

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

Call to order

Approval of the agenda

Approval of the minutes

- September 25, 2023

Citizen's Speak

Committee reports

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

Directors Report

Approval of Bills

- October 2023

Review of Foundation reports (September and October 2023)

Old Business

- Joint Library Boards Meeting Recap

New Business

- DEI Statement Review
- Preliminary FY25 Budget
- Board Members with terms expiring in December 2023: March Sutton and Sandy Lawrence
- Board Continuing Education Suggestion:

**Boardroom Series (November 2023) | Intersections (Part 3): Personnel**

**Date & Time Nov 30, 2023 06:00 PM CT**

The final installment of the "Intersections" series reminds us that all library staff are city employees. Any HR policy in place to support other city workers should apply to library staff as well! We'll cover Board and City roles in setting and applying personnel-related policies such as travel reimbursement, holidays, leave, and compensation.

Register for Part 3 Zoom Webinar:

[https://zoom.us/webinar/register/WN\\_yRxxG90dSxe04uIN9eIBOQ#/registration](https://zoom.us/webinar/register/WN_yRxxG90dSxe04uIN9eIBOQ#/registration)

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

Adjourn

# The Solon Public Library Board

DRAFT

Meeting Minutes  
September 25, 2023

## Call to Order

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

## Present

Bill Christensen, March Sutton, Sandy Lawrence, Steve Fisher, Janet Salathiel, Char Cosgrove, Liz King (Library Director)

## Absent

Jen Fetzer, Cole Gabriel

## Approval of Agenda

The agenda was unanimously approved as distributed. (Sandy/Janet)

## Approval of Minutes

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

- August 28, 2023. (Steve/Bill)

## Citizen's Speak and Correspondence

Citizen's Speak none. Correspondence none

## Committee Reports

- **Building:** None  
Update - City Council approved bid for Radon Mitigation by Adios Radon, LLC for \$7000. The date of service has not been determined.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** None
- **Board of Trustees Continuing Education:** Sandy reported on the Webinar Boardroom Series Intersections (Part 1) Building. One thing to consider is the need for the Library to develop an overview of the building's future maintenance needs.

## Library Director's Report

A written report is included in the Board packet.

## Approval of Bills

The September 2023 bills were unanimously approved for payment as presented. (Sandy/Char)

# The Solon Public Library Board

## Review of Foundation Report

The Foundation Report (N/A Foundation meets on 9/27/23)

## Old Business

The Library Clerk position will be posted.

## New Business

- **Strategic Plan Quarterly Update** - Liz walked us through the Strategic Plan Timeline Tracker explaining how it works. It has proven useful when helping to create projects to reflect the monthly activities to support the plan objectives.
- **Meeting Room Policy Review** - It was approved with amendments as discussed. (Sandy/Bill)
- **Joint Library Boards Meeting** - A reminder was given of the upcoming meeting. October 16, 2023 at 6:30
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration.

## Next Month's Agenda

- Tentative overview of FY25 Budget

## Adjournment

The meeting was adjourned at 7:19 p.m. (Bill/Janet)

## Next Meeting

Regular Meeting: Monday, October 30, 2023 at 6:30 p.m.

## Submitted by

Char Cosgrove



## Director's Report October 2023

In October I attended regular meetings with the City Council, City Department Zoom meetings, the Friends of the Library meeting and the Solon Public Library Foundation meeting. The Friends hosted their annual Halloween Costume Sale the first weekend of October and continue to sell costumes for a free will donation throughout the month. National Friends of the Library Week is in October, and we appreciate everything our Friends group does to support our Library. The Friends Landscaping Committee and the local Master Gardeners partnership continues to develop and our library landscaping project has been designated as a Core Project by the Master Gardeners. They also worked closely with our City Public Works department to have the large Book sculpture installed outside for all to enjoy. The Friends of the Library and the SPL Foundation were each recipients of donations from Our Lord's Church founding members. We are grateful for their support of our Solon Public Library. Our annual Joint Boards Meeting was held on October 16th with 16 people in attendance representing our Board of Trustees, The Friends of Solon Public Library (hosts) and the SPL Foundation.

All Library staff members were invited to attend a City Staff Appreciation Dinner on Saturday, October 21st at the SRNA Timberdome. It was a lovely gathering of the staff members from each city department, and a great opportunity to get to know each other in a relaxed atmosphere outside of work. We are very thankful to our Public Works Staff and City Council member John Farlinger for overseeing the installation of our radon remediation system by Roy Wier of Adios Radon. We look forward to hosting John and Roy at a program in January which is National Radon Awareness Month.

On October 11th, I hosted our Community Conversation about how to make our Library more accessible for older adults and people with disabilities as part of our ALA LTC Accessible Small and Rural Libraries Grant requirements. I had the opportunity to attend Solon Senior Dining on Wednesday, October 25th with City Administrator Cami Rasmussen where I presented this same information along with other Library highlights. We will gather all the feedback we have received from our community, submit our November interim report, and then implement our plans for this grant.

October is Domestic Violence Awareness Month and Madison created a bulletin board display with resources from our partners at the Domestic Violence Intervention Program (DVIP). We partnered with the GFWC Solon Women's Club to present the first program in our Mental Health 101 series. Local guest speaker Karen Smith shared her personal story of mental health issues in her family and her walks across Iowa to raise awareness and funds for mental health advocacy. She urged each of us to "keep the conversation going" to continue to advocate for those who may be struggling and not have the resources they need.

Lily welcomed our youngest patrons and their caregivers to Babytime throughout the month of October. Their weekly Tuesday storytimes and monthly Saturday Family storytimes encourage a love of learning and connections between our community families. Each time there are new participants joining the fun of early literacy. They also provide engaging early out Thursday activities each week. This month included robot challenges, perler beads, Halloween trivia bingo and silly, spooky science fun with slime and playdough.



Alexis brought local Attorney Joe Deeney's program about wills and estate planning to the residents at Solon Retirement Village and community members interested in learning about this topic. She also hosted Iowa author Linda McCann who spoke about her new history book: *Rosie the Riveters of Iowa*. We were fortunate to be able to purchase a signed copy from Linda during her visit. Our second monthly Tech Talk program assisted patrons with using email safely and effectively. The group utilized the mobile computer lab chromebooks purchased for the Library by the SPL Foundation.

In response to feedback expressing a desire for "crafting with a purpose" at our weekly coffee hour, Alexis arranged the materials for our first quarterly craft activity. Our Wednesday morning regulars at Coffee & Conversations were delighted with the opportunity to create greeting cards that will be donated to Ronald McDonald House in Iowa City. This may become a monthly activity based on the enjoyment of everyone in attendance.

The Teen Advisory Board (TAB) is up to 5 members and Madison is enjoying working with them to plan upcoming teen activities including the After-Hours Teen Halloween Party on October 31st. Madison's October Teen programming included Halloween crafts and haunted gingerbread houses along with monthly Manga Club. The teens continue to enjoy the flexibility of Your Space each Tuesday afternoon.

Our first indoor Fun For All Night at the Community Center welcomed 98 attendees for gym games, popcorn donated by Theisens in Coralville, and the movie *Monster's Inc*. Megan and Brodie have been collaborating on the Winter Activity Guide which they hope to publish by November 1st. This will be the 3rd seasonal activity guide published since Megan created this concept for a reliable source of information about seasonal events throughout the community. Megan's creativity and dedication to effective communication across all platforms available ensures that each person has the opportunity to be an informed citizen who knows their community.

We will close out this month with our quarterly Trivia Night on Friday 10/27 following our Staff Safety Training provided by the City Safety Coordinator. Thank you to our Friends of the Library Group who will be providing staff lunches for that day of training. Lily and I are looking forward to assisting Brodie and Cale at the Solon Recreation Monster Mash Bash on Saturday 10/28. We are working on completing our Annual Survey by the October 31 deadline. This is a team effort by our library and city staff to complete all of the required questions accurately.

Looking ahead to DINOvember, Sherri has cataloged 20 of our small wooden dinosaurs created by local resident Jack Neuzil for 1-week checkouts all month. Sherri is always able to find a way to create useful catalog records for whatever the collection managers dream up to add to our Library! Dinosaurs will be found throughout our monthly programs and displays. Alexis will be hosting weekly writing workshops for National Novel Writing Month (NaNoWriMo). Madison and Lily will be providing a Cricut 101 workshop for teens and adults. November Tech Talk will focus on Facebook. We will also be interviewing for our new part-time Library Clerk position and hope to have the position filled in November.

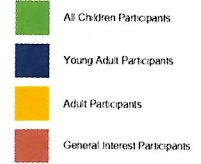
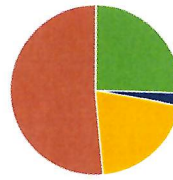
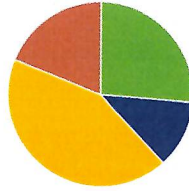
Sincerely,

Liz King  
Director, Solon Public Library

## July

### Overview

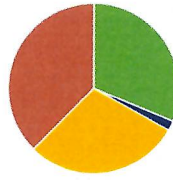
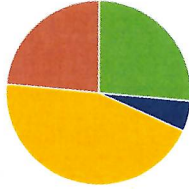
All Children Programs	11	26.19%	All Children Participants	341	25.39%
Young Adult Programs	5	11.9%	Young Adult Participants	31	2.31%
Adult Programs	18	42.86%	Adult Participants	279	20.77%
General Interest Programs	8	19.05%	General Interest Participants	692	51.53%
<b>Total Programs</b>	<b>42</b>		<b>Total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



## August

### Overview

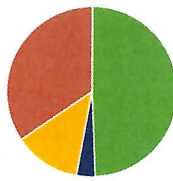
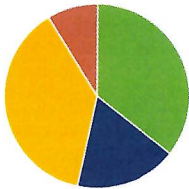
All Children Programs	10	26.32%	All Children Participants	277	31.16%
Young Adult Programs	2	5.26%	Young Adult Participants	16	1.8%
Adult Programs	17	44.74%	Adult Participants	261	29.36%
General Interest Programs	9	23.68%	General Interest Participants	335	37.68%
<b>Total Programs</b>	<b>38</b>		<b>Total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



## September

### Overview

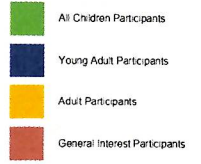
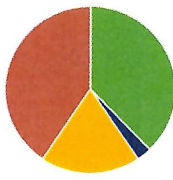
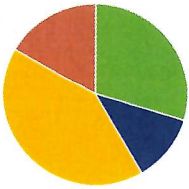
All Children Programs	16	35.56%	All Children Participants	954	49.35%
Young Adult Programs	8	17.78%	Young Adult Participants	67	3.47%
Adult Programs	17	37.78%	Adult Participants	244	12.62%
General Interest Programs	4	8.89%	General Interest Participants	668	34.56%
<b>Total Programs</b>	<b>45</b>		<b>Total Participants</b>	<b>1933</b>	



## Year in Review

### Overview

All Children Programs	37	29.6%	All Children Participants	1572	37.74%
Young Adult Programs	15	12%	Young Adult Participants	114	2.74%
Adult Programs	52	41.6%	Adult Participants	784	18.82%
General Interest Programs	21	16.8%	General Interest Participants	1695	40.7%
<b>Total Programs</b>	<b>125</b>		<b>Total Participants</b>	<b>4165</b>	





	A	B	C	D	E
1	Title	Age	Type	Category	In-person Attendees
2	Adult Game Night	Adult (Ages 19+)	In Person	Adult Programs	4
3	Book Club: The House in the Cerulean Sea	Adult (Ages 19+)	In Person	Adult Programs	11
4	Cookbook Club - Pastries	Adult (Ages 19+)	In Person	Adult Programs	9
5	DIY Night: Crayon Wreath	Adult (Ages 19+)	In Person	Adult Programs	9
6	Memory Music Cafe at Solon Retirement Village	Adult (Ages 19+)	In Person	Off Site	20
7	Tech Talk: Libby App	Adult (Ages 19+)	In Person	Adult Programs	3
8	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	20
9	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	19
10	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	16
11	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	16
12	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	21
13	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	16
14	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	22
15				<b>Total Chair Yoga</b>	<b>130</b>
16	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	14
17	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	15
18	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	15
19	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	14
20				<b>Total Coffee &amp; Conversations</b>	<b>58</b>
21				<b>Total Adult Program Attendance</b>	<b>244</b>
22	Family Storytime:	Children (Ages 0-5)	In Person	Storytime	19
23	Storytime: Dragons	Children (Ages 0-5)	In Person	Storytime	34
24	Storytime: Mermaids	Children (Ages 0-5)	In Person	Storytime	42
25	Storytime: Monsters	Children (Ages 0-5)	In Person	Storytime	37
26	Storytime: Unicorns	Children (Ages 0-5)	In Person	Storytime	41
27				<b>Total Storytime Attendance</b>	<b>173</b>
28	6th Grade Class Visits	Children (Ages 6-11)	In Person		107
29	BAM POW: Build It - Make Your Own Catapult	Children (Ages 6-11)	In Person	BAM POW	49
30	BAM POW: Make It - Create a Clay Creature	Children (Ages 6-11)	In Person	BAM POW	49
31	BAM POW: Play It - Party Games	Children (Ages 6-11)	In Person	BAM POW	51
32	BAM POW: Watch It - Over the Hedge [PG]	Children (Ages 6-11)	In Person	BAM POW	35
33				<b>Total BAM POW Attendance</b>	<b>291</b>
34	6th Grade Class Visits	Children (Ages 6-11)	In Person		107
35	Lakeview Outreach Day 1	Children (Ages 6-11)	In Person	Off Site	93
36	Lakeview Outreach Day 2	Children (Ages 6-11)	In Person	Off Site	102
37	Lakeview Outreach Day 3	Children (Ages 6-11)	In Person	Off Site	89
38	Lakeview Outreach Day 4	Children (Ages 6-11)	In Person	Off Site	97
39	Lakeview Outreach Day 5	Children (Ages 6-11)	In Person	Off Site	106
40				<b>Total SISD Outreach</b>	<b>594</b>
41				<b>Total Children (Ages 0 - 11)</b>	<b>1058</b>
42	1 000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Family	3
43	[Month] Coloring Challenge	General Interest	Passive Program	Family	98
44	Fun For All Night	General Interest	In Person	Family	51
45	Let's Go LEGO!	General Interest	Passive Program	Family	17
46	Library Card Month Prize Drawing	General Interest	Passive Program	Family	502
47				<b>Total Family Participation</b>	<b>671</b>
48	CATS: Canvas Painting	Young Adult (Ages 12-18)	In Person	Teens	11
49	CATS: Salsa Making	Young Adult (Ages 12-18)	In Person	Teens	11
50	Manga Me	Young Adult (Ages 12-18)	Passive Program	Teens	3
51	TAB	Young Adult (Ages 12-18)	In Person	Teens	4
52	Your Space	Young Adult (Ages 12-18)	In Person	Teens	7
53	Your Space	Young Adult (Ages 12-18)	In Person	Teens	6
54	Your Space	Young Adult (Ages 12-18)	In Person	Teens	12
55	Your Space	Young Adult (Ages 12-18)	In Person	Teens	13
56				<b>Total Teen Attendance</b>	<b>67</b>



# Patron PC Logins by Day and Hour

Dates: Friday September 1, 2023 - Saturday September 30, 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
Fri Sep 1	2	0	2	0	0	0	0	0	0	0	0	4	0	0	2	0	0	1
Sat Sep 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Sep 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Sep 5	0	2	1	4	0	1	1	2	1	0	0	12	1	0	4	1	0	1
Wed Sep 6	0	0	0	0	0	0	0	0	3	0	0	3	0	0	3	0	0	1
Thu Sep 7	0	0	0	0	1	23	9	2	1	0	0	36	3	0	23	0	0	7
Fri Sep 8	0	0	1	1	0	0	4	2	0	0	0	8	1	0	4	0	0	1
Sat Sep 9	0	1	0	0	0	0	0	3	0	0	0	4	0	0	3	0	0	1
Sun Sep 10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 11	0	0	0	0	0	1	1	1	0	0	0	3	0	0	1	0	0	1
Tue Sep 12	0	4	1	0	0	0	2	1	1	1	0	10	1	0	4	1	0	1
Wed Sep 13	0	0	2	1	1	0	5	4	2	0	0	15	1	0	5	1	0	2
Thu Sep 14	0	0	0	0	3	12	14	5	0	0	0	34	3	0	14	0	0	5
Fri Sep 15	0	0	0	0	1	0	6	6	0	0	0	13	1	0	6	0	0	2
Sat Sep 16	1	0	0	0	1	6	1	0	0	0	0	9	1	0	6	0	0	2
Sun Sep 17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 18	0	1	0	2	0	0	3	1	1	0	0	8	1	0	3	0	0	1
Tue Sep 19	0	2	0	1	0	0	4	9	1	2	0	19	2	0	9	1	0	3
Wed Sep 20	0	1	0	0	0	0	4	1	0	0	0	6	1	0	4	0	0	1
Thu Sep 21	0	1	0	0	5	20	9	3	1	0	0	39	4	0	20	1	0	6
Fri Sep 22	0	0	0	1	1	1	1	0	0	0	0	4	0	0	1	0	0	1
Sat Sep 23	0	0	1	0	1	0	0	1	0	0	0	3	0	0	1	0	0	1
Sun Sep 24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 25	0	0	0	0	0	0	1	1	0	0	0	2	0	0	1	0	0	0
Tue Sep 26	0	2	0	0	0	1	4	1	1	0	0	9	1	0	4	0	0	1
Wed Sep 27	1	0	0	0	0	3	3	2	1	2	0	12	1	0	3	1	0	1
Thu Sep 28	0	3	0	0	7	21	10	8	0	0	0	49	5	0	21	0	0	7
Fri Sep 29	0	0	0	0	0	0	5	6	0	0	0	11	1	0	6	0	0	2
Sat Sep 30	3	0	0	4	4	2	2	0	0	0	0	15	1	0	4	0	0	2
<b>Total</b>	<b>7</b>	<b>17</b>	<b>8</b>	<b>14</b>	<b>25</b>	<b>91</b>	<b>89</b>	<b>59</b>	<b>13</b>	<b>5</b>	<b>0</b>	<b>328</b>						
Average	0.2	0.6	0.3	0.5	0.8	3	3	2	0.4	0.2	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	3	4	2	4	7	23	14	9	3	2	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	1	0.6	1.1	1.7	6.6	3.5	2.5	0.7	0.5	0							



**Solon Library Bills for October, 2023**

Starting balance from Expenditure Report dated 10/25/23

			Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ 748.91</b>		
Zoom inv#220770036 (Visa)	\$ 17.11		
Cricut monthly subscription(Visa)	\$ 10.59		
Total Spent	\$ 27.70	\$	100.00
<b>Remaining Balance</b>	<b>\$ 721.21</b>		
 <b>From Travel and Conference (62400)</b>	 <b>\$ 724.46</b>		
Total Spent	\$ -	\$	62.50
<b>Remaining Balance</b>	<b>\$ 724.46</b>		
 <b>From Building Maintenance (63100)</b>	 <b>\$ 7,675.55</b>		
\$5,000 allocated for reserve funds	\$ 5,000.00		Hidden balance for reserves
Budget Blinds, deposit for new window blinds, Quote#41262	\$ 1,450.00		To be reimbursed by Friends of Solon Public Library
Target, cleaning supplies (Visa)	\$ 5.36		
Amazon, trash bags for meeting room (Visa)	\$ 11.19		
Total Spent	\$ 1,466.55	\$	416.67
<b>Remaining Balance</b>	<b>\$ 1,209.00</b>		
 <b>From Org Vehicle/Equipment Maint AC (63320)</b>	 <b>\$ 4,416.31</b>		
Office Express, Brother MFCL3750CDW all-in-one color printer inv#29278	\$ 467.99		
AWE Learning, AWE Early Literacy all-in-one computer system inv#SOLON23001-1	\$ 3,381.00		
Amazon, Netgear 8-port gigabit ethernet plus switch (Visa)	\$ 34.99		
Google LLC, Google Workspace inv#4819935555 (Visa)	\$ 44.94		
Total Spent	\$ 3,928.92	\$	466.67
<b>Remaining Balance</b>	<b>\$ 487.39</b>		
 <b>From Utilities (63710)</b>	 <b>\$ 6,944.09</b>		
Alliant Energy	\$ 8.68		
Mid-American	\$ 11.44		
Total Spent	\$ 20.12	\$	583.33
<b>Remaining Balance</b>	<b>\$ 6,923.97</b>		
 <b>From Telephone/Internet (63730)</b>	 <b>\$ 4,005.61</b>		
ICN inv#681740	\$ 188.00		
Southslope inv#10348909	\$ 181.67		
Total Spent	\$ 369.67	\$	425.00
<b>Remaining Balance</b>	<b>\$ 3,635.94</b>		
 <b>From Data Bases (63731)</b>	 <b>\$ 1,566.22</b>		
World Trade Press, AtoZ databases, inv#679783	\$ 393.98		
Total Spent	\$ 393.98	\$	208.33
<b>Remaining Balance</b>	<b>\$ 1,172.24</b>		
 <b>From Publishing (64140)</b>	 <b>\$ 332.00</b>		
Total Spent	\$ -	\$	50.00
<b>Remaining Balance</b>	<b>\$ 332.00</b>		
 <b>From Educational Program (64340)</b>	 <b>\$ 10,522.17</b>		
Linda McCann, speaker fee inv#1009202301	\$ 125.00		
Gabriella Vogel, substitute storytime inv#StoryOCT23	\$ 54.00		
Solon Senior Support, September Chair Yoga inv#YogaSEP23	\$ 60.00		
Employee Reimbursement, adult program supplies	\$ 37.53		
Amazon, Teen program supplies (Visa)	\$ 29.80		
Amazon, Youth program supplies (Visa)	\$ 59.83		
AbeBooks, Adult program supplies (Visa)	\$ 10.60		
AbeBooks, Adult program supplies (Visa)	\$ 6.62		
Amazon, Adult program supplies (Visa)	\$ 9.33		
Amazon, Adult program supplies (Visa)	\$ 39.32		
Amazon, Youth program supplies (Visa)	\$ 18.98		
Amazon, Adult program supplies (Visa)	\$ 39.98		



Amazon, Adult program supplies (Visa)	\$	7.99	
Amazon, Adult program supplies (Visa)	\$	29.18	
Amazon, Youth program supplies (Visa)	\$	51.76	
Amazon, Teen program supplies (Visa)	\$	11.39	
Amazon, Teen program supplies (Visa)	\$	30.96	
Amazon, Teen program supplies (Visa)	\$	29.98	
Amazon, Teen program supplies (Visa)	\$	7.72	
Amazon, Winter Library Challenge supplies (Visa)	\$	125.00	
Amazon, Adult program supplies (Visa)	\$	38.38	
Casey's, Teen program supplies (Visa)	\$	11.98	
Good Vibes Café, Teen program supplies (Visa)	\$	10.00	
Sam's Mainstreet Market, Teen program supplies (Visa)	\$	4.44	
Target, Teen program supplies (Visa)	\$	84.26	
Target, Teen program supplies (Visa)	\$	2.43	
Target, Teen program supplies (Visa)	\$	1.45	
Target, Teen program supplies (Visa)	\$	101.26	
Yumei's Asian Market, Teen program supplies (Visa)	\$	8.56	
Zoetic Coffee, Teen program supplies (Visa)	\$	10.00	
Total Spent	\$	1,057.73	\$ 1,179.17
<b>Remaining Balance</b>	<b>\$</b>	<b>9,464.44</b>	

<b>From Library Books (65020)</b>	<b>\$</b>	<b>15,784.31</b>	
Baker & Taylor Inv#2037786333	\$	642.57	
Baker & Taylor Inv#2037794947	\$	232.39	
Baker & Taylor Inv#2037813971	\$	348.82	
Baker & Taylor Inv#2037835331	\$	282.88	
Baker & Taylor Inv#2037848555	\$	155.78	
Baker & Taylor Inv#2037864693	\$	118.23	
Broad Reach Books Inv#ARU0360394	\$	644.09	
HF Group, 19 bindery books, Inv#258847	\$	382.60	Cost split between Adult & Youth collection
Iowa Poetry Association, Inc, Lyrical Iowa 2023	\$	12.75	
Know Buddy Resources Inv#ARU0360410	\$	218.49	
Lakeview Books Inv#ARU0361033	\$	297.35	
Linda McCann, 2 books Inv#101023McCann	\$	35.00	25.00 Adult/10.00 Youth
Amazon, 2 adult books (Visa)	\$	34.99	
Amazon, 2 adult books (Visa)	\$	30.48	
Amazon, 1 adult book (Visa)	\$	9.99	
Amazon, 1 adult book (Visa)	\$	8.99	
Amazon, 1 adult book (Visa)	\$	13.59	
Amazon, 6 adult books (Visa)	\$	69.01	
Amazon, 1 adult book (Visa)	\$	14.59	
Amazon, 1 adult book (Visa)	\$	17.00	
Amazon, 2 adult books (Visa)	\$	27.41	
Amazon, 3 youth books (Visa)	\$	48.59	
Amazon, 1 youth book (Visa)	\$	20.95	
Amazon, 2 youth books (Visa)	\$	32.95	
Amazon, 1 youth book (Visa)	\$	10.49	
Amazon, 7 youth books (Visa)	\$	79.05	
Daydreams Comics, 5 youth books (Visa)	\$	53.56	
Total Spent	\$	3,842.59	\$ 2,000.00
<b>Remaining Balance</b>	<b>\$</b>	<b>11,941.72</b>	

<b>From Library Video Materials (65030)</b>	<b>\$</b>	<b>3,886.87</b>	
Baker & Taylor inv#T24212340	\$	45.48	
Baker & Taylor inv#H66267440	\$	40.57	
Baker & Taylor inv#H66447470	\$	18.19	
Baker & Taylor inv#66529270	\$	24.49	
MicroMarketing inv#934157	\$	197.46	
MicroMarketing inv#934476	\$	51.98	
MicroMarketing inv#934569	\$	18.85	
Amazon, Firestick and case (Visa)	\$	31.97	
Amazon, 2 DVDs (Visa)	\$	12.77	
Amazon, 1 DVD (Visa)	\$	19.96	
Amazon, 1 DVD (Visa)	\$	21.98	
Amazon, 1 digital movie (Visa)	\$	1.69	
Amazon, 2 DVDs (Visa)	\$	16.80	

Total Spent	\$	502.19	\$	404.17
<b>Remaining Balance</b>	<b>\$</b>	<b>3,384.68</b>		
<b>From Library Audio Materials (65040)</b>	<b>\$</b>	<b>3,999.97</b>		
Baker & Taylor Inv#2037813971	\$	22.00		
Baker & Taylor Inv#2037864693	\$	42.32		
Amazon, 1 audiobook CD (Visa)	\$	14.29		
Amazon, 1 audiobook CD (Visa)	\$	14.22		
Total Spent	\$	92.83	\$	416.67
<b>Remaining Balance</b>	<b>\$</b>	<b>3,907.14</b>		
<b>From Puzzles, Puppet Kits (65050)</b>	<b>\$</b>	<b>839.27</b>		
Amazon, Kindle Paperwhite, case and charger (Visa)	\$	249.91		
Amazon, cookie cutters sets (Visa)	\$	17.57		
Amazon, puppet kit books (Visa)	\$	14.21		
Amazon, 6 Me Reader kits (Visa)	\$	98.44		
Total Spent	\$	380.13	\$	100.00
<b>Remaining Balance</b>	<b>\$</b>	<b>459.14</b>		
<b>From Operating Supplies (65070)</b>	<b>\$</b>	<b>6,901.90</b>		
Office Express, 4 printer toner cartridges inv#29278	\$	377.96		
Office Express, 4 printer toner cartridges inv#28281	\$	411.96		
Amazon, 36-pack AAA batteries (Visa)	\$	13.01		
Amazon, 36-pack AAA batteries (Visa)	\$	13.01		
DEMCO, disc cleaning pads, book jacket cover (Visa)	\$	110.84		
DEMCO, book covering supplies (Visa)	\$	58.28		
DEMCO, labels and bookmarks (Visa)	\$	85.51		
Aldi, dish soap and vinegar (Visa)	\$	5.10		
Total Spent	\$	1,075.67	\$	750.00
<b>Remaining Balance</b>	<b>\$</b>	<b>5,826.23</b>		
<b>From Postage and Shipping (65080)</b>	<b>\$</b>	<b>593.59</b>		
Total Spent	\$	-	\$	75.00
<b>Remaining Balance</b>	<b>\$</b>	<b>593.59</b>		
<b>From Supplies (65990)</b>	<b>\$</b>	<b>220.00</b>		
Total Spent	\$	-	\$	20.83
<b>Remaining Balance</b>	<b>\$</b>	<b>220.00</b>		
<b>From Office Equipment (67250)</b>	<b>\$</b>	<b>3,206.43</b>		
Amazon, cricut vinyl (Visa)	\$	16.58		
Total Spent	\$	16.58	\$	333.33
<b>Remaining Balance</b>	<b>\$</b>	<b>3,189.85</b>		
<b>Trust and Agency (ALA Grant)</b>	<b>\$</b>	<b>10,000.00</b>		
The Eat Shop, Community Conversation refreshments (Visa)	\$	123.00		
Total Spent	\$	123.00		
<b>Remaining Balance</b>	<b>\$</b>	<b>9,877.00</b>		

ALA LTC Accessible Small &amp; Rural Libraries Grant

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2023 to 10/31/2023

	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	226,000.00	226,000.00	76,272.48	16,753.59	0.00	149,727.52	33.7
61100 FICA SOCIAL SECURITY	17,300.00	17,300.00	5,821.60	1,278.72	0.00	11,478.40	33.7
61200 FICA MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
61300 IPERS	21,335.00	21,335.00	7,200.13	1,581.53	0.00	14,134.87	33.7
61500 EMPLOYEE GROUP INSURANCE/ANNUI	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	1,200.00	1,200.00	451.09	27.70	0.00	748.91	37.6
62400 TRAVEL AND CONFERENCE	750.00	750.00	25.54	0.00	0.00	724.46	3.4
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	6,426.46	2,266.73	0.00	3,573.54	64.3
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	1,183.69	44.94	0.00	4,416.31	21.1
63710 UTILITIES	7,000.00	7,000.00	76.03	20.12	0.00	6,923.97	1.1
63730 TELEPHONE/INTERNET	5,100.00	5,100.00	1,470.06	375.67	0.00	3,629.94	28.8
63731 DATA BASES	2,500.00	2,500.00	933.78	0.00	0.00	1,566.22	37.4
64080 INSURANCE	16,850.00	16,850.00	2,111.61	692.33	0.00	14,738.39	12.5
64140 PUBLISHING	600.00	600.00	268.00	268.00	0.00	332.00	44.7
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	3,627.83	678.90	0.00	10,522.17	25.6
65020 LIBRARY BOOKS	24,000.00	24,000.00	8,215.69	3,218.23	0.00	15,784.31	34.2
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	963.13	390.11	0.00	3,886.87	19.9
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	1,000.03	112.01	0.00	3,999.97	20.0
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	360.73	21.05	0.00	839.27	30.1
65070 OPERATING SUPPLIES	9,000.00	9,000.00	2,098.10	500.69	0.00	6,901.90	23.3
65080 POSTAGE AND SHIPPING	900.00	900.00	306.41	0.00	0.00	593.59	34.0
65990 SUPPLIES	250.00	250.00	30.00	30.00	0.00	220.00	12.0
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	793.57	377.38	0.00	3,206.43	19.8
<b>LIBRARY SERVICES</b>	<b>393,585.00</b>	<b>393,585.00</b>	<b>119,635.96</b>	<b>28,637.70</b>	<b>0.00</b>	<b>273,949.04</b>	<b>30.4</b>
Expenditures	393,585.00	393,585.00	119,635.96	28,637.70	0.00	273,949.04	30.4
<b>Grand Total Net Effect:</b>	<b>-393,585.00</b>	<b>-393,585.00</b>	<b>-119,635.96</b>	<b>-28,637.70</b>	<b>0.00</b>	<b>-273,949.04</b>	



EXPENDITURE REPORT

City of Solon

Page: 1  
10/25/2023  
8:29 am

For the Period: 7/1/2023 to 10/31/2023

	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	357.78	0.00	0.00	142.22	71.6
64380 BANK SERVICE CHARGE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
64990 MISC. CONTRACT WORK	0.00	0.00	0.00	0.00	0.00	0.00	0.0
65020 LIBRARY BOOKS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
65030 LIBRARY VIDEO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
65040 LIBRARY AUDIO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
65080 POSTAGE AND SHIPPING	0.00	0.00	0.00	0.00	0.00	0.00	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
67300 LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.0
67500 BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
<b>TRUST &amp; AGENCY LIBRARY BLDG TR</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>3,735.51</b>	<b>0.00</b>	<b>0.00</b>	<b>6,764.49</b>	<b>35.6</b>
Expenditures	10,500.00	10,500.00	3,735.51	0.00	0.00	6,764.49	35.6
<b>Grand Total Net Effect:</b>	<b>-10,500.00</b>	<b>-10,500.00</b>	<b>-3,735.51</b>	<b>0.00</b>	<b>0.00</b>	<b>-6,764.49</b>	

**Solon Public Library Foundation - Solon State Bank  
Treasurer's Report  
September 27, 2023**

Beginning Balance		\$ 17,748.58
Income:		
Expenses:		
Ending Balance		\$ 17,748.58

**Solon Public Library Foundation - Greenstate  
Treasurer's Report  
September 27, 2023**

Beginning Balance		\$ -
Income:		
Expenses:		
Savings Balance		\$ 5.54

**Solon Public Library Foundation Scholarship Account  
Treasurer's Report  
September 27, 2023**

Beginning Balance		\$ 1,000.00
Income:		
Expenses:		
Ending Balance		\$ 1,000.00



Statement of Activity  
 Solon Public Library Foundation Education Endowment Fund  
 July 01, 2023 through September 30, 2023

<b>Beginning Balance</b>	<b>\$26,231.47</b>
<b><u>Income</u></b>	
Donations	\$75.00
Interest and Dividends	\$114.92
Realized Gain - Loss	\$33.99
Unrealized Gain - Loss	\$-1,021.38
<b>Total Fund Income</b>	<b><u>\$-797.47</u></b>
<b><u>Expenses</u></b>	
Administrative Fee	\$78.68
Investment Mgmt Fee	\$22.84
Online Payment Processing	\$3.09
<b>Total Fund Expenses</b>	<b><u>\$104.61</u></b>
<b>Ending Balance</b>	<b><u><u>\$25,329.39</u></u></b>

**Activity Detail**

**Donations**

<u>Date</u>	<u>Donor</u>	<u>Amount</u>
2023-07-14	King, Robert	\$25.00
2023-08-14	King, Robert	\$25.00
2023-09-14	King, Robert	\$25.00
		<u>\$25.00</u>

**Total Donations**

**\$75.00**

**Grants**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
n/a	n/an/a	\$n/a

**Total Grants**

**\$0.00**



**Portfolio Snapshot**  
 Combined Account Portfolio

Solon Public Library Foundation

Period: 8/29/22-9/30/23

Summary As of: 9/30/23 **Portfolio Performance**

PORTFOLIO **\$72,608**

	SELECTED PERIOD (\$)	LAST QUARTER (\$)	YEAR TO DATE (\$)	LAST YEAR (\$)	SINCE START DATE (\$)
<b>GAIN/LOSS</b>	<b>8/29/22 - 9/30/23</b>	<b>Q2,23</b>	<b>9/30/23</b>	<b>2022</b>	<b>8/29/22</b>
Beginning Value	0	72,278	69,263	0	0
Net Contribution	70,000	0	0	70,000	70,000
Change in Value	2,608	2,850	3,345	-737	2,608
Ending Value	72,608	75,127	72,608	69,263	72,608
<b>Return</b>	<b>3.41%</b>	<b>3.94%</b>	<b>4.83%</b>	<b>-1.05%</b>	<b>3.41%</b>

**Account Performance**

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
[REDACTED]	8/29/22	72,608	100.00	8/29/22 - 9/30/23 3.41	Q2,23 3.94	9/30/23 4.83	2022 -1.05%	3.41

Accounts are not custodied at Cambridge. The data is provided from various sources, please refer to the disclosure for detail.

Prepared by: Solon Public Library Foundation

Created on: 10/23/23.

Incomplete if presented without accompanying disclosure pages





- Established in 1992, the Friends of the Library is a nonprofit advocacy organization which supports the library and helps to provide for activities and materials not covered by the Library's operating budget. Our volunteer members advocate, educate, and raise funds on behalf of the library, its patrons, and the community. Anyone can become a Friend of the Library by paying a small annual membership fee.

**Friends of the Solon Public Library Board**

*One year terms expire in October of every year. Membership Meeting & Board Election is held in October.*

- Susan Scott (President)
- Rene Paine (Vice President)
- Susan Lee (Secretary)
- John Lamantia (Treasurer)
- Paul Saupe (Membership Coordinator/Landscaping Committee)
- Wayne Wurzer
- Barb Duncan



**Board of Trustees** – Trustees advocate for the Library in the community in many ways, like increasing funding, ensuring the Library is meeting the needs of the community, and planning for the future. Regular meetings of the Library Board of Trustees are held at 6:30 pm on the last Monday of each month. These meetings are open to the public. Trustees are appointed by the Mayor and Johnson County Board of Supervisors. *The Board consists of four City and three Rural representatives, and is subject to the Iowa Code's Gender Balance Law. 4-year terms, end in December of listed year.*

- March Sutton, President, City resident, term expires 12/31/23
- Sandra Lawrence, Vice President, County resident, term expires 12/31/23
- Charlene Cosgrove, Secretary, City resident, term expires 12/31/25
- Bill Christensen, County resident, term expires 12/31/24
- Jen Fetzer, City resident, term expires 12/31/25
- Janet Salathiel, City resident, term expires 12/31/24
- Steve Fisher, County resident, term expires 12/31/26



- Established in 2004, The Solon Public Library Foundation is a non-profit organization that provides support for library programs and long-range building plans. Since the opening of the new library building in 2001, the growth in use of the facility has exceeded all expectations. To support this growth and maintain a viable community library, the Foundation is organized to solicit donations, accept gifts, and manage these funds carefully to support long-term growth in library service.

**Library Foundation Board Members (3-year terms)**

- Bob King – Interim President
- Christine Steinbrech - Treasurer
- Kris Brown - Secretary
- Sandy Phillips

**New Members welcome to fill vacancies on this Board**

## Joint Meeting of Solon Library Boards - October 16, 2023

### Attending -

<b>Friends:</b>	<b>Library Board:</b>	<b>Foundation:</b>
Susan Scott	Sandy Lawrence	Bob King
Rene Paine	Janet Salathiel	Kris Brown
Susan Lee	Jen Fetzer	Sandy Phillips
John Lamantia	Charlene Cosgrove	
Paul Saupe	Steve Fisher	Library Director:
Barb Duncan		Liz King
Wayne Wurzer		

The Friends of the Library hosted the meeting this year. Liz King provided the welcome. She enthusiastically thanked everyone there for their support of the library in time, energy and funding.

### Recap of Friends activities this year:

- Area Master Gardeners have taken over the landscaping around the library. Deb Gaddis has provided the lead with the guidance of Chris Schlotfelt. Funding is still provided by the Friends, from a special account for that purpose but they received many plant donations this year.
- The Friends held their annual fundraisers this year which included the spring book sale, the city-wide garage sale, the Halloween costume sale and coming soon will be the puzzle and holiday sale. They have changed from pricing individual items at their sales to free will donations and they have been pleased with the results.
- Last November, the Friends held a special book sale with materials in honor of and from Ron Ikan.
- The Friends continue to sell Grant Wood prints and notecards. The book cart in the lobby also provides a small but steady income.
- Funds raised from these sales allowed the Friends to provide a generous donation to support the summer reading program and they will be replacing the blinds in the meeting room. They also have purchased lunch for the staff when they have their in-service days. Gift cards for the staff are also purchased for the holidays.
- The Friends provide an updated restaurant guide available at the library.



Recap of Library Board activities:

- The Library Board has three new members this year: Janet Salathiel, Charlene Cosgrove and Steve Fisher.
- The Library Board has spent much of their time working on an updated long-range plan. This process required several meetings with community members, input from the staff, etc. before then writing the goals and objectives for the strategic plan. The three areas that the Library Board chose to focus on are: providing the Solon community with a comfortable place to visit, helping to inform our citizens so they get to know their community, and celebrating diversity.
- One of the projects that is still a work in progress is to make the parking lot more accessible for library visitors in wheelchairs.
- The Library Board has felt very positive about the rebound in library participation and how it's increased since the pandemic.

Recap of Foundation activities:

- The Foundation completed their investment policy. After reviewing options, a portion of their funds were invested with Shelly Prybil at Integrity Financial in Solon. A smaller amount was invested with the Johnson County Community foundation to provide educational scholarships and related projects. Donations can be made to this fund from the Foundation library page.
- The Foundation purchased a mobile computer lab for the library with 15 Chromebooks.
- In addition to the two \$500 scholarships that the Foundation awards each year to graduating Solon high school students, the Foundation added a \$500 grant for a member of the library staff to use for professional development.

Library Director comments:

- With the addition of Lily Smith (youth services) and Madison Knupp (teen services) to the staff this year, Liz feels that she has a great group to work with. They are advertising for a Library Clerk to work 10 hours a week at



the circulation desk. This position will include some evenings but no programming.

- Following the requirements of the \$10,000 accessibility grant that the Solon Library received from ALA, the library held their first community meeting to gather advice from older patrons who may have challenges in accessing the library services. The library is also collecting input through a paper and on-line survey. A first report is due in November.
- The library staff is helping with the Monster Mash Bash which will be held Saturday, Oct. 28th from 3-7 PM. Expanded activities beyond the trunk or treat area will include food trucks, inflatable bouncers and other kid activities.
- Liz needs help with preparation for the gingerbread houses again this year. If anyone would like to help with frosting (it helps to have a stand mixer), Liz will provide the ingredients. Contact her if you are interested.
- Library staff is providing a series of Tech Talk events using the new computer lab. This Thursday the focus is on emails.
- 51 new patrons were added in September!

The evening ended with a brief discussion on the effect of state adjustments in property taxes. So far there has been little negative effect on library funding.

The gathering adjourned to enjoy refreshments provided by the Friends.