
| 20 | KNIT LIT | Adult (Ages 19+) | In Person | Adult Programs | 4 |
| 21 | Community Spelling Bee | General Interest | In Person | Adult Programs | 13 |
| 22 | | | | Total Adult Program Attendance | 274 |
| 23 | 1 000 Books Before Kindergarten | Children (Ages 0-5) | Passive Program | Family | 11 |
| 24 | Family Storytime | Children (Ages 0-5) | In Person | Storytime | 16 |
| 25 | Lakeview Care for Kids Storytime | Children (Ages 0-5) | In Person | Storytime | 35 |
| 26 | Spartan ECC Storytime | Children (Ages 0-5) | In Person | Storytime | 14 |
| 27 | Storytime: Clean & Dirty | Children (Ages 0-5) | In Person | Storytime | 20 |
| 28 | Storytime: Day & Night | Children (Ages 0-5) | In Person | Storytime | 47 |
| 29 | Storytime: Fast & Slow | Children (Ages 0-5) | In Person | Storytime | 47 |
| 30 | Storytime: Heavy & Light | Children (Ages 0-5) | In Person | Storytime | 39 |
| 31 | Storytime: Hot & Cold | Children (Ages 0-5) | In Person | Storytime | 31 |
| 32 | Storytime: SECC | Children (Ages 0-5) | In Person | Storytime | 17 |
| 33 | | | | Total Children Program Attendance | 277 |
| 34 | August Coloring Challenge | General Interest | Passive Program | Family | 70 |
| 35 | Cold Blooded Redhead: Meet Reptiles! | General Interest | In Person | Family | 79 |
| 36 | Dinosaurs at Dusk | General Interest | In Person | Family | 111 |
| 37 | Fun For All Night | General Interest | In Person | Family | 17 |
| 38 | Harvesting Our Garden | General Interest | In Person | Family | 1 |
| 39 | Let's Go LEGO! | General Interest | Passive Program | Family | 19 |
| 40 | Music Cafe | General Interest | In Person | Family | 6 |
| 41 | Intergenerational Storytime at Solon Retirement Village | General Interest | In Person | Off Site | 19 |
| 42 | | | | Total Family Program Attendance | 322 |
| 43 | Manga Me | Young Adult (Ages 12-18) | Passive Program | Teens | 14 |
| 44 | Teens Manga Club | Young Adult (Ages 12-18) | In Person | Teens | 2 |
| 45 | | | | Total Teen Program Attendance | 16 |

July

Overview

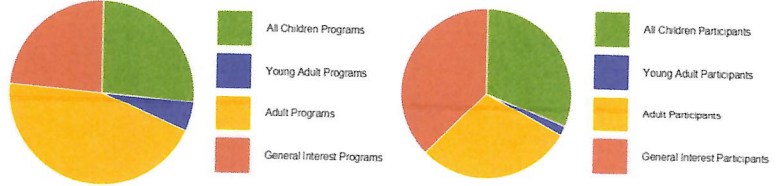
| | | | | | |
|---------------------------|----|--------|-------------------------------|------|--------|
| All Children Programs | 11 | 26.19% | All Children Participants | 341 | 25.39% |
| Young Adult Programs | 5 | 11.9% | Young Adult Participants | 31 | 2.31% |
| Adult Programs | 18 | 42.86% | Adult Participants | 279 | 20.77% |
| General Interest Programs | 8 | 19.05% | General Interest Participants | 692 | 51.53% |
| Total Programs | 42 | | Total Participants | 1343 | |



August

Overview

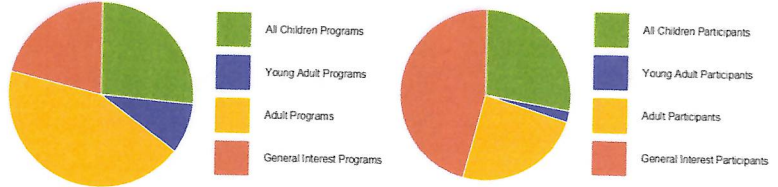
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|---------------------------|----|--------|-------------------------------|-----|--------|
| All Children Programs | 10 | 26.32% | All Children Participants | 277 | 31.16% |
| Young Adult Programs | 2 | 5.26% | Young Adult Participants | 16 | 1.8% |
| Adult Programs | 17 | 44.74% | Adult Participants | 261 | 29.36% |
| General Interest Programs | 9 | 23.68% | General Interest Participants | 335 | 37.68% |
| Total Programs | 38 | | Total Participants | 889 | |



Year in Review

Overview

| | | | | | |
|---------------------------|----|--------|-------------------------------|------|--------|
| All Children Programs | 21 | 26.25% | All Children Participants | 618 | 27.69% |
| Young Adult Programs | 7 | 8.75% | Young Adult Participants | 47 | 2.11% |
| Adult Programs | 35 | 43.75% | Adult Participants | 540 | 24.19% |
| General Interest Programs | 17 | 21.25% | General Interest Participants | 1027 | 46.01% |
| Total Programs | 80 | | Total Participants | 2232 | |



Patron PC Logins by Day and Hour

Dates: Tuesday August 1, 2023 - Thursday August 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 |
|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|------------|-----|-----|-----|-----|------|---------|
| Tue Aug 1 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 2 | 1 | 1 | 0 | 6 | 1 | 0 | 2 | 0 | 0 | 1 |
| Wed Aug 2 | 0 | 0 | 0 | 0 | 6 | 1 | 2 | 2 | 2 | 1 | 0 | 12 | 1 | 0 | 6 | 0 | 0 | 2 |
| Thu Aug 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 1 | 0 | 4 | 0 | 0 | 1 |
| Fri Aug 4 | 0 | 1 | 0 | 0 | 3 | 0 | 1 | 5 | 0 | 0 | 0 | 10 | 1 | 0 | 5 | 0 | 0 | 2 |
| Sat Aug 5 | 0 | 0 | 0 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 5 | 1 | 0 | 2 | 0 | 0 | 1 |
| Sun Aug 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mon Aug 7 | 2 | 0 | 0 | 0 | 0 | 5 | 1 | 4 | 0 | 1 | 0 | 13 | 1 | 0 | 5 | 0 | 0 | 2 |
| Tue Aug 8 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 1 | 5 | 0 | 0 | 10 | 1 | 0 | 5 | 0 | 0 | 2 |
| Wed Aug 9 | 0 | 0 | 1 | 0 | 0 | 2 | 3 | 1 | 0 | 0 | 0 | 7 | 1 | 0 | 3 | 0 | 0 | 1 |
| Thu Aug 10 | 0 | 1 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 1 | 0 | 6 | 0 | 0 | 2 |
| Fri Aug 11 | 4 | 0 | 1 | 0 | 1 | 1 | 0 | 2 | 0 | 0 | 0 | 9 | 1 | 0 | 4 | 0 | 0 | 1 |
| Sat Aug 12 | 0 | 1 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 2 | 0 | 0 | 1 |
| Sun Aug 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mon Aug 14 | 1 | 4 | 3 | 2 | 1 | 5 | 1 | 1 | 0 | 1 | 0 | 19 | 2 | 0 | 5 | 1 | 1 | 2 |
| Tue Aug 15 | 0 | 0 | 2 | 5 | 2 | 2 | 2 | 0 | 1 | 0 | 0 | 14 | 1 | 0 | 5 | 1 | 0 | 2 |
| Wed Aug 16 | 1 | 3 | 0 | 3 | 4 | 1 | 1 | 1 | 0 | 0 | 0 | 14 | 1 | 0 | 4 | 1 | 1 | 1 |
| Thu Aug 17 | 0 | 0 | 5 | 2 | 1 | 2 | 3 | 1 | 1 | 0 | 0 | 15 | 1 | 0 | 5 | 1 | 0 | 2 |
| Fri Aug 18 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 2 | 0 | 0 | 1 |
| Sat Aug 19 | 0 | 0 | 6 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 11 | 1 | 0 | 6 | 0 | 0 | 2 |
| Sun Aug 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mon Aug 21 | 0 | 1 | 2 | 1 | 4 | 0 | 3 | 2 | 0 | 0 | 0 | 13 | 1 | 0 | 4 | 1 | 0 | 1 |
| Tue Aug 22 | 0 | 2 | 0 | 2 | 2 | 2 | 1 | 0 | 0 | 1 | 0 | 9 | 1 | 0 | 2 | 1 | 0 | 1 |
| Wed Aug 23 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 6 | 1 | 0 | 2 | 0 | 0 | 1 |
| Thu Aug 24 | 0 | 0 | 1 | 0 | 1 | 1 | 3 | 2 | 1 | 3 | 0 | 12 | 1 | 0 | 3 | 1 | 0 | 1 |
| Fri Aug 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sat Aug 26 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 1 | 0 | 0 | 1 |
| Sun Aug 27 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mon Aug 28 | 1 | 1 | 1 | 2 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 10 | 1 | 0 | 2 | 1 | 1 | 1 |
| Tue Aug 29 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 7 | 1 | 0 | 3 | 0 | 0 | 1 |
| Wed Aug 30 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 2 | 3 | 2 | 0 | 10 | 1 | 0 | 3 | 1 | 0 | 1 |
| Thu Aug 31 | 1 | 2 | 0 | 0 | 0 | 3 | 1 | 0 | 0 | 1 | 0 | 8 | 1 | 0 | 3 | 0 | 0 | 1 |
| Total | 13 | 21 | 24 | 28 | 39 | 27 | 39 | 20 | 16 | 15 | 0 | 242 | | | | | | |
| Average | 0.4 | 0.7 | 0.8 | 0.9 | 1.3 | 0.9 | 1.3 | 0.6 | 0.5 | 0.5 | 0 | | | | | | | |
| Minimum | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| Maximum | 4 | 4 | 6 | 6 | 6 | 5 | 5 | 2 | 5 | 4 | 0 | | | | | | | |
| Median | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | | | | | | | |
| Mode | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| Standard Devi | 0.9 | 1.1 | 1.5 | 1.5 | 1.7 | 1.1 | 1.5 | 0.8 | 1 | 1 | 0 | | | | | | | |

In August, 144 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

387 ↓ -1.02%

Monthly Sessions



349 ↓ -4.38%

Total Visits



144 ↓ -11.66%

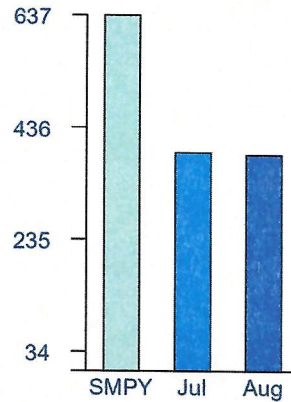
Unique Visitors



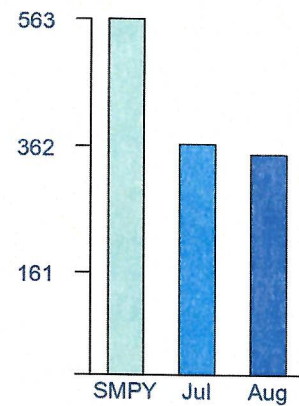
2.42 ↑ 8.04%

Average Return Rate

Total Monthly Session Count

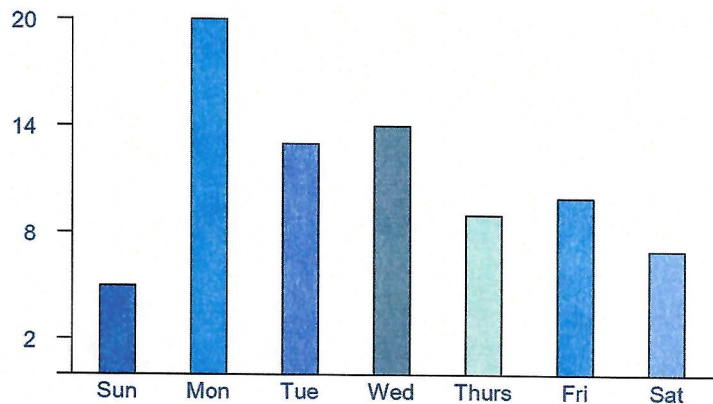


Total Monthly Visits

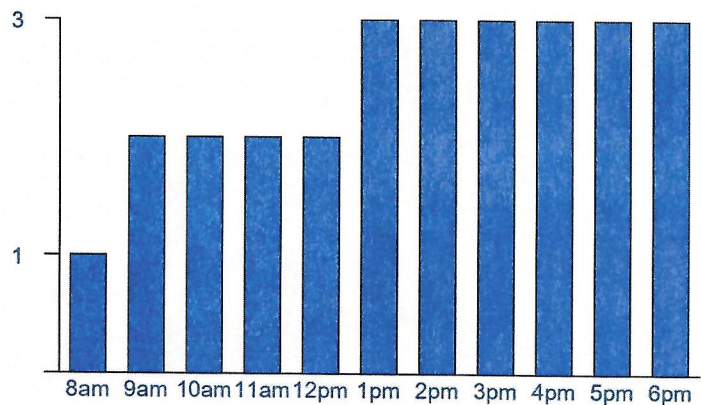


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



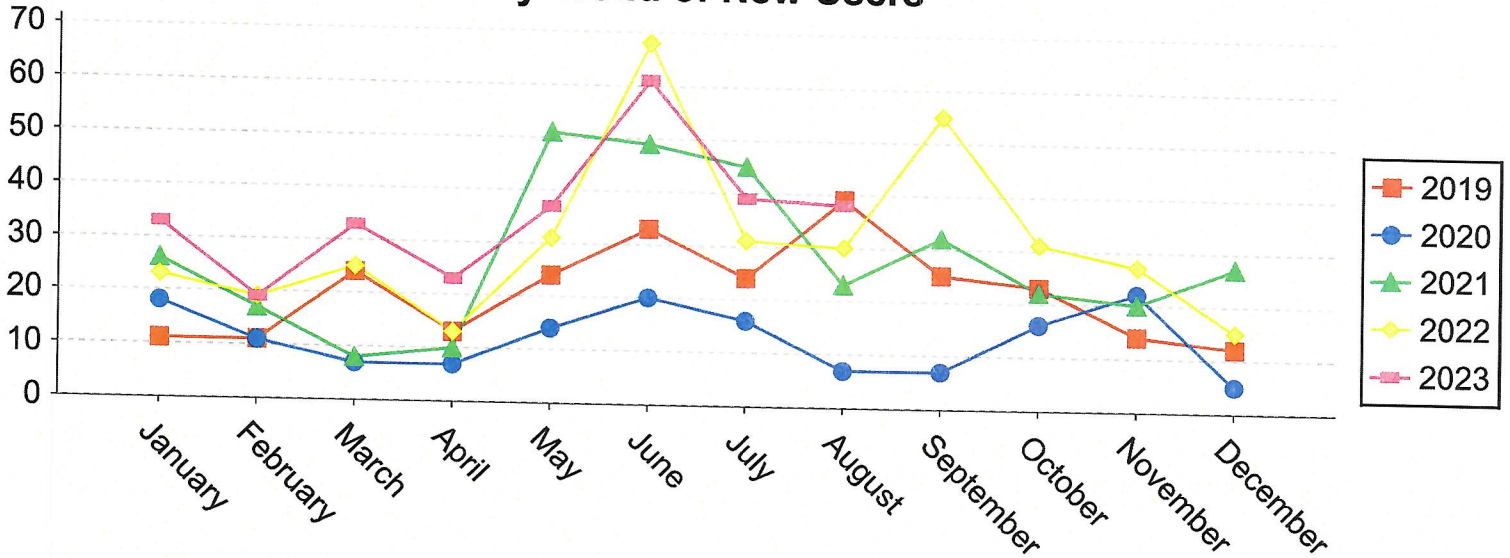


New Registered Users

By Month & Year

This report provides the number of new users that have been added per month for the past 4 years and current year-to-date. This report is intended to provide insight into the volume of new users that are being registered.

Yearly Trend of New Users



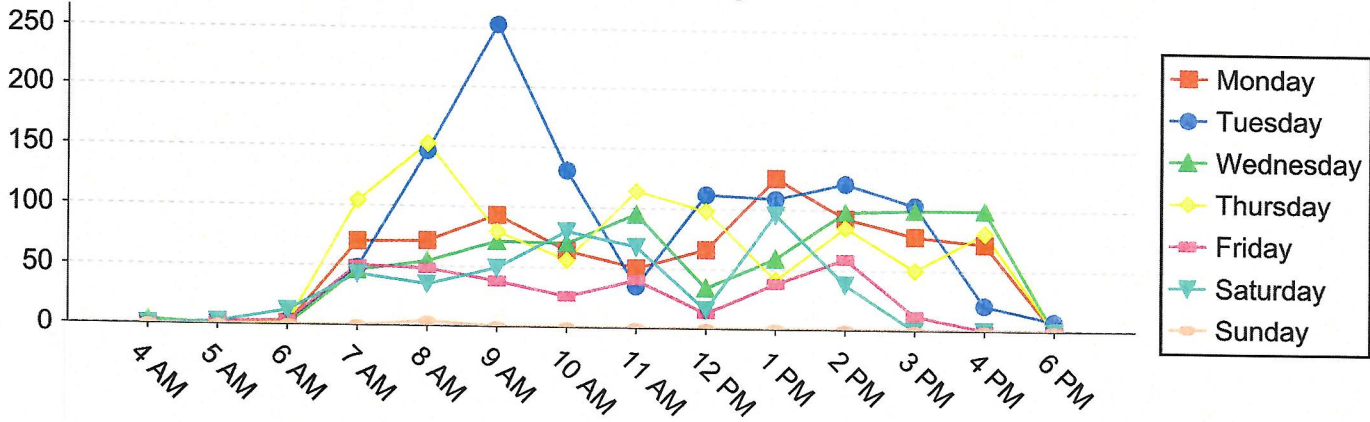
| Month | 2019 | 2020 | (+/-) | 2021 | (+/-) | 2022 | (+/-) | 2023 | (+/-) |
|---------------|------------|------------|---------------|------------|-------------|------------|--------------|------------|---------------|
| January | 11 | 18 | 63.6% | 26 | 44.4% | 23 | -11.5% | 33 | 43.5% |
| February | 11 | 11 | 0% | 17 | 54.5% | 19 | 11.8% | 19 | 0% |
| March | 24 | 7 | -70.8% | 8 | 14.3% | 25 | 212.5% | 33 | 32% |
| April | 13 | 7 | -46.2% | 10 | 42.9% | 13 | 30% | 23 | 76.9% |
| May | 24 | 14 | -41.7% | 51 | 264.3% | 31 | -39.2% | 37 | 19.4% |
| June | 33 | 20 | -39.4% | 49 | 145% | 68 | 38.8% | 61 | -10.3% |
| July | 24 | 16 | -33.3% | 45 | 181.2% | 31 | -31.1% | 39 | 25.8% |
| August | 39 | 7 | -82.1% | 23 | 228.6% | 30 | 30.4% | 38 | 26.7% |
| September | 25 | 7 | -72% | 32 | 357.1% | 55 | 71.9% | | |
| October | 23 | 16 | -30.4% | 22 | 37.5% | 31 | 40.9% | | |
| November | 14 | 22 | 57.1% | 20 | -9.1% | 27 | 35% | | |
| December | 12 | 5 | -58.3% | 27 | 440% | 15 | -44.4% | | |
| Totals | 253 | 150 | -40.7% | 330 | 120% | 368 | 11.5% | 283 | -23.1% |



Circulation by Day & Time

This report provides the count and weekly average of items checked out, displaying hours (rows) and days of the week (column). The report also provides the average count of unique patrons. This report is intended to provide insight into peak hours of library operation.

Trend of Weekday Circulation by the Hour



The table below provides the total daily count & weekday average of hourly check-outs. The average values are rounded to the nearest integer.

| HOURLY | Mon | Tues | Wed | Thurs | Fri | Sat | Sun | Total # of Checkouts | # of Patrons | Avg. # of Checkouts |
|---------------|------------|--------------|------------|------------|------------|------------|----------|----------------------|--------------|---------------------|
| 4 AM | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 3 | 1 | 0 |
| 5 AM | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 4 | 2 | 0 |
| 6 AM | 1 | 2 | 0 | 2 | 3 | 12 | 0 | 20 | 9 | 2 |
| 7 AM | 70 | 48 | 46 | 104 | 50 | 43 | 0 | 361 | 99 | 51 |
| 8 AM | 71 | 146 | 54 | 152 | 48 | 35 | 4 | 510 | 99 | 72 |
| 9 AM | 93 | 253 | 71 | 79 | 38 | 49 | 0 | 583 | 124 | 83 |
| 10 AM | 64 | 131 | 70 | 56 | 26 | 80 | 0 | 427 | 100 | 61 |
| 11 AM | 50 | 35 | 95 | 114 | 40 | 68 | 0 | 402 | 94 | 57 |
| 12 PM | 66 | 112 | 34 | 98 | 13 | 16 | 0 | 339 | 79 | 48 |
| 1 PM | 126 | 109 | 59 | 41 | 38 | 96 | 0 | 469 | 93 | 67 |
| 2 PM | 93 | 122 | 98 | 85 | 59 | 38 | 0 | 495 | 99 | 70 |
| 3 PM | 78 | 104 | 100 | 50 | 12 | 0 | 0 | 344 | 67 | 49 |
| 4 PM | 72 | 21 | 100 | 81 | 0 | 0 | 0 | 274 | 56 | 39 |
| 6 PM | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 8 | 1 | 1 |
| Totals | 784 | 1,091 | 730 | 862 | 329 | 439 | 4 | 4,239 | 923 | 606 |

Solon Library Bills for September, 2023

Starting balance from Expenditure Report dated 9/22/23

| | | | Monthly Avg |
|---|-------------------------|--|-------------|
| From Dues, Membership & Magazines (62100) | \$ 776.61 | | |
| Zoom inv#216532530 (Visa) | \$ 17.11 | | |
| Cricut monthly subscription(Visa) | \$ 10.59 | | |
| Total Spent | \$ 10.59 | \$ | 100.00 |
| Remaining Balance | \$ 766.02 | | |
| From Travel and Conference (62400) | \$ 724.46 | | |
| Total Spent | \$ - | \$ | 62.50 |
| Remaining Balance | \$ 724.46 | | |
| From Building Maintenance (63100) | \$ 8,685.57 | | |
| \$5,000 allocated for reserve funds | \$ 5,000.00 | Hidden balance for reserves | |
| Diamond Vogel, paint samples inv#252167073 (Visa) | \$ 20.67 | | |
| Diamond Vogel, 3 gal ceiling paint, 1 gal wall paint inv#252167143 (Visa) | \$ 157.89 | | |
| Diamond Vogel, 6 gal wall paint inv#252167145 (Visa) | \$ 527.88 | To be reimbursed by Paint Iowa Beautiful Grant | |
| Amazon, water fountain filter (Visa) | \$ 68.29 | | |
| LITE INC, window seals inv#16436 | \$ 125.00 | | |
| Amazon, cordless vacuum cleaner (Visa) | \$ 89.99 | | |
| Target, insect control traps, spray, spikes (Visa) | \$ 20.30 | | |
| Total Spent | \$ 1,010.02 | \$ | 416.67 |
| Remaining Balance | \$ 2,675.55 | | |
| From Org Vehicle/Equipment Maint AC (63320) | \$ 4,461.25 | | |
| Google Workspace (Visa) | \$ 44.94 | | |
| Total Spent | \$ 44.94 | \$ | 466.67 |
| Remaining Balance | \$ 4,416.31 | | |
| From Utilities (63710) | \$ 6,964.38 | | |
| Alliant Energy | \$ 8.85 | | |
| Mid-American | \$ 11.44 | | |
| Total Spent | \$ 20.29 | \$ | 583.33 |
| Remaining Balance | \$ 6,944.09 | | |
| From Telephone/Internet (63730) | \$ 4,370.28 | | |
| ICN inv#679862 | \$ 188.00 | | |
| Southslope inv#10551264 | \$ 176.67 | | |
| Total Spent | \$ 364.67 | \$ | 425.00 |
| Remaining Balance | \$ 4,005.61 | | |
| From Data Bases (63731) | \$ 1,566.22 | | |
| Total Spent | \$ - | \$ | 208.33 |
| Remaining Balance | \$ 1,566.22 | | |
| From Publishing (64140) | \$ 600.00 | | |
| Solon Economist, Thank you to SRP Sponsors Ad inv#082349516 | \$ 268.00 | | |
| Total Spent | \$ 268.00 | \$ | 50.00 |
| Remaining Balance | \$ 332.00 | | |
| From Educational Program (64340) | \$ 11,201.07 | | |
| Iowa Raptor Project, SRP Raptor Program inv#10090 | \$ 300.00 | | |
| Amazon, Adult program supplies (Visa) | \$ 35.38 | | |
| Amazon, Adult program supplies (Visa) | \$ 9.98 | | |
| Amazon, Library Card Month prize (Visa) | \$ 34.99 | | |
| Amazon, Adult program supplies (Visa) | \$ 17.49 | | |
| Amazon, Adult program supplies (Visa) | \$ 16.98 | | |

| | | | |
|---|-----------|------------------|-------------|
| Amazon, Teen program supplies (Visa) | \$ | 18.39 | |
| Amazon, Adult program supplies (Visa) | \$ | 55.38 | |
| Amazon, Teen program supplies (Visa) | \$ | 17.99 | |
| Amazon, Youth program supplies (Visa) | \$ | 98.90 | |
| Amazon, Teen program supplies (Visa) | \$ | 16.99 | |
| Amazon, Teen program supplies (Visa) | \$ | 37.03 | |
| Sam's Mainstreet Market, Teen program supplies (Visa) | \$ | 9.40 | |
| Zoetic Coffee, Teen program supplies (Visa) | \$ | 10.00 | |
| Total Spent | \$ | 678.90 | \$ 1,179.17 |
| Remaining Balance | \$ | 10,522.17 | |

| | | | |
|--|-----------|------------------|-------------|
| From Library Books (65020) | \$ | 19,002.54 | |
| Baker & Taylor Inv#2037725849 | \$ | 119.69 | |
| Baker & Taylor Inv#2037731961 | \$ | 798.70 | |
| Baker & Taylor Inv#2037734978 | \$ | 72.37 | |
| Baker & Taylor Inv#2037740102 | \$ | 53.01 | |
| Baker & Taylor Inv#2037750924 | \$ | 301.99 | |
| Baker & Taylor Inv#2037756287 | \$ | 31.92 | |
| Baker & Taylor Inv#2037762591 | \$ | 130.15 | |
| Baker & Taylor Inv#2037768620 | \$ | 78.23 | |
| Baker & Taylor Inv#2037781615 | \$ | 91.47 | |
| Baker & Taylor Inv#2037781927 | \$ | 37.78 | |
| Baker & Taylor Inv#2037782464 | \$ | 48.55 | |
| Cengage Learning Thorndike Large Print, Inv#82356176 | \$ | 106.56 | |
| Center Point Large Print, Inv#2041965 | \$ | 342.18 | |
| Center Point Large Print, Inv#2042766 | \$ | 99.21 | |
| Smart Apple Media, Inv#ARU0351658 | \$ | 203.50 | |
| Amazon, 1 adult book (Visa) | \$ | 18.83 | |
| Amazon, 1 adult book (Visa) | \$ | 6.99 | |
| Amazon, 1 adult book (Visa) | \$ | 8.29 | |
| Amazon, 1 adult book (Visa) | \$ | 11.71 | |
| Amazon, 1 adult book (Visa) | \$ | 9.18 | |
| Amazon, 1 adult book (Visa) | \$ | 10.99 | |
| Amazon, 2 adult books (Visa) | \$ | 24.98 | |
| Amazon, 2 adult books (Visa) | \$ | 35.90 | |
| Amazon, 1 adult book (Visa) | \$ | 13.80 | |
| Amazon, 1 adult book (Visa) | \$ | 20.00 | |
| Amazon, 1 adult book (Visa) | \$ | 8.59 | |
| Amazon, 7 youth books (Visa) | \$ | 157.55 | |
| Amazon, 1 adult book (Visa) | \$ | 9.39 | |
| Amazon, 1 youth book (Visa) | \$ | 8.99 | |
| Amazon, 1 adult book (Visa) | \$ | 13.48 | |
| Amazon, 1 youth book (Visa) | \$ | 15.22 | |
| Amazon, 6 youth books (Visa) | \$ | 75.67 | |
| Amazon, 1 adult book (Visa) | \$ | 23.99 | |
| Amazon, 1 adult book (Visa) | \$ | 25.28 | |
| Amazon, 5 adult books (Visa) | \$ | 51.75 | |
| Amazon, 1 adult book (Visa) | \$ | 8.24 | |
| Amazon, 1 adult book (Visa) | \$ | 12.88 | |
| Daydreams Comics, 6 youth books (Visa) | \$ | 65.66 | |
| Daydreams Comics, 5 youth books (Visa) | \$ | 65.56 | |
| Total Spent | \$ | 3,218.23 | \$ 2,000.00 |
| Remaining Balance | \$ | 15,784.31 | |

| | | | |
|---|-----------|-----------------|--|
| From Library Video Materials (65030) | \$ | 4,276.98 | |
| Baker & Taylor inv#H66013370 | \$ | 56.67 | |
| Baker & Taylor inv#H66094930 | \$ | 48.98 | |
| Baker & Taylor inv#H66160240 | \$ | 20.99 | |
| MPLC Umbrella License inv#504425878 | \$ | 126.69 | |
| Amazon, 1 DVD (Visa) | \$ | 7.48 | |
| Amazon, 1 DVD (Visa) | \$ | 13.99 | |
| Amazon, 3 DVDs (Visa) | \$ | 72.36 | |

| | | | |
|--------------------------|-----------|-----------------|-----------|
| Amazon, 1 DVD (Visa) | \$ | 5.00 | |
| Amazon, 1 DVD (Visa) | \$ | 17.96 | |
| Amazon, 1 DVD (Visa) | \$ | 19.99 | |
| Total Spent | \$ | 390.11 | \$ 404.17 |
| Remaining Balance | \$ | 3,886.87 | |

| | | | |
|---|-----------|-----------------|-----------|
| From Library Audio Materials (65040) | \$ | 4,111.98 | |
| Baker & Taylor Inv#2037750924 | \$ | 13.74 | |
| Baker & Taylor Inv#2037756287 | \$ | 27.50 | |
| Baker & Taylor Inv#2037762591 | \$ | 21.99 | |
| Baker & Taylor Inv#2037782464 | \$ | 23.09 | |
| Amazon, 1 audiobook, (Visa) | \$ | 25.69 | |
| Total Spent | \$ | 112.01 | \$ 416.67 |
| Remaining Balance | \$ | 3,999.97 | |

| | | | |
|--|-----------|---------------|-----------|
| From Puzzles, Puppet Kits (65050) | \$ | 860.32 | |
| Amazon, storage container (Visa) | \$ | 21.05 | |
| Total Spent | \$ | 21.05 | \$ 100.00 |
| Remaining Balance | \$ | 839.27 | |

| | | | |
|--|-----------|-----------------|-----------|
| From Operating Supplies (65070) | \$ | 7,402.59 | |
| Office Express, toner cartridge inv#23272 | \$ | 102.99 | |
| Office Express, copy paper tabloid size inv#23998 | \$ | 14.99 | |
| Office Express, tissues, post-it notes inv#23950 | \$ | 68.05 | |
| Office Express, 4 toner cartridges inv#25067 | \$ | 153.96 | |
| ALDI, sandwich bags (Visa) | \$ | 10.25 | |
| Amazon, 1000 plastic HOLDS bags (Visa) | \$ | 35.99 | |
| Amazon, nametag stickers (Visa) | \$ | 5.99 | |
| Amazon, yellow toner cartridge (Visa) | \$ | 39.89 | |
| DEMCO, due date stickers, label protectors, book tape, inv#7354927(Visa) | \$ | 68.58 | |
| Total Spent | \$ | 500.69 | \$ 750.00 |
| Remaining Balance | \$ | 6,901.90 | |

| | | | |
|--|-----------|---------------|----------|
| From Postage and Shipping (65080) | \$ | 593.59 | |
| Total Spent | \$ | - | \$ 75.00 |
| Remaining Balance | \$ | 593.59 | |

| | | | |
|--|-----------|---------------|----------|
| From Supplies (65990) | \$ | 250.00 | |
| Casey's General Store, 6 gift cards, volunteer appreciation (Visa) | \$ | 30.00 | |
| Total Spent | \$ | 30.00 | \$ 20.83 |
| Remaining Balance | \$ | 220.00 | |

| | | | |
|--|-----------|-----------------|-----------|
| From Office Equipment (67250) | \$ | 3,583.51 | |
| DEMCO, 20 book easels, inv#7354927(Visa) | \$ | 46.17 | |
| Amazon, floor register vent cover kit (Visa) | \$ | 16.99 | |
| Amazon, 10 magnetic nametags (Visa) | \$ | 17.99 | |
| Amazon, clear caddies, push pin clips (Visa) | \$ | 50.73 | |
| Raygun, 6 staff shirts (Visa) | \$ | 149.70 | |
| Total Spent | \$ | 200.43 | \$ 333.33 |
| Remaining Balance | \$ | 3,383.08 | |

EXPENDITURE REPORT

City of Solon

Page: 1
9/22/2023
11:44 am

For the Period: 7/1/2023 to 9/30/2023

| | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--------------------------------------|--------------------|--------------------|-------------------|-------------------|-------------|--------------------|-------------|
| Fund: 001 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept: 4410 LIBRARY SERVICES | | | | | | | |
| 60100 SALARIES | | | | | | | |
| 61100 FICA SOCIAL SECURITY | 226,000.00 | 226,000.00 | 50,878.92 | 8,065.58 | 0.00 | 175,121.08 | 22.5 |
| 61300 IPERS | 17,300.00 | 17,300.00 | 3,883.38 | 615.55 | 0.00 | 13,416.62 | 22.4 |
| 61500 EMPLOYEE GROUP INSURANCE/ANNUI | 21,335.00 | 21,335.00 | 4,802.99 | 761.39 | 0.00 | 16,532.01 | 22.5 |
| 62100 DUES, MEMBERSHIPS & MAGAZINE S | 16,000.00 | 16,000.00 | 0.00 | 0.00 | 0.00 | 16,000.00 | 0.0 |
| 62400 TRAVEL AND CONFERENCE | 1,200.00 | 1,200.00 | 423.39 | 27.70 | 0.00 | 776.61 | 35.3 |
| 63100 BUILDING MAINTENANCE | 750.00 | 750.00 | 25.54 | 0.00 | 0.00 | 724.46 | 3.4 |
| 63320 ORG VEHICLE/EQUIPMENT MAINT AC | 10,000.00 | 10,000.00 | 4,159.73 | 2,600.86 | 0.00 | 5,840.27 | 41.6 |
| 63710 UTILITIES | 5,600.00 | 5,600.00 | 1,138.75 | 151.93 | 0.00 | 4,461.25 | 20.3 |
| 63730 TELEPHONE/INTERNET | 7,000.00 | 7,000.00 | 55.91 | 20.29 | 0.00 | 6,944.09 | 0.8 |
| 63731 DATA BASES | 5,100.00 | 5,100.00 | 1,094.39 | 364.67 | 0.00 | 4,005.61 | 21.5 |
| 64080 INSURANCE | 2,500.00 | 2,500.00 | 933.78 | 0.00 | 0.00 | 1,566.22 | 37.4 |
| 64140 PUBLISHING | 16,850.00 | 16,850.00 | 1,419.28 | 0.00 | 0.00 | 15,430.72 | 8.4 |
| 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 | 2,948.93 | 978.14 | 0.00 | 11,201.07 | 20.8 |
| 65030 LIBRARY VIDEO MATERIALS | 24,000.00 | 24,000.00 | 4,997.46 | 1,621.65 | 0.00 | 19,002.54 | 20.8 |
| 65040 LIBRARY AUDIO MATERIALS | 4,850.00 | 4,850.00 | 573.02 | 290.72 | 0.00 | 4,276.98 | 11.8 |
| 65050 PUZZELS, PUPPET KITS | 5,000.00 | 5,000.00 | 888.02 | 808.30 | 0.00 | 4,111.98 | 17.8 |
| 65070 OPERATING SUPPLIES | 1,200.00 | 1,200.00 | 339.68 | 339.68 | 0.00 | 860.32 | 28.3 |
| 65080 POSTAGE AND SHIPPING | 9,000.00 | 9,000.00 | 1,597.41 | 552.94 | 0.00 | 7,402.59 | 17.7 |
| 65990 SUPPLIES | 900.00 | 900.00 | 306.41 | 4.43 | 0.00 | 593.59 | 34.0 |
| 67250 OFFICE EQUIPMENT | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| | 4,000.00 | 4,000.00 | 416.19 | 150.90 | 0.00 | 3,583.81 | 10.4 |
| LIBRARY SERVICES | 393,585.00 | 393,585.00 | 80,883.18 | 17,354.73 | 0.00 | 312,701.82 | 20.6 |
| Expenditures | 393,585.00 | 393,585.00 | 80,883.18 | 17,354.73 | 0.00 | 312,701.82 | 20.6 |
| Grand Total Net Effect: | -393,585.00 | -393,585.00 | -80,883.18 | -17,354.73 | 0.00 | -312,701.82 | |

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2023 to 9/30/2023

| | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|---|-------------------|-------------------|------------------|-------------|-------------|------------------|-------------|
| Fund: 031 - TRUST & AGENCY LIBRARY | | | | | | | |
| Expenditures | | | | | | | |
| Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR | | | | | | | |
| 64340 EDUCATIONAL PROGRAM | 500.00 | 500.00 | 357.78 | 0.00 | 0.00 | 142.22 | 71.6 |
| 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 |
| 67271 CAPITAL EQUIP/MEMORIAL DONATIO | 0.00 | 0.00 | 3,377.73 | 0.00 | 0.00 | -3,377.73 | 0.0 |
| TRUST & AGENCY LIBRARY BLDG TR | 10,500.00 | 10,500.00 | 3,735.51 | 0.00 | 0.00 | 6,764.49 | 35.6 |
| Expenditures | 10,500.00 | 10,500.00 | 3,735.51 | 0.00 | 0.00 | 6,764.49 | 35.6 |
| Grand Total Net Effect: | -10,500.00 | -10,500.00 | -3,735.51 | 0.00 | 0.00 | -6,764.49 | |

Solon Public Library Strategic Plan Timeline Tracker

9/22/2023

| | A | B | C | D | E | F |
|----|------|-----------|--|------------------|-----------|--|
| | Year | Month | Objective | Staff Member(s) | Date | Description of Action |
| 1 | 2023 | | | | | |
| 2 | 2023 | | | | | |
| 3 | | January | Solon History information organization project phase 1 completed (LSR3, G4, O1) | Megan/Liz | Jan-23 | Shelving put together and arranged by Public Works under the direction of Liz & Megan. |
| 4 | | February | Library brochures made available at City Hall, Community Center, and local businesses (LSR2, G4, O2) | Megan | Feb-23 | Brochures placed, periodically checking and restocking. |
| 5 | | March | Teen programming evaluated with participant feedback on schedule, frequency, and content (LSR3, G3, O1) | Madison | | TAB being restarted Sept 2023 |
| 6 | | April | Library Emergency Action Plan completed (LSR2, G3, O1) | Liz | TBD | This timeline is driven by Scott Kleppe and Sandy Jordan |
| 7 | | May | Community Summer Activity Guide published (LSR2, G2, O1) | Megan | 25-Apr-23 | Spring 23 published 1/26/2023 with 50 copies being distributed. Summer 23 published, distributed 120 copies at the Library through July 2023. Fall 23 published July 2023, distributed 80 copies through September 2023. |
| 8 | | | Six all-ages summer reading programs promoted removing "family" from the program titles to encourage participation by all (LSR3, G1, O1) | Megan/Liy/Alexis | 6/1/2023 | Promoted: 3 Fun For All Nights during summer, 3 Music Café events during summer, Foam Party, Kitten Day, Solon Fire Dept. Meet & Bleat, Karaoke Night, Iowa Raptor Project, Dinosaurs at Dusk, and Cold Blooded Redhead. |
| 9 | | | Meeting with Solon Senior Advocates to solicit needs for library resources and programs (LSR3, G2, O2) | Liz | | |
| 10 | | June | 2023 Discover Solon Guide copies acquired and made available to new community members (LSR2, G4, O1) | Megan/Liz | 7/1/2023 | Received 25 new copies from Catherine at Solon economist. |
| 11 | | July | Passive programming implemented in Teen/YA area of Library (LSR3, G3, O2) | Madison | | Shelf with different paper and art supplies added to the teen/YA section. Sticky note questions and answers. Attempting to rework Manga Me. Summer 2023 passive programs include a sticky note mural, a collaborative zine, small orgarni kits |
| 12 | | August | Library programming schedule and use of space evaluated (LSR1, G1, O2) | Liy, Madison | Ongoing | Thursday Early Out programming 1st - 8th Grade in divided Meeting Room space to engage as many participants as possible right after school. Adult Volunteer assisting with programs |
| 13 | | | Solon History information organization project phase 2 completed (LSR3, G4, O1) | Megan | | Volunteer Day scheduled for 10/7/23 to place shelves in bookcases. |
| 14 | | September | List of community spaces available for programs and gatherings compiled with community partners. (LSR1, G1, O1) | Megan | 7/19/2023 | Initial list created 2021. Updated list ready 7/20/23 |
| 15 | | October | Celebrating diversity and uniqueness in all aspects of identity incorporated into monthly programs and displays (LSR3, G1, O2) | Liy, Madison | 3/25/2023 | LGBTQ 101 Program; Teen culture programs: Lunar New Year, Festival of Colors, Midwestern Day; Teen/YA Displays for Black History Month, Women's History Month, AAPJ Month |
| 16 | | November | Library collections and facility usage evaluated (LSR2, G2, O2) | | Ongoing | Staff is continually evaluating collections, displays and floor space usage. |
| 17 | | December | | | | |
| 18 | 2024 | | | | | |

Solon Public Library Strategic Plan Timeline Tracker

9/22/2023

| | A | B | C | D | E | F |
|----|------|-----------|---|-----------------|-----------|--|
| 1 | Year | Month | Objective | Staff Member(s) | Date | Description of Action |
| 19 | | January | Monthly schedule created to promote resources for health, social, and/or economic topics. (LSR2, G1, O1) | Lily, Madison | | List of resource topics created, Food Resources bulletin board June-July, Family and Youth Resources Board August-September. October partnered with DVIP for a Domestic Violence Awareness bulletin board. |
| 20 | | | Meeting with Solon Retirement Village to solicit needs for library resources and programs (LSR3, G2, O2) | Alexis | 3/17/2023 | Met with Scott Matiers and other staff to gather info and create partnerships programs. Will provide monthly programs at Assisted Care Center, Books for monthly checkout, etc. |
| 21 | | February | Library Disaster Response Plan/Policy approved (LSR2, G3, O2) | | | |
| 22 | | | Solon History information organization project phase 3 completed (LSR3, G4, O1) | Megan | | |
| 23 | | March | Professional analysis of space utilization completed (LSR1, G2, O2) | Liz | | |
| 24 | | | Meeting with Solon Senior Support to solicit needs for library resources and programs (LSR3, G2, O2) | Liz | | |
| 25 | | April | Timeline created to add additional community organizations to Community Activity Guide (LSR2, G2, O2) | Megan | | |
| 26 | | May | Online resources and genealogy databases evaluated (LSR3, G4, O2) | Megan | | |
| 27 | | June | | | | |
| 28 | | July | | | | |
| 29 | | August | | | | |
| 30 | | September | Monthly displays started to highlight available community resources on a variety of topics according to schedule set in January 2024 (LSR2, G1, O2) | | | Food resources bulletin board June-July 23, Family/youth resources August 23. |
| 31 | | | Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1) | | | |
| 32 | | October | | | | |
| 33 | | November | | | | |
| 34 | | December | | | | |
| 35 | 2025 | | | | | |
| 36 | | January | | | | |
| 37 | | February | | | | |
| 38 | | March | | | | |
| 39 | | April | | | | |
| 40 | | May | | | | |
| 41 | | June | | | | |
| 42 | | July | | | | |
| 43 | | August | | | | |
| 44 | | September | Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1) | | | |
| 45 | | October | | | | |
| 46 | | November | | | | |

Solon Public Library Strategic Plan Timeline Tracker

9/22/2023

| | A | B | C | D | E | F |
|----|------|-----------|--|-----------------|------|-----------------------|
| | Year | Month | Objective | Staff Member(s) | Date | Description of Action |
| 1 | | | | | | |
| 47 | 2026 | December | | | | |
| 48 | | | | | | |
| 49 | | January | | | | |
| 50 | | February | Professional building consultant hired to evaluate library expansion needs (LSR1, G3, O2) | | | |
| 51 | | March | | | | |
| 52 | | April | | | | |
| 53 | | May | | | | |
| 54 | | June | | | | |
| 55 | | July | | | | |
| 56 | | August | | | | |
| 57 | | September | Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1) | | | |
| 58 | | October | | | | |
| 59 | | November | | | | |
| 60 | | December | | | | |
| 61 | 2027 | | | | | |
| 62 | | January | | | | |
| 63 | | February | | | | |
| 64 | | March | | | | |
| 65 | | April | | | | |
| 66 | | May | | | | |
| 67 | | June | | | | |
| 68 | | July | | | | |
| 69 | | August | | | | |
| 70 | | September | Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1) | | | |
| 71 | | October | | | | |
| 72 | | November | | | | |
| 73 | | December | | | | |

Solon Public Library Community Meeting Room Policy

About the Meeting Room

The Library has a large community room available for public use. This room has a capacity for 50 people with 50 chairs and 20 tables provided. The kitchen has a refrigerator, microwave and sink plus a 30-cup coffee pot, punch bowls, and some dishes and silverware which can be used. Public Wi-Fi is available for all groups and patrons. A media cart with a laptop and projector are available, when requested at time of application. This room is approximately 750 square feet in size.

Reservation Process

Interested individuals or groups can complete an application for the meeting room online or in-person. Visit our website to download the application form, fill it out, and bring it in to the Library during regular hours. Or complete the online form. (<https://www.solon.lib.ia.us/services/meeting-room>)

- *This is an application only, Library staff will contact you to confirm your reservation within seven (7) business days.*
- **Library programs receive first consideration in scheduling.**
- Reservations are made on a first come, first served basis.
- Reservations may be made up to three months in advance and there may be up to three reservations scheduled for a group at a time.
- If a reservation needs to be rescheduled by a group, the new date must be within three months of the original date.

Fees

\$25 deposit is required for each application form, except for library or government functions.

\$20, additional fee For-profit groups/meetings are required to pay for each event.

~~\$5 garbage fee to leave bagged garbage in the meeting room. Free to take your garbage with you. Garbage bags are provided.~~

- Deposits and fees must be received at the time of scheduling.
- **Donations are processed upon receipt.**
- Deposit will not be returned until Staff have verified the applicant has met all responsibilities as listed below.
- Deposit checks not picked up within 1 month of meeting will be shredded. Cash will be donated to the library.
- **Payment methods: cash or check**

User Responsibility

- No smoking, no open flames on candles or other decorative pieces.
- No alcoholic beverages and no controlled substances.
- **All garbage must be taken with you. Garbage bags are provided.**
- **The kitchen and meeting room are to be left clean. Cleaning materials are available under the kitchen sink and in the janitor's closet.**
 - **Wipe tables and kitchen counters clean.**
 - **Wash, dry, and put away any dishes.**
 - **Vacuum floors, a vacuum is located in the hallway.**
- **Decorations may be hung using the picture rail around the room and eye hooks.**
 - **No items should be taped, glued, stapled to the meeting room walls.**

Reviewed and revised by the Library Board of Trustees: June 2021

**Solon Public Library
Community Meeting Room Policy**

- No use of adhesive (3M) strips permitted.
- After a meeting, the user should leave the meeting room in its standard arrangement (see posted layout).
- If ~~additional tables, chairs and/or~~ media cart is needed for a meeting, applicant must request at time of application.
- Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff.
- Children's groups must have at least one adult supervisor.
- Children may not be left unattended in the library during meetings.
- Applicant placing the reservation request is responsible for all reasonable repair or replacement costs for damage to the facility space, fixtures, or equipment utilized during the reservation.
- If a meeting is scheduled when the main library is closed, applicant is responsible for picking up keys during regular library hours. Please turn off lights, secure the building when you leave, and drop the keys in the book drop to the left of the main entrance.
- The library takes no responsibility for any items left in the meeting room. Items found by staff are generally placed in the Lost & Found Box in the hall.
- In case of emergency, please call 309-368-4739 or 319-631-5071
 - Johnson County Sherriff's Department (non-emergency) 319-356-6800
 - For medical or fire emergencies please call 911