

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

Zoom Invite: <https://us02web.zoom.us/j/85236336252>

Meeting ID: 852 3633 6252

Call to order

Approval of the agenda

Approval of the minutes

- October 30, 2023

Citizen's Speak

Committee reports

- Building: Radon Remediation, Parking Lot
- Finance: CD to Mature 1/2/2024; action to be addressed in New Business
- Johnson County Liaison
- City Liaison
- Board of Trustees Continuing Education

Directors Report

Approval of Bills

- November 2023

Review of Foundation reports (November 2023)

Old Business

- FY25 Budget Discussion and approval
- DEI Statement Discussion and possible approval
- Library Clerk: Erika Billerbeck started November 15, 2023

New Business

- CD to Mature 1/2/2024
- Virtual Meeting Room Policy (New Policy)
- Review of Citizen Speak Policy (Created in 2020)
- Johnson County Legislators Reception at North Liberty Library: Thursday, November 30th 5:30 - 6:30 pm.
- 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_yRxwG90dSxe04uIN9eIBOQ#/registration

Next Meeting: **Monday, January 29, 2024 at 6:30 pm**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes October 30, 2023

Call to Order

The regular meeting of the Solon Public Library Board was called to order by Sandy Lawrence at 6:35 p.m.

Present

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

Absent

None

Approval of Agenda

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

Approval of Minutes

The minutes of the previous meeting were unanimously approved as corrected. (Jen Fetzer attended 9/25/23 Board Meeting)

- September 25, 2023. (Janet/Steve)

Citizen's Speak and Correspondence

Citizen's Speak none. Correspondence none

Committee Reports

- **Building:**

The Radon Mitigation is not at a satisfactory level. Additional mitigation is necessary before official testing can be done.

The parking lot's need for additional handicap parking has not been decided. Liz has the support of the board to present her recommendation that a third handicap stall be created on the level area of the existing parking lot. This would be for a van type parking spot. \$8000 has been put in the Building Maintenance budget to cover the cost.

- **Finance:** Jen reported that we have a CD due January 2024 at Bridge Bank. Since we do not meet in December this will need to be discussed in the November meeting.

- **Johnson County Liaison:** Sandy has not seen where there are any board vacancies listed. She will contact Cami after November 1st to inquire.

- **City of Solon Liaison:** Cole reported that the Handicap Parking and Radon situations are progressing. Cole also wanted to remind the board that soon there will be a new councilperson and a possible new mayor. These are changes that may affect future decisions.

The Solon Public Library Board

- **Board of Trustees Continuing Education:** Sandy and Liz reported on the Webinar Boardroom Series Intersections (Part 2). Sandy found the questions asked very interesting and reinforced how fortunate Solon is with its city help. Liz remarked that the perspective that all money provided to the Library is City & County, was very helpful. It explained how Libraries are part of the city, not a separate entity.

Library Director's Report

A written report is included in the Board packet.

Approval of Bills

The October 2023 bills were unanimously approved for payment as presented. (Char/Janet)

Review of Foundation Report

The Foundation Report was reviewed.

Old Business

Joint Library Boards Meeting Recap - the meeting was well attended by all boards. Chris Brown furnished us with a helpful summary of the meeting which gave an overview of the different boards yearly activities.

New Business

- **DEI Statement Review** - Liz handed us two examples of Statements of Diversity Equity and Inclusion to look over. This is in preparation of creating our own Statement.
- **FY25** - The Board was given a first look at the proposed FY25 Budget. It will be revisited at the November Meeting.
- **Board Members Terms Expiring** - In December 2023 March Sutton and Sandy Lawrence will be ending their terms. Sandy plans to turn in her application for another term on the board and a city position will be open for a new member.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration.

Next Month's Agenda

- DEI Statement
- FY25 Budget
- CD Maturing

Adjournment

The meeting was adjourned at 7:30 p.m. (Jen/Bill)

Next Meeting

Regular Meeting: Monday, November 27, 2023 at 6:30 p.m.

Submitted by

Char Cosgrove

Director's Report November 2023

In November 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 which will occur on November 29th. The Friends will host their annual Holiday Puzzle Sale on Saturday, December 2nd in the Library Community Meeting Room, and the Foundation will sell Luminaries at the Community Festival of Trees.

The Solon Women's Club is sponsoring their annual Holiday Tree and Wreath Decorating Contest and Silent Auction at the library. We are happy to be hosting the event and sharing the festive decorations with our community. The silent auction ends on Saturday, December 9th and the proceeds will assist with the purchase of our new AWE Early Literacy Computer Station. Our previous model was purchased second hand from another library and saw daily use by our youngest patrons. It stopped working this fall, and needed to be replaced. The library is a collection site for Toys for Tots. Be sure to drop off your donations of new, unwrapped toys by Monday, December 11th. We will also be participating in the Community Festival of Trees again this year.

I hosted our quarterly Johnson County Public Libraries Directors meeting on November 7 in our Community Meeting Room. Plans were discussed for the annual Johnson County Legislators Reception to be held on Thursday, November 27th from 5:30 - 6:30 pm at the North Liberty Public Library. The theme this year is From Literacy to Liberation: Empowering Communities through Free Libraries. Each Board member is invited to attend this gathering of fellow Johnson County Library Trustees and our Legislators to build community connections.

We are very excited to welcome our new Library Clerk, Erika Billerbeck to our team. Erika is a Conservation Officer with Iowa DNR, published author of *Wildland Sentinel: Field Notes from an Iowa Conservation Officer*, an enthusiastic reader, and supporter of public libraries. Erika will be working on Monday and Wednesday evenings. I am very grateful to our staff members who participated in the interview process and will share their experience and knowledge with Erika as she learns more about her new position.

This month we celebrated DINOVENBER in our storytimes, hidden pictures, displays, a special dinosaur hunt around the library, and the opportunity to check out one of Jack Neuzil's wooden dinosaurs each week. Lily traveled to the Solon Care Center to provide their second quarterly Inter-Generational Storytime to the delight of the residents who enjoyed the familiar stories and music. Lily partnered with Johnson County Affordable Housing Coalition who will host an Accessory Dwelling Unit (ADU) Lego Competition during the week leading up to Thanksgiving.

Based on community requests for a writing program, Alexis designed a weekly program inspired by NaNoWriMo (National Novel Writing Month) involving local university writing professors to provide time, space, guidance, and feedback for local writers. This creative group plans to continue meeting to support and encourage each other beyond the guided programs in

November. Our third monthly Tech Talk program assisted patrons with using Facebook safely and effectively.

Madison continues to nurture the Teen Advisory Board (TAB) and provide the opportunity for each of them to have input on our teen programming. Thanks to their feedback and suggestions, our weekly Teen "Your Space" will be updated to "Switch and Social" in January. The teens gathered the week before Thanksgiving to create and enjoy Snack Boards.

Sherri provided staff training on the inventory process within VERSO (our catalog management system). She is our resident expert on this catalog system and her knowledge and experience will be very helpful as the collection managers inventory each of their collections. The last inventory was completed in 2017. We hope to have this inventory process complete prior to the start of our Summer Reading Program.

Megan attended a Library Branding Seminar hosted by the State Library of Iowa at Marion Public Library. This seminar provided the opportunity to collaborate with other Library communications professionals and explore the new Marion Public Library building. Megan's creative, consistent, and effective communication about our Library resources and programs meets our Strategic Plan objective to ensure we have an informed community.

Looking to December, Winter Library Challenge will begin December 1 and run through January 31. The whole goal of this program is to encourage patrons to experience all there is to borrow, learn, and do at our library. For each activity you choose, there will be a secret code to record. Four codes equals a full slip which earns you a small prize and entry for a grand prize. There is literally something for everyone! I encourage you to challenge yourself and win this WINTER! We will be hosting our annual Gingerbread House Workshops in person on Saturday December 9th along with Saturday Storytime and Fun For All Night. We are also busy preparing for our Noon Year's Eve celebration event on Saturday, December 30th which will be held at the UMC Family Life Center Gym. Volunteers are invited to come help with all the fun activities.

As we all take a moment to share our gratitude for the blessings in our lives, we want to thank the Board of Trustees, Friends of the Library, and the Foundation for their support of our Library. We wish each member of our community a very Happy Thanksgiving.

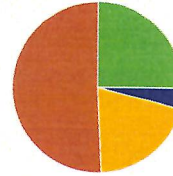
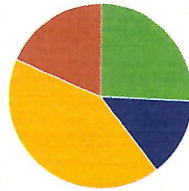
Sincerely,

Liz King
Director, Solon Public Library

July

Overview

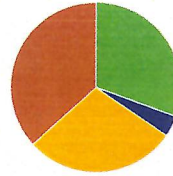
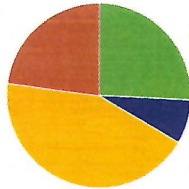
All Children Programs	11	25.58%	All Children Participants	341	25%
Young Adult Programs	6	13.95%	Young Adult Participants	52	3.81%
Adult Programs	18	41.86%	Adult Participants	279	20.45%
General Interest Programs	8	18.6%	General Interest Participants	692	50.73%
Total Programs	43		Total Participants	1364	



August

Overview

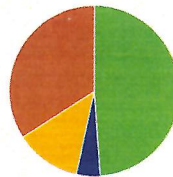
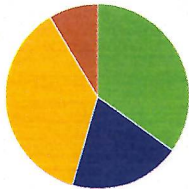
All Children Programs	10	25.64%	All Children Participants	277	30.47%
Young Adult Programs	3	7.69%	Young Adult Participants	36	3.96%
Adult Programs	17	43.59%	Adult Participants	261	28.71%
General Interest Programs	9	23.08%	General Interest Participants	335	36.85%
Total Programs	39		Total Participants	909	



September

Overview

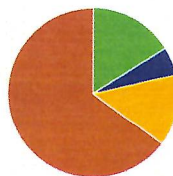
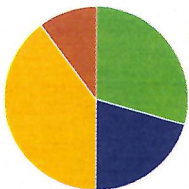
All Children Programs	16	34.78%	All Children Participants	954	48.85%
Young Adult Programs	9	19.57%	Young Adult Participants	87	4.45%
Adult Programs	17	36.96%	Adult Participants	244	12.49%
General Interest Programs	4	8.7%	General Interest Participants	668	34.2%
Total Programs	46		Total Participants	1953	



October

Overview

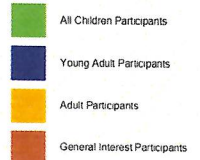
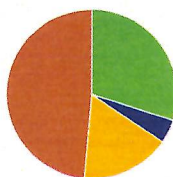
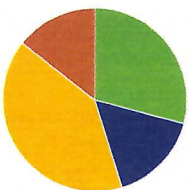
All Children Programs	17	29.31%	All Children Participants	356	15.98%
Young Adult Programs	12	20.69%	Young Adult Participants	117	5.25%
Adult Programs	23	39.66%	Adult Participants	307	13.78%
General Interest Programs	6	10.34%	General Interest Participants	1448	64.99%
Total Programs	58		Total Participants	2228	



Year in Review

Overview

All Children Programs	54	29.03%	All Children Participants	1928	29.87%
Young Adult Programs	30	16.13%	Young Adult Participants	292	4.52%
Adult Programs	75	40.32%	Adult Participants	1091	16.9%
General Interest Programs	27	14.52%	General Interest Participants	3143	48.7%
Total Programs	186		Total Participants	6454	



	A	B	C	E	F	G
1	Title	Age	Type	Category	In-person Attendees	Event Start Date
2	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	17	Oct 2 2023 / 12:30 pm
3	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	19	Oct 4 2023 / 10:00 am
4	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	16	Oct 9 2023 / 12:30 pm
5	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	18	Oct 11 2023 / 10:00 am
6	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	13	Oct 16 2023 / 12:30 pm
7	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	18	Oct 18 2023 / 10:00 am
8	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	10	Oct 23 2023 / 12:30 pm
9	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	18	Oct 25 2023 / 10:00 am
10	Chair Yoga	Adult (Ages 19+)	In Person	Adult Programs	17	Oct 30 2023 / 12:30 pm
11				Total Chair Yoga	146	
12	Coffee & Community Conversations	Adult (Ages 19+)	In Person	Adult Programs	16	Oct 11 2023 / 9:00 am
13	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	11	Oct 4 2023 / 9:00 am
14	Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	14	Oct 18 2023 / 9:00 am
15				Total Coffee & Conversations	41	
16	Adult Game Night	Adult (Ages 19+)	In Person	Adult Programs	7	Oct 26 2023 / 6:30 pm
17	Author Visit - Linda Betsinger McCann	Adult (Ages 19+)	In Person	Adult Programs	5	Oct 9 2023 / 2:30 pm
18	Book Club - The Nightingale	Adult (Ages 19+)	In Person	Adult Programs	6	Oct 17 2023 / 6:30 pm
19	Cookbook Club	Adult (Ages 19+)	In Person	Adult Programs	18	Oct 21 2023 / 11:00 am
20	CRAFT DAY: Coffee & Conversations	Adult (Ages 19+)	In Person	Adult Programs	14	Oct 25 2023 / 9:00 am
21	DIY Night - Wire Wrapped Jewelry	Adult (Ages 19+)	In Person	Adult Programs	21	Oct 10 2023 / 6:30 pm
22	KNIT LIT	Adult (Ages 19+)	In Person	Adult Programs	5	Oct 4 2023 / 6:30 pm
23	Tech Talk: Email Basics	Adult (Ages 19+)	In Person	Adult Programs	5	Oct 19 2023 / 9:30 am
24	Trivia Night	Adult (Ages 19+)	In Person	Adult Programs	25	Oct 27 2023 / 6:30 pm
25	Will and Estate Planning at Solon Retirement Village	Adult (Ages 19+)	In Person	Off Site	14	Oct 9 2023 / 1:30 pm
26				Total Adult Programs	307	
27	Baby Time	Children (Ages 0-5)	In Person	Baby Time	8	Oct 10 2023 / 9:15 am
28	Baby Time	Children (Ages 0-5)	In Person	Baby Time	9	Oct 17 2023 / 9:15 am
29	Baby Time	Children (Ages 0-5)	In Person	Baby Time	3	Oct 24 2023 / 9:15 am
30	Baby Time	Children (Ages 0-5)	In Person	Baby Time	5	Oct 31 2023 / 9:15 am
31				Total Baby Time	25	
32	Storytime: Halloween!	Children (Ages 0-5)	In Person	Storytime	9	Oct 31 2023 / 10:30 am
33	Storytime: Mice	Children (Ages 0-5)	In Person	Storytime	27	Oct 10 2023 / 10:30 am
34	Family Storytime	Children (Ages 0-5)	In Person	Storytime	12	Oct 14 2023 / 10:30 am
35	Storytime: Owls	Children (Ages 0-5)	In Person	Storytime	37	Oct 24 2023 / 10:30 am
36	Storytime: Squirrels	Children (Ages 0-5)	In Person	Storytime	29	Oct 17 2023 / 10:30 am
37				Total Storytime	114	
38	Spartan ECC Outreach	Children (Ages 0-5)	In Person	Off Site	39	Oct 6 2023 / 9:00 am
39	1 000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Family	13	Oct 19 2023 / 5:00 pm
40	BAM POW: Build It - Robot Challenges	Children (Ages 6-11)	In Person	BAM POW	39	Oct 5 2023 / 1:45 pm
41	BAM POW: Make It - Perler Bead Crafts	Children (Ages 6-11)	In Person	BAM POW	29	Oct 12 2023 / 1:45 pm
42	BAM POW: Play It - Halloween Trivia BINGO	Children (Ages 6-11)	In Person	BAM POW	50	Oct 19 2023 / 1:45 pm
43	BAM POW: Slime Potions & Bubbles - Silly Spooky	Children (Ages 6-11)	In Person	BAM POW	47	Oct 26 2023 / 1:45 pm
44				Total BAM POW	165	
45	[Month] Coloring Challenge	General Interest	Passive Program	Family	93	Oct 1 2023 / 4:00 pm
46	Friends of the Library Halloween Sale	General Interest	Other	Family	0	Oct 7 2023 / 8:00 am
47	Fun For All Night	General Interest	In Person	Off Site	98	Oct 14 2023 / 6:00 pm
48	Great Pumpkin Decorating Contest	General Interest	Passive Program	Family	24	Oct 2 2023 / 9:00 am
49	Let's Go LEGO!	General Interest	Passive Program	Family	13	Oct 1 2023 / 2:00 pm
50	Mental Health 101 Series: Guest Speaker Karen Smi	General Interest	In Person	Adult Programs	20	Oct 12 2023 / 6:00 pm
51	Monster Mash Bash at Solon Recreation and Nature	General Interest	In Person	Off Site	1200	Oct 28 2023 / 3:00 pm
52	Open from 9 AM to 4 PM	General Interest	Other	Reduced Hours	0	Oct 31 2023 / 9:00 am
53	CATS: After Hours Halloween Party	Young Adult (Ages 12-18)	In Person	Teens	13	Oct 31 2023 / 5:00 pm
54	CATS: Halloween Crafts	Young Adult (Ages 12-18)	In Person	Teens	15	Oct 12 2023 / 4:45 pm
55	CATS: Haunted Gingerbread Houses	Young Adult (Ages 12-18)	In Person	Teens	12	Oct 26 2023 / 4:45 pm
56	CATS: Manga Club	Young Adult (Ages 12-18)	In Person	Teens	8	Oct 2 2023 / 3:30 pm
57	Manga Me	Young Adult (Ages 12-18)	Passive Program	Teens	3	Oct 1 2023 / 11:00 am
58	Sticky Note Debate	Young Adult (Ages 12-18)	Passive Program	Teens	10	Oct 1 2023 / 4:00 pm
59	Teen Advisory Board Meeting	Young Adult (Ages 12-18)	In Person	Teens	3	Oct 3 2023 / 5:30 pm
60	Teen Library Book Bundle	Young Adult (Ages 12-18)	Passive Program	Teens	1	Oct 1 2023 / 6:00 pm
61	Your Space	Young Adult (Ages 12-18)	In Person	Teens	10	Oct 3 2023 / 3:30 pm
62	Your Space	Young Adult (Ages 12-18)	In Person	Teens	10	Oct 10 2023 / 3:30 pm
63	Your Space	Young Adult (Ages 12-18)	In Person	Teens	15	Oct 17 2023 / 3:30 pm
64	Your Space	Young Adult (Ages 12-18)	In Person	Teens	17	Oct 24 2023 / 3:30 pm
65				Total Teens	117	

Patron PC Logins by Day and Hour

Dates: Sunday October 1, 2023 - Tuesday October 31, 2023 Times: 9:00am to 7:00pm

Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev
Sun Oct 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Oct 2	0	1	0	0	0	1	2	2	2	0	0	8	1	0	2	0	0	1
Tue Oct 3	0	2	3	0	1	0	3	7	0	0	0	16	2	0	7	0	0	2
Wed Oct 4	0	0	0	1	0	0	6	1	4	0	0	12	1	0	6	0	0	2
Thu Oct 5	2	0	0	0	8	21	13	7	0	0	0	51	5	0	21	0	0	7
Fri Oct 6	0	0	0	1	0	0	3	3	0	0	0	7	1	0	3	0	0	1
Sat Oct 7	0	2	0	0	1	2	0	0	0	0	0	5	1	0	2	0	0	1
Sun Oct 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Oct 9	0	1	0	1	1	1	0	0	0	0	0	4	0	0	1	0	0	1
Tue Oct 10	0	3	0	2	0	1	5	5	1	1	0	18	2	0	5	1	0	2
Wed Oct 11	0	0	0	0	2	0	2	7	0	1	0	12	1	0	7	0	0	2
Thu Oct 12	1	0	0	0	8	20	16	10	3	0	0	58	5	0	20	1	0	7
Fri Oct 13	0	4	1	0	0	2	3	0	0	0	0	10	1	0	4	0	0	1
Sat Oct 14	0	0	1	1	0	1	2	5	0	0	0	10	1	0	5	0	0	2
Sun Oct 15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Oct 16	0	0	0	0	0	0	5	1	0	0	0	6	1	0	5	0	0	2
Tue Oct 17	0	2	0	0	2	0	6	2	0	2	0	14	1	0	6	0	0	2
Wed Oct 18	0	0	0	0	0	1	3	2	1	2	0	9	1	0	3	0	0	1
Thu Oct 19	0	0	0	2	6	20	17	6	5	0	0	56	5	0	20	2	0	7
Fri Oct 20	0	0	0	0	2	0	0	0	0	0	0	2	0	0	2	0	0	1
Sat Oct 21	0	0	2	0	2	0	0	2	0	0	0	6	1	0	2	0	0	1
Sun Oct 22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Oct 23	0	0	0	0	0	0	2	4	6	0	0	12	1	0	6	0	0	2
Tue Oct 24	0	2	2	0	0	0	9	0	0	0	0	13	1	0	9	0	0	3
Wed Oct 25	0	1	0	1	1	1	4	1	0	3	0	12	1	0	4	1	1	1
Thu Oct 26	0	0	0	1	9	21	20	3	0	0	0	54	5	0	21	0	0	8
Fri Oct 27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Oct 28	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0	0	0
Sun Oct 29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Oct 30	0	0	0	1	0	0	0	2	0	0	0	3	0	0	2	0	0	1
Tue Oct 31	0	3	1	0	0	2	5	0	0	0	0	11	1	0	5	0	0	2
Total	3	21	10	11	43	95	119	77	22	9	0	410						
Average	0.1	0.7	0.3	0.4	1.4	3.1	3.8	2.5	0.7	0.3	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	4	3	2	9	21	20	10	6	3	0							
Median	0	0	0	0	0	0	2	1	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Dev	0.4	1.1	0.7	0.6	2.6	6.7	5.3	3	1.6	0.7	0							

Solon Library Bills for November, 2023

Starting balance from Expenditure Report dated 11/20/23

		Monthly Avg
From Dues, Membership & Magazines (62100) \$	721.21	
Zoom inv#224936868 (Visa) \$	17.11	
Cricut monthly subscription(Visa) \$	10.59	
ALA Annual Membership for Liz (Visa) \$	162.00	
Total Spent \$	189.70	\$ 100.00
Remaining Balance \$	531.51	
From Travel and Conference (62400) \$	724.46	
Employee Reimbursement for travel to conference at Marion PL \$	28.69	
Total Spent \$	28.69	\$ 62.50
Remaining Balance \$	695.77	
From Building Maintenance (63100) \$	3,372.15	
\$5,000 allocated for reserve funds \$	5,000.00	Hidden balance for reserves
Solon Hardware Store, CLR cleaner inv#073276 \$	6.99	
Gierke Robinson Company, Inc., sealant for basement inv#5127657 \$	38.46	
Office Express, trash bags inv#33170 \$	18.64	
Amazon, 24 furnace filters (Visa) \$	146.38	
Amazon, carpet tape (Visa) \$	6.84	
Amazon, cleaning supplies (Visa) \$	17.94	
ALDI, floor cleaner (Visa) \$	8.50	
Total Spent \$	243.75	\$ 416.67
Remaining Balance \$	(1,871.60)	
From Org Vehicle/Equipment Maint AC (63320) \$	487.39	
Google LLC, Google Workspace inv#4835059971 (Visa) \$	44.94	
Total Spent \$	44.94	\$ 466.67
Remaining Balance \$	442.45	
From Utilities (63710) \$	6,923.97	
Alliant Energy \$	10.89	
Mid-American \$	19.31	
Total Spent \$	30.20	\$ 583.33
Remaining Balance \$	6,893.77	
From Telephone/Internet (63730) \$	3,629.94	
ICN inv#683618 \$	188.00	
Southslope inv#10595207 \$	179.61	
Total Spent \$	367.61	\$ 425.00
Remaining Balance \$	3,262.33	
From Data Bases (63731) \$	1,172.24	
Total Spent \$	-	\$ 208.33
Remaining Balance \$	1,172.24	
From Publishing (64140) \$	332.00	
Total Spent \$	-	\$ 50.00
Remaining Balance \$	332.00	
From Educational Program (64340) \$	9,464.44	
Taney Kurth, Speakers Fee for 4 NaNoWriMo Programs inv#1101202302 \$	200.00	
Robert Peck, Speakers Fee for 4 NaNoWriMo Programs inv#1101202301 \$	200.00	
Solon Senior Support, October Chair Yoga inv#YogaOCT23 \$	60.00	
Karen Smith, Speakers fee for Mental Health 101 Program, inv#10122023 \$	90.00	
Amazon, Youth program supplies (Visa) \$	19.99	
Amazon, Adult program supplies (Visa) \$	19.98	
Amazon, Youth program supplies (Visa) \$	41.44	
Amazon, Youth program supplies (Visa) \$	53.44	

Amazon, Teen program supplies (Visa)	\$	24.97	
Amazon, Youth program supplies (Visa)	\$	15.58	
Amazon, Adult program supplies (Visa)	\$	6.99	
Amazon, Adult program supplies (Visa)	\$	18.15	
ALDI, Youth program supplies (Visa)	\$	39.41	
Casey's General Store, Teen program supplies (Visa)	\$	44.92	
Dollar Tree, Youth program supplies (Visa)	\$	17.70	
Dollar Tree, Youth program supplies (Visa)	\$	15.00	
HyVee, Youth program supplies (Visa)	\$	30.86	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$	17.87	
Sam's Mainstreet Market, Teen program supplies (Visa)	\$	16.76	
Sam's Mainstreet Market, Teen program supplies (Visa)	\$	12.96	
Target, Teen program supplies (Visa)	\$	31.47	
Target, Teen program supplies (Visa)	\$	17.83	
Target, Teen program supplies (Visa)	\$	60.65	
Target, Youth program supplies (Visa)	\$	8.76	
Zoetic Coffee, Teen program supplies (Visa)	\$	10.00	
Total Spent	\$	1,074.73	\$ 1,179.17
Remaining Balance	\$	8,389.71	

From Library Books (65020)	\$	11,941.72	
Baker & Taylor Inv#2037877271	\$	17.10	
Baker & Taylor Inv#2037906336	\$	173.76	
Baker & Taylor Inv#2037920717	\$	271.98	
Baker & Taylor Inv#2037924628	\$	26.93	
Baker & Taylor Inv#2037931773	\$	904.81	
Baker & Taylor Inv#2037938231	\$	294.37	
Center Point Large Print, Inv#2054312	\$	30.71	
EastWest Books, inv#ARU0361622	\$	171.94	
Willow Lane Education, inv# ARU0361328	\$	42.98	
Penworthy, inv#	\$	37.98	
Amazon, 1 Adult book (Visa)	\$	7.48	
Amazon, 1 Adult book (Visa)	\$	10.59	Replacement
Amazon, 1 Adult book (Visa)	\$	12.16	
Amazon, 1 Adult book (Visa)	\$	15.99	
Amazon, 1 Adult book (Visa)	\$	14.59	
Amazon, 1 Adult book (Visa)	\$	14.46	Replacement
Amazon, 2 Adult books (Visa)	\$	42.08	
Amazon, 3 Youth books (Visa)	\$	20.70	
Total Spent	\$	2,110.61	\$ 2,000.00
Remaining Balance	\$	9,831.11	

From Library Video Materials (65030)	\$	3,384.68	
Baker & Taylor inv#T24227280	\$	20.99	
Baker & Taylor inv#H66673360	\$	24.49	
Baker & Taylor inv#H66692410	\$	16.09	
Baker & Taylor inv#H66790030	\$	24.49	
Baker & Taylor inv#H66859930	\$	24.49	
Kanopy Deposit inv#KDEP-21589	\$	300.00	
Amazon, 1 DVD (Visa)	\$	19.96	
Amazon, 1 DVD (Visa)	\$	19.96	
Amazon, 1 DVD (Visa)	\$	24.97	
Amazon, 1 DVD (Visa)	\$	10.51	
Total Spent	\$	485.95	\$ 404.17
Remaining Balance	\$	2,898.73	

From Library Audio Materials (65040)	\$	3,907.14	
Baker & Taylor Inv#2037877271	\$	43.43	
Baker & Taylor Inv#2037906336	\$	43.99	
Baker & Taylor Inv#2037938231	\$	12.09	
Amazon, 1 audiobook CD (Visa)	\$	15.00	
Amazon, 1 audiobook CD (Visa)	\$	30.54	
Total Spent	\$	145.05	\$ 416.67
Remaining Balance	\$	3,762.09	

From Puzzles, Puppet Kits (65050)	\$ 451.15	
Penworthy, Memory Kit for Library of Things inv#	\$ 149.95	
Total Spent	\$ 149.95	\$ 100.00
Remaining Balance	\$ 301.20	

From Operating Supplies (65070)	\$ 5,826.23	
Office Express, copy paper and office supplies inv#31916	\$ 71.55	
Office Express, labels inv#33170	\$ 29.08	
Office Express, printer toner inv#34382	\$ 78.46	
Amazon, zip ties (Visa)	\$ 6.79	
DEMCO, book covering supplies inv#7388028 (Visa)	\$ 177.02	
DEMCO, labels, book covering, tape inv#7399369 (Visa)	\$ 91.89	
ALDI, storage bags (Visa)	\$ 10.73	
Total Spent	\$ 465.52	\$ 750.00
Remaining Balance	\$ 5,360.71	

From Postage and Shipping (65080)	\$ 593.59	
USPS, pre-stamped envelopes (Visa)	\$ 162.88	
USPS, ILL Return (Visa)	\$ 4.43	
USPS, ILL Return (Visa)	\$ 4.43	
Total Spent	\$ 171.74	\$ 75.00
Remaining Balance	\$ 421.85	

From Supplies (65990)	\$ 220.00	
Total Spent	\$ -	\$ 20.83
Remaining Balance	\$ 220.00	

From Office Equipment (67250)	\$ 3,189.85	
Office Express, wall clock inv#31916	\$ 18.27	
DEMCO, book easels inv#7399369 (Visa)	\$ 23.13	
Total Spent	\$ 41.40	\$ 333.33
Remaining Balance	\$ 3,148.45	

Trust and Agency (ALA Grant)	\$ 9,877.00	ALA LTC Accessible Small & Rural Libraries Grant
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Total Spent	\$ -
Remaining Balance	\$ 9,877.00

Trust and Agency		
Buff's Game Day, Staff In-Service Lunch	\$ 96.41	To Be Reimbursed by Friends of the Library check# 1811

EXPENDITURE REPORT

City of Solon

Page: 1
11/20/2023
10:21 am

For the Period: 7/1/2023 to 11/30/2023

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	226,000.00	226,000.00	85,030.72	8,758.24	0.00	140,969.28	37.6
61100 FICA SOCIAL SECURITY	17,300.00	17,300.00	6,490.14	668.54	0.00	10,809.86	37.5
61300 IPERS	21,335.00	21,335.00	8,026.90	826.77	0.00	13,308.10	37.6
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	478.79	27.70	0.00	721.21	39.9
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	6,627.85	201.39	0.00	3,372.15	66.3
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	5,576.66	4,392.97	0.00	23.34	99.6
63710 UTILITIES	7,000.00	7,000.00	106.23	30.20	0.00	6,893.77	1.5
63730 TELEPHONE/INTERNET	5,100.00	5,100.00	1,837.67	367.61	0.00	3,262.33	36.0
63731 DATA BASES	2,500.00	2,500.00	1,327.76	393.98	0.00	1,172.24	53.1
64080 INSURANCE	16,850.00	16,850.00	2,111.61	0.00	0.00	14,738.39	12.5
64140 PUBLISHING	600.00	600.00	268.00	0.00	0.00	332.00	44.7
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	4,685.56	1,057.73	0.00	9,464.44	33.1
65020 LIBRARY BOOKS	24,000.00	24,000.00	12,058.28	3,842.59	0.00	11,941.72	50.2
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	1,465.32	502.19	0.00	3,384.68	30.2
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	1,092.86	92.83	0.00	3,907.14	21.9
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	748.85	388.12	0.00	451.15	62.4
65070 OPERATING SUPPLIES	9,000.00	9,000.00	3,173.77	1,075.67	0.00	5,826.23	35.3
65080 POSTAGE AND SHIPPING	900.00	900.00	469.29	162.88	0.00	430.71	52.1
65990 SUPPLIES	250.00	250.00	30.00	0.00	0.00	220.00	12.0
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	810.15	16.58	0.00	3,189.85	20.3
LIBRARY SERVICES	393,585.00	393,585.00	142,441.95	22,805.99	0.00	251,143.05	36.2
Expenditures	393,585.00	393,585.00	142,441.95	22,805.99	0.00	251,143.05	36.2
Grand Total Net Effect:	-393,585.00	-393,585.00	-142,441.95	-22,805.99	0.00	-251,143.05	

EXPENDITURE REPORT

City of Solon

Page: 1
11/20/2023
10:22 am

For the Period: 7/1/2023 to 11/30/2023

	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	480.78	123.00	0.00	19.22	96.2
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	3,858.51	123.00	0.00	6,641.49	36.7
Expenditures	10,500.00	10,500.00	3,858.51	123.00	0.00	6,641.49	36.7
Grand Total Net Effect:	-10,500.00	-10,500.00	-3,858.51	-123.00	0.00	-6,641.49	

**Solon Public Library Foundation - Solon State Bank
Treasurer's Report
November 29, 2023**

Beginning Balance		\$ 17,748.58
Income:		
Expenses:	Our Lord's Church Donation	\$ 1,000.00
Ending Balance		\$ 18,748.58

**Solon Public Library Foundation - Greenstate
Treasurer's Report
November 29, 2023**

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

**Solon Public Library Foundation Scholarship Account
Treasurer's Report
November 29, 2023**

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

Portfolio Snapshot

Combined Account Portfolio

Solon Public Library Foundation

Period: 10/1/23-10/31/23

Summary As of: 10/31/23

Portfolio Performance

PORTFOLIO	\$71,821	SELECTED PERIOD (\$)		LAST QUARTER (\$)		YEAR TO DATE (\$)		LAST YEAR (\$)		SINCE START DATE (\$)	
		10/1/23 - 10/31/23	Q3,23	10/31/23	2022	10/31/23	2022	8/29/22			
GAIN/LOSS		Beginning Value	72,608	75,127	69,263	0	70,000	0	70,000		
		Net Contribution	0	0	0	0	-737	1,821	1,821		
		Change in Value	-787	-2,520	2,558	-737	1,821	1,821	1,821		
Unrealized	-\$555	Ending Value	71,821	72,608	71,821	69,263	71,821	71,821	71,821		
		Return	-1.08%	-3.35%	3.69%	-1.05% ^e	2.21%	2.21%	2.21%		

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
	8/29/22	71,821	100.00	-1.08	-3.35	3.69	-1.05 ^e	2.21

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: 11/20/23.

Incomplete if presented without accompanying disclosure pages

Statement of Diversity Equity and Inclusion

Solon Public Library

(Draft October 2023)

Libraries are for everyone. The Solon Public Library strives to promote Diversity, Equity, and Inclusion in our library and our community through our spaces, collections, programs, and staff involvement. As our mission statement says, “The Solon Public Library provides a welcoming environment that facilitates the educational, cultural and informational needs for all members of the community.” We take this very seriously, and are always looking to make improvements so we can continue to provide a welcoming space. We promote Diversity, Equity, and Inclusion in the following ways:

Diversity: We are proud to maintain and grow a collection with a diverse range of viewpoints, host programs that celebrate different cultures and identities, provide an open space that is free to be accessed by all people, and more. We are constantly expanding our collections to include materials for everyone in our community, and we welcome purchase suggestions for new materials that can help us grow.

Equity: At Solon Public Library, we understand the importance of equity in making our library a safe space for all. We do everything we can to acquire materials and host programs that

promote and boost marginalized voices, and we are always looking for feedback from our community to see how we can continue to improve.

Inclusion: The Solon Public Library is open to everyone. We welcome people of all different cultures, socioeconomic statuses, gender identities, sexual orientations, religions, nationalities, mental and physical abilities, political affiliations, citizenship statuses, education levels, languages, and more. We strive to make our space and our programs accessible to all. No matter who you are or what you believe, we want you to feel welcome to use our spaces, attend our programs, access our collections, and ask questions.

At Solon Public Library, we are here to learn and grow with our community. We are always open to feedback, purchase suggestions, and program recommendations. Always remember, we are here for you.

Make paragraphs more cohesive –bring them together instead of separating them

Include intellectual freedom

Change repetitive language

LIBRARIES ARE FOR EVERYONE

Our library is an essential public good.

The North Liberty Library Board of Trustees, along with library staff, strives to create an environment of belonging where all persons are given dignity and respect.

In light of the uncertainty many feel in society, we, the Board of Trustees, reaffirm that the North Liberty Library values empowerment, connection, and equity. All people have the right to access information and the freedom to read.

The North Liberty Library represents the community we serve, and we must continue working toward the creation of the equitable and inclusive library that we envision in the defining principles and values set in the North Liberty Library Strategic Plan (FY23-FY25).

Public libraries have long been democratic institutions as one of the last public institutions where all individuals are welcome. Public libraries champion First Amendment rights and promote free access to information for all. Public libraries offer services, programs, and educational resources that promote inclusion and diversity to all members of the community.

The North Liberty Library provides service to all races, all genders, all sexual orientations, all religions, all abilities, all ages, all national or ethnic origins, all languages, all citizenship statuses, all economic statuses, all political affiliations, all people.

The North Liberty Library is a community hub where people intersect, connect, and thrive.

Solon Public Library Virtual Meeting Room Policy

About the Virtual Meeting Room

The Library provides community members and non-profit organizations the opportunity to host virtual meetings through the Library's Zoom account.

Reservation Process

Interested individuals or groups can complete an application for the virtual meeting room online or in-person.

- *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.

Fees

This is a free service provided to Library patrons.

User Responsibility

- User must have a device (computer is best) with a webcam and microphone, and internet access.
- User must have the ability to operate the Zoom meeting independently.
- User must join the Zoom meeting 10 minutes early.
- Notify the Library in a timely manner to schedule, reschedule, or cancel meeting.

Solon Public Library
DRAFT Citizen Speak/Correspondence Policy

About the Citizen Speak/Correspondence Policy

The Solon Public Library Board of Trustees conducts all meetings in compliance with the Iowa Open Meeting Law, Iowa Code, Chapter 21. In addition, the Board welcomes citizen participation in both its special and regular meetings. It is important to note that while the Library Board meeting is conducted in public, it is not a public meeting. In other words, the public and/or media representatives who attend are there as bystanders, not as meeting participants. Citizens can also address issues or concerns with the Library Director at any time.

In order to facilitate citizen input regarding Library Board actions and activities, the following procedures will be kept:

- A period of time no longer than 25 minutes will be set aside at the beginning of every meeting for citizen input.
- Citizens wishing to speak during the allotted time should notify the board by notifying the Board of Trustees via sign up at the circulation desk in person, via phone (319-624-2678) or email (admin@solon.lib.ia.us) by noon the Friday before the meeting. If time is still available, the Board may use its discretion to allot time to individuals who did not sign up in advance.
- Each individual will be allowed 3 minutes to present to the Board.
- In the event that more than 7 individuals have indicated interest in speaking, they will present in the order in which their request was received.
- All public comments shall be addressed to the Board as a whole. No comments shall be addressed to individual members of the Board, library staff, or other members of the public.
- Citizen's name will be recorded as a part of the public record.
- The Library Board will listen to presentations and may ask questions for clarification. If there is a need for a response from the Board, it will come at a later time when the Board has had time to deliberate the issue, seek more information, or to take recommendations from the director.
- This policy will be available on the Solon Public Library website. By indicating an interest in speaking, citizens agree to adhere to all relevant procedures and guidelines.
- Written correspondence to the Board must include the citizen's name, and will be included as a part of the Board Packet, made available to all Board members and posted on the Solon Public Library website. Correspondence must be received by noon the Thursday before the meeting or it will be a part of the next month's board packet.
- The Board reserves the right to amend these procedures and guidelines without notice when circumstances warrant.

We ask that the following guidelines be followed during Citizen Speak:

- When recognized by the meeting chair, please stand and clearly state your name for the record.
- Please speak clearly and loudly so all can hear, microphones may not be available.
- Keep your comments within the allotted time. If your time has elapsed, you will be notified by the Board Chair, please return to your seat.
- Board members may ask for clarification on a point, but will not comment or take immediate action on statements from the public.
- Please be polite and respectful, the Board Chair reserves the right to end the speaker's session if they are in violation of the procedures or guidelines.