

Agenda for Solon Library Board Meeting  
Monday, January 29, 2024 @6:30 pm

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

**Meeting ID: 852 3633 6252**

Call to order

Welcome to new Board Member: Matthew Hanes

Approval of the agenda

Approval of the minutes

- November 27, 2023

Citizen's Speak

Statement of Inclusion: Staff input

Elections: President, Vice President, Secretary

Committee reports

- Building: Radon Remediation, Parking Lot
- Finance: update on CD that matured 1/2/2024
- Johnson County Liaison
- City Liaison
- Board of Trustees Continuing Education

Directors Report

Approval of Bills

- December 2023 and January 2024

Review of Foundation reports (January 2024)

Old Business

- FY25 Budget update
- Statement of Inclusion Discussion and possible approval

New Business

- Library Space Utilization Grant Consultant Initial Report
- Board Continuing Education Suggestion:

**ILOC Evening Keynote with Lisa England Thursday, January 25, 2024**

**(6:00 - 7:00 pm)**

[The Management Role of the Trustee](#)

Like most public sector appointed boards in Iowa, library trustees step up to call for a variety of reasons, including to give back to their community, to support the local library, and to fill an open position, among many other reasons. One reason that is seldom considered is to become a manager, yet that is a major responsibility that comes with being a library trustee. Unless you have experience in human resources or management in your own career, you are like most library board members, unsure

what your role and authority is in certain circumstances. This session will provide an overview of the management responsibilities of a library trustee along with information and best practices to become empowered to address these responsibilities.

If you cannot attend the live session, it will be recorded and available through IA Learns within the next month.

Next Meeting: **Monday, February 26, 2024 at 6:30 pm**

Adjourn

# The Solon Public Library Board

## DRAFT Meeting Minutes November 27, 2023

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by March Sutton at 6:31pm

### Present

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

### Absent

Bill Christensen and Jen Fetzer

### Approval of Agenda

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

### Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed. (Sandy/Steve)

### Citizen's Speak and Correspondence

Citizen's Speak none. Correspondence none

### Committee Reports

- **Building:**

*Radon update:* A second Radon exhaust fan was added and the initial testing indicates that it is working. A 48 hour test will be completed on Wednesday, November 29, 2023.

*Parking Lot update:* The ALA LTC Accessibility Grant will be utilized to finance the modification of the existing parking lot to accommodate two additional handicap spots with the correct slope.

- **Finance:** Due to not having a meeting in December a motion was made to keep a January 2, 2024 maturing CD at Greenstate. This has a caveat to renew the CD at the highest possible rate at the time of maturing. (Steve/Sandy)

- **Johnson County Liaison:** Sandy reported that the position for a Johnson County board member has been posted.

- **City of Solon Liaison:** Cole reported that Daniel O'Neil is the new mayor and that Andrew Kramer is a new councilman.

- **Board of Trustees Continuing Education:** Char was able to listen to the Webinar Boardroom Series Intersections (Part 1 & 2). Janet reported on the Library for the Blind.

### Library Director's Report

A written report is included in the Board packet.

# The Solon Public Library Board

## Approval of Bills

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

## Review of Foundation Report

The Foundation Report was reviewed.

## Old Business

- **FY25 Budget:** A motion that option 1 of FY25 as presented was approved with the caveat that option 2 or 3 be used according to city or state funding results. (Sandy/Janet)
- **The DEI Statement:** After discussion it was decided to revisit it in January 2024
- **Library Clerk:** Liz gave the board an introduction to Erika Billerbeck. She started November 15th.

## New Business

- **CD to Mature 1/2/24** This was discussed during the Finance Report
- **Virtual Meeting Room Policy** Was approved with no changes.
- **Citizen Speak Policy** Was reviewed with no changes.
- **Johnson County Legislators Reception at North Liberty Library.** A reminder was made that this reception was happening on November 30th and there was still time to RSVP
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration

## Next Month's Agenda

- DEI Statement
- FY25 Budget update

## Adjournment

The meeting was adjourned at 7:55 p.m. (Sandy/Janet)

## Next Meeting

Regular Meeting: Monday, January 29, 2024 at 6:30 p.m.

## Submitted by

Char Cosgrove



November 25, 2023

Dear Solon Library friends,

Happy Holidays! I wanted to update you on how my "Winter Gear for Kids" project went. With the generosity of your staff and your patrons I was able to acquire so many wonderful things. Your support was overwhelming.

On November 12<sup>th</sup> I held a distribution event at the Solon High School. People could come in & "shop" for things their families needed, no questions asked, take what you need. It made me feel good to help out and to know that their kids would be warm this winter. I still had many items leftover from this event so I then contacted HACAP and with their help and the Department of Public Health for Linn and Johnson Counties, the rest of the items have been distributed to people in need in the Cedar Rapids and Iowa City areas. Every single item has been put to good use to keep kids warm.

I can't begin to thank you enough for all of your help, support and generosity. You made my National Honor Society project a much bigger success than I ever could have imagined.

Sincerely,



Daniel Tearse

Here is a list of the items acquired:

- 81 coats
- 1 full snowsuit
- 17 pairs of snow boots
- 13 pairs of snow pants
- 89 pairs of mittens and gloves
- 116 warm hats
- 9 earmuffs and headbands
- 11 scarves

SO WONDERFUL!!!

Thank  
you!



## Director's Report January 2024

Since our last regular meeting in November 2023, I have attended regular meetings with the City Council, the Friends of the Library, and the Solon Public Library Foundation. The library participated in the Community Christmas Tree Walk with a tree and information about our Winter Library Challenge. The SPL Foundation sold Luminary kits to Light Up Your Holidays, and the Friends hosted their annual puzzle sale. At the end of November, I attended the Johnson County Legislators Reception at North Liberty Library along with Library, City, and State leaders in Johnson County. The theme for this year's reception was From Literacy to Liberation: Empowering Communities Through Free Libraries presented by ICPL Community Outreach Librarian Sam Helmick. I was joined by our Board members Sandy Lawrence, Janet Salathial, and Char Cosgrove. Here is a link to the slide show Sam presented: [2023/2024 Legislative Reception](#)

We hosted the Women's Club Annual Holiday Decorating Contest and Auction. They generously donated the proceeds of their successful auction to the Library to assist with purchasing our new AWE Literacy System for our youngest patrons. The library was a collection site for Toys for Tots and this was our most successful donation to date. Megan's promotion of the toy drive on social media was very successful, and generous community members filled the bin to overflowing. A local high school student also placed a donation box at the Library to collect "Winter Gear for Kids" for his National Honor Society project. Megan also shared this information on our social media and his collection box was filled with donations. He was kind enough to send us a letter (included in correspondence) detailing his successful project.

In January, I attended weekly budget work sessions with the City Council and Mayor Dan O'Neill appointed Matthew Hanes to our Board of Trustees as a City representative. Sandy Lawrence was also re-appointed as a County representative. We look forward to working with these dedicated volunteers.

Lily and Alexis prepared our annual Winter Library Challenge for December 2023 - January 2024. The focus of this challenge is to encourage patrons to explore different collections and attend library programs to collect secret codes. The scratch-off bookmark is such a fun way to engage our patrons with this challenge. Our participation numbers in this winter program continue to grow each year. Our annual Gingerbread House decorating activity was a huge success. Patrons could choose between two in-person decorating timeslots on a Saturday morning or a take-home kit. We are so grateful to the community volunteers who assisted with making over 80 bags of icing, building 25 gingerbread houses, and assembling 60 sets of decorating materials. We hosted over 50 individuals for the in-person decorating and provided 39 kits for home enjoyment.

The highlight of December and the culmination of hours of planning by Lily and implemented by our entire staff and multiple community volunteers was our Noon Year's Eve Celebration on Saturday, December 30, 2023. After the huge turnout last year, we decided to move this celebration to an alternate location near the Library. We welcomed 236 people to the UMC Family Life Center gym to enjoy making mocktails, experimenting with exploding confetti, making a wish for 2024, posing at the photo booth, creating noise makers and party hats, playing with sensory snow, and counting down to our balloon drop at noon. We are especially proud of the balloon drop as Megan and Lily built our two balloon nets and Lily inflated and more importantly tied over 500 balloons to fill the two nets. Thank you to our partners at Public

Works (Kris and Tim) who helped us transport the filled nets to the Family Life Center and hang them on the ceiling.

Alexis's monthly Tech Talk program in December assisted patrons with using Kanopy, our electronic resource for streaming films to your favorite device with your library account. In January Alexis provided instruction on Instagram. In February she will be covering Google Docs. This informative technology program is held every third Thursday of the month at 9:30 am. Alexis also took the time to go that extra mile with a patron who had an idea for a special Christmas gift for his family. He found a storybook about adoption that perfectly fit his family story and he wanted to personalize it for his children. Alexis assisted him with printing and showed him how to order additional copies of the book. Jim returned to the library to share that his family was thrilled with their personalized books!

Madison and the Teen Advisory Board (TAB) are working together to provide engaging monthly teen programming. Be sure to check out the "Take What You Need" Board created by the TAB group. It will brighten your day as you choose a slip from one of the envelopes (Good Vibes, Confidence, Self-Worth, Belonging, Happiness) sharing positive thoughts. Madison implemented Teen Book Bundles this fall giving teens the opportunity to register for a bundle by filling out a questionnaire about their reading preferences. Each month they can receive a selection of library books, snacks, stickers, and fun treats. In November, one teen registered and in December 5 teens requested book bundles. 2023 Teen Reading Challenge Final Stats: 26 Teens, 171 Responses, and 12 Completed Challenges. Teen Alexandra won the Prize Drawing for Kindle Fire in January 2024.

Sherri continues to ensure that our new materials are cataloged in a timely manner and she is always up for the challenge of cataloging unusual items to share with our community. The latest items were our set of 15 Chromebooks on our Mobile Computer Lab to allow us to circulate these computers on our busy Thursday afternoons when we have so many youth hoping to complete school assignments or play games on a computer. In addition to new items, Sherri also handles the deletions for all weeded or damaged items from our many collections. She is our resident expert on all aspects of our VERSO cataloging system.

Megan installed 3 new patron computers to replace older models and installed all of the necessary software. Thanks to her careful planning and tracking, we have replaced all 10 of our patron computers in the last 3 years. She has a maintenance schedule for all of our Library technology to ensure necessary updates are completed and a rotating replacement schedule to ensure we can offer functional, up to date technology for our community to use. She also was able to replace a staff computer that was no longer working to ensure that person could resume their work the next day. Megan also installed the necessary software to operate our new OWL Meeting Lab device that was purchased with our ALA Accessibility Grant funds. This new device connects to Zoom and provides an improved visual and audio experience for hybrid programs and meetings.

Erika has made a positive impact on our workload from her first shift with us. She has picked up the circulation desk tasks quickly and is not afraid to ask for help or clarification when something new pops up. It's hard to believe she has only been with us two months! Other Library anniversaries include Lily (1 year) in December and Madison (1 year) and Liz (3 years) in January.



In honor of National Radon Awareness month, we hosted local radon experts, City Council Member John Farlinger and Roy Wier (Adios Radon) for a Radon Awareness Program. Adios Radon is the company who has been working at the library to mitigate our elevated radon levels. The system they installed successfully reduced the Library radon levels to below the EPA action limit of 4.0 pCi/L. Everyone who attended the program learned a great deal about radon gas, including its health impacts, how to test for it, and when to call a professional for assistance with testing or mitigation. Each participant also received an at home radon test kit sponsored by Roy Wier and Adios Radon.

Looking to February, we will be presenting our popular "Blind Date with a Book." This is a fun way to try a book you might not normally select and find a new favorite. We will be hosting an Intergenerational Storytime at Solon Retirement Village on Thursday, February 8 at 10:30 am and a Local Libraries LIT virtual author event with Rich Benjamin on Thursday, February 15 at 7:00 pm. The Sewing 101 Class rescheduled from January due to extreme winter weather will be held on Monday February 19 at 4 pm. Our partnership with the Solon Women's Club continues as we provide the second installment of Mental Health 101 on Saturday, February 24 at 10:30 am. NAMI (National Alliance on Mental Illness) will be providing the program. The SPL Foundation's 3rd annual "Put a Bid on It" Silent Art Auction will be February 26 - March 17. The Friends of the Library will be hosting their Annual Used Book Sale on Saturday, March 2 from 8:00 am - 12:00 noon.

January has inundated us with snow and frigid temperatures. We are so grateful for our incredible Public Works crew who works tirelessly to ensure our community's streets are cleared and the Library parking lot and sidewalks are safe for our patrons to visit.

Sincerely,

Liz King  
Director, Solon Public Library



# Patron PC Logins by Day and Hour

Dates: Wednesday November 1, 2023 - Thursday November 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
Wed Nov 1	1	0	0	0	1	0	4	4	4	4	0	18	2	0	4	1	0	2
Thu Nov 2	0	1	0	0	4	22	20	2	3	0	0	52	5	0	22	1	0	8
Fri Nov 3	0	0	0	0	0	0	6	3	0	0	0	9	1	0	6	0	0	2
Sat Nov 4	1	0	1	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0
Sun Nov 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Nov 6	0	1	0	0	0	0	4	1	1	0	0	7	1	0	4	0	0	0
Tue Nov 7	1	5	0	3	1	2	7	1	0	0	0	20	2	0	7	1	0	2
Wed Nov 8	0	0	2	1	0	1	1	3	6	0	0	14	1	0	6	1	0	2
Thu Nov 9	0	0	0	0	0	6	19	11	3	2	0	41	4	0	19	0	0	6
Fri Nov 10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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Sun Nov 12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Nov 13	0	0	0	0	0	1	4	3	0	0	0	8	1	0	4	0	0	1
Tue Nov 14	0	0	0	0	0	1	3	4	0	1	0	9	1	0	4	0	0	1
Wed Nov 15	0	0	0	0	0	0	5	5	0	1	0	11	1	0	5	0	0	2
Thu Nov 16	0	0	0	0	8	27	19	6	0	0	0	60	6	0	27	0	0	9
Fri Nov 17	1	0	1	0	1	0	0	0	0	0	0	3	0	0	1	0	0	1
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Thu Nov 23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fri Nov 24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Nov 25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Nov 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Nov 27	0	0	0	0	0	1	0	0	0	1	0	2	0	0	1	0	0	0
Tue Nov 28	0	2	0	0	1	0	1	2	0	0	0	6	1	0	2	0	0	1
Wed Nov 29	1	0	0	0	0	0	0	5	2	0	0	8	1	0	5	0	0	2
Thu Nov 30	0	0	0	0	10	25	17	4	1	0	0	57	5	0	25	0	0	9
<b>Total</b>	<b>8</b>	<b>15</b>	<b>11</b>	<b>13</b>	<b>39</b>	<b>116</b>	<b>114</b>	<b>48</b>	<b>23</b>	<b>7</b>	<b>0</b>	<b>394</b>						
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Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	5	5	4	10	27	20	6	6	4	0							
Median	0	0	0	0	0	0	1	1	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi	0.5	1.2	1	1	2.5	7.9	5.7	1.9	1.5	0.8	0							

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# Patron PC Logins by Day and Hour

Dates: Friday December 1, 2023 - Sunday December 31, 2023 Times: 9:00am to 7:00pm

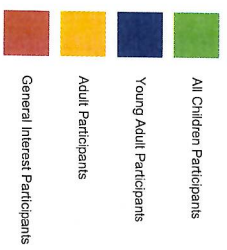
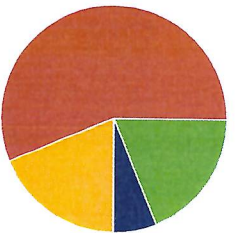
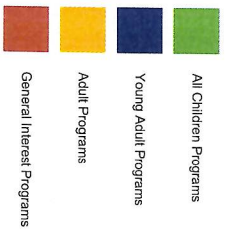
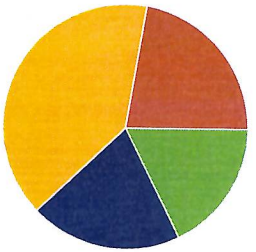
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Sat Dec 2	7	3	0	0	1	3	3	1	0	0	0	18	2	0	7	1	0	2
Sun Dec 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Dec 4	0	0	0	1	0	1	3	2	1	0	0	8	1	0	3	0	0	1
Tue Dec 5	0	2	0	0	1	2	2	5	2	0	0	14	1	0	5	1	0	2
Wed Dec 6	0	0	0	0	1	0	3	0	2	0	0	6	1	0	3	0	0	1
Thu Dec 7	1	2	0	0	9	27	14	7	2	0	0	62	6	0	27	2	0	9
Fri Dec 8	0	0	0	0	1	0	2	0	0	0	0	3	0	0	2	0	0	1
Sat Dec 9	1	3	5	3	1	0	0	0	0	0	0	13	1	0	5	0	0	2
Sun Dec 10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Dec 11	0	0	1	0	0	0	3	1	0	0	0	5	1	0	3	0	0	1
Tue Dec 12	0	2	0	0	0	0	1	4	0	0	0	7	1	0	4	0	0	1
Wed Dec 13	0	0	0	0	0	0	6	0	2	0	0	8	1	0	6	0	0	2
Thu Dec 14	0	0	1	2	10	17	10	7	1	0	0	48	4	0	17	1	0	6
Fri Dec 15	0	5	0	1	0	0	0	0	0	0	0	6	1	0	5	0	0	2
Sat Dec 16	0	1	4	3	0	2	0	0	0	0	0	10	1	0	4	0	0	1
Sun Dec 17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Dec 18	0	0	1	1	0	0	2	1	1	0	0	6	1	0	2	0	0	1
Tue Dec 19	0	0	0	0	0	2	2	2	1	0	0	5	1	0	2	0	0	1
Wed Dec 20	1	1	0	0	1	0	4	2	1	0	0	10	1	0	4	1	0	1
Thu Dec 21	0	0	0	0	1	19	17	7	0	0	0	44	4	0	19	0	0	7
Fri Dec 22	0	0	3	4	0	4	4	0	0	0	0	15	1	0	4	0	0	2
Sat Dec 23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Dec 24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Dec 25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Dec 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wed Dec 27	1	0	0	2	1	0	0	1	0	0	0	5	1	0	2	0	0	1
Thu Dec 28	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Fri Dec 29	0	0	1	0	2	1	2	0	0	0	0	6	1	0	2	0	0	1
Sat Dec 30	0	0	1	3	3	2	1	1	0	0	0	11	1	0	3	1	0	1
Sun Dec 31	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>12</b>	<b>19</b>	<b>18</b>	<b>20</b>	<b>32</b>	<b>79</b>	<b>88</b>	<b>41</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>322</b>						
Average	0.4	0.6	0.6	0.6	1	2.5	2.8	1.3	0.4	0	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	7	5	5	4	10	27	17	7	2	0	0							
Median	0	0	0	0	0	2	0	0	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi	1.3	1.2	1.2	1.2	2.3	6.3	4.2	2.2	0.7	0	0							



# December

## Overview

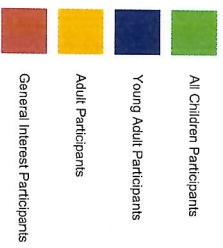
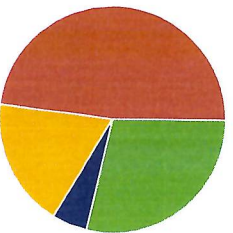
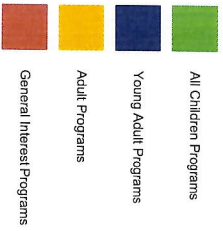
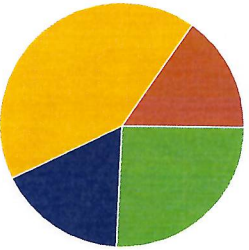
All Children Programs	8	17.78%	All Children Participants	211	18.84%
Young Adult Programs	9	20%	Young Adult Participants	69	6.16%
Adult Programs	18	40%	Adult Participants	210	18.75%
General Interest Programs	10	22.22%	General Interest Participants	630	56.25%
Total Programs	45		Total Participants	1120	



# Year in Review

## Overview

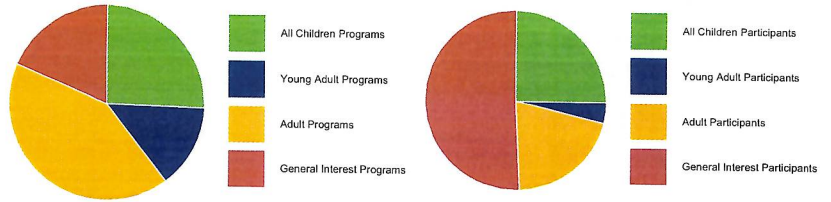
All Children Programs	72	25.62%	All Children Participants	2440	28.59%
Young Adult Programs	48	17.08%	Young Adult Participants	431	5.05%
Adult Programs	118	41.99%	Adult Participants	1556	18.23%
General Interest Programs	43	15.3%	General Interest Participants	4107	48.13%
Total Programs	281		Total Participants	8534	



## July

### Overview

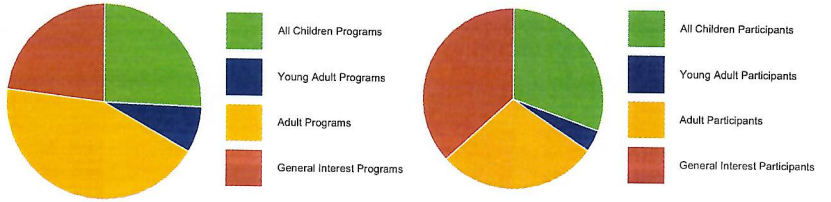
All Children Programs	11	25.58%	All Children Participants	341	25%
Young Adult Programs	6	13.95%	Young Adult Participants	52	3.81%
Adult Programs	18	41.86%	Adult Participants	279	20.45%
General Interest Programs	8	18.6%	General Interest Participants	692	50.73%
<b>Total Programs</b>	<b>43</b>		<b>Total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



## August

### Overview

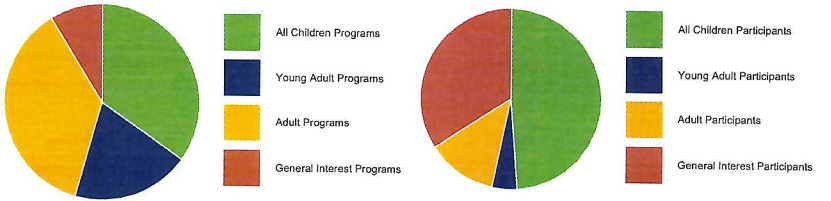
All Children Programs	10	25.64%	All Children Participants	277	30.47%
Young Adult Programs	3	7.69%	Young Adult Participants	36	3.96%
Adult Programs	17	43.59%	Adult Participants	261	28.71%
General Interest Programs	9	23.08%	General Interest Participants	335	36.85%
<b>Total Programs</b>	<b>39</b>		<b>Total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



## September

### Overview

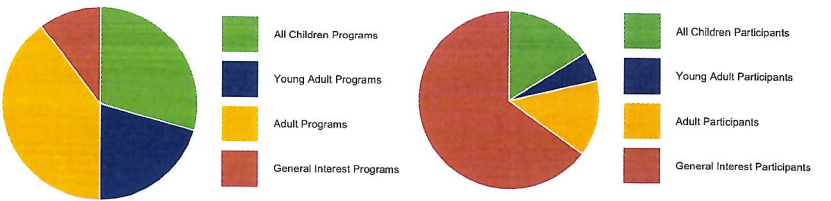
All Children Programs	16	34.78%	All Children Participants	954	48.85%
Young Adult Programs	9	19.57%	Young Adult Participants	87	4.45%
Adult Programs	17	36.96%	Adult Participants	244	12.49%
General Interest Programs	4	8.7%	General Interest Participants	668	34.2%
<b>Total Programs</b>	<b>46</b>		<b>Total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



## October

### Overview

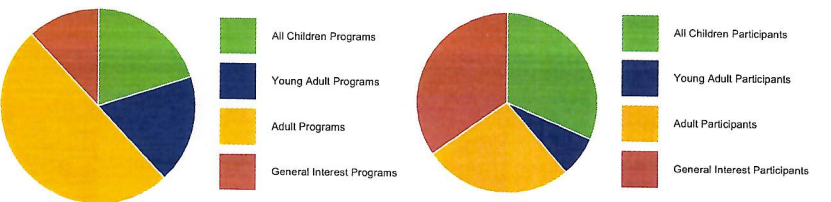
All Children Programs	17	29.31%	All Children Participants	356	15.98%
Young Adult Programs	12	20.69%	Young Adult Participants	117	5.25%
Adult Programs	23	39.66%	Adult Participants	307	13.78%
General Interest Programs	6	10.34%	General Interest Participants	1448	64.99%
<b>Total Programs</b>	<b>58</b>		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



## November

### Overview

All Children Programs	10	20%	All Children Participants	301	31.35%
Young Adult Programs	9	18%	Young Adult Participants	70	7.29%
Adult Programs	25	50%	Adult Participants	255	26.56%
General Interest Programs	6	12%	General Interest Participants	334	34.79%
<b>Total Programs</b>	<b>50</b>		<b>Total Participants</b>	<b>960</b>	





	A	B	C	D	E	F
1	Title	Age	Type	Site	Category	In-person Attendees
2	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adult Programs	12
3	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adult Programs	17
4	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adult Programs	15
5	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adult Programs	15
6	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adult Programs	11
7	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adult Programs	18
8	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adult Programs	13
9					<b>Total Chair Yoga</b>	<b>101</b>
10	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adult Programs	12
11	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adult Programs	10
12	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adult Programs	13
13	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adult Programs	8
14					<b>Total Coffee &amp; Conversations</b>	<b>43</b>
15	Adult Game Night	Adult (Ages 19+)	In Person	On Site	Adult Programs	7
16	Book Club: The 13th Gift	Adult (Ages 19+)	In Person	On Site	Adult Programs	9
17	Cookbook Club: Cookie Swap	Adult (Ages 19+)	In Person	On Site	Adult Programs	20
18	DIY Night: Cork Tree	Adult (Ages 19+)	In Person	On Site	Adult Programs	6
19	KNIT LIT: YARN	Adult (Ages 19+)	In Person	On Site	Adult Programs	4
20	Solon Retirement Village Outreach: Puzzle Wreaths	Adult (Ages 19+)	In Person	Off Site	Adult Programs	17
21	Tech Talk: Kanopy	Adult (Ages 19+)	In Person	On Site	Adult Programs	3
22					<b>Total Adult Attendance</b>	<b>210</b>
23	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Passive	Family	9
24						
25	Saturday Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	19
26	Storytime: Forest Friends	Children (Ages 0-5)	In Person	On Site	Storytime	33
27	Storytime: Pigeon & Llama	Children (Ages 0-5)	In Person	On Site	Storytime	29
28	Storytime: The Princess & the Dragon	Children (Ages 0-5)	In Person	On Site	Storytime	23
29					<b>Total Storytime</b>	<b>104</b>
30	BAM POW: Build It - Sledding Science	Children (Ages 6-11)	In Person	On Site	BAM POW	31
31	BAM POW: Make It - Snowflake Art	Children (Ages 6-11)	In Person	On Site	BAM POW	31
32	BAM POW: Watch It - Ice Age [PG]	Children (Ages 6-11)	In Person	On Site	BAM POW	36
33					<b>Total BAM POW</b>	<b>98</b>
34	December Coloring Challenge	General Interest	Passive Program	Passive	Family	187
35	DIY for All Ages: Tiny Art Show	General Interest	In Person	On Site	Family	17
36	Fun For All Night	General Interest	In Person	Off Site	Off Site	65
37	Gingerbread House Take Home Kits	General Interest	Passive Program	Passive	Family	39
38	Gingerbread House Workshop: Session 1	General Interest	In Person	On Site	Family	38
39	Gingerbread House Workshop: Session 2	General Interest	In Person	On Site	Family	16
40	Holiday Wrapping Station	General Interest	Passive Program	Passive	Adult Programs	8
41	Let's Go LEGO!	General Interest	Passive Program	Passive	Family	24
42	Noon Year's Eve	General Interest	In Person	Off Site	Off Site	236
43						
44	CATS: Calming Glitter Jars	Young Adult (Ages 12-18)	In Person	On Site	Teens	6
45	CATS: Manga Club	Young Adult (Ages 12-18)	In Person	On Site	Teens	3
46	Manga Me	Young Adult (Ages 12-18)	Passive Program	Passive	Teens	2
47	Sticky Note Debate	Young Adult (Ages 12-18)	Passive Program	Passive	Teens	6
48	Teen Advisory Board Meeting	Young Adult (Ages 12-18)	In Person	On Site	Teens	5
49	Teen Library Book Bundle	Young Adult (Ages 12-18)	Passive Program	Passive	Teens	5
50	Your Space	Young Adult (Ages 12-18)	In Person	On Site	Teens	15
51	Your Space	Young Adult (Ages 12-18)	In Person	On Site	Teens	11
52	Your Space	Young Adult (Ages 12-18)	In Person	On Site	Teens	16
53					<b>Total Teen Participation</b>	<b>69</b>

Solon Public Library November 2023 Program Details

	A	B	C	D	E	F	G
1	Title	Age	Type	Platform	Category	In-person Attendees	Virtual Attendees
2	Chair Yoga	Adult (Ages 19+)	In Person		Adult Programs	16	0
3	Chair Yoga	Adult (Ages 19+)	In Person		Adult Programs	15	0
4	Chair Yoga	Adult (Ages 19+)	In Person		Adult Programs	18	0
5	Chair Yoga	Adult (Ages 19+)	In Person		Adult Programs	20	0
6	Chair Yoga	Adult (Ages 19+)	In Person		Adult Programs	16	0
7	Chair Yoga	Adult (Ages 19+)	In Person		Adult Programs	14	0
8	VIDEO Chair Yoga	Adult (Ages 19+)	In Person		Adult Programs	13	0
9	Chair Yoga	Adult (Ages 19+)	In Person		Adult Programs	15	0
10					<b>Total Chair Yoga</b>	<b>127</b>	
11	Coffee & Conversations	Adult (Ages 19+)	In Person		Adult Programs	12	0
12	Coffee & Conversations	Adult (Ages 19+)	In Person		Adult Programs	13	0
13	Coffee & Conversations	Adult (Ages 19+)	In Person		Adult Programs	12	0
14	Coffee & Conversations	Adult (Ages 19+)	In Person		Adult Programs	11	0
15					<b>Total Coffee &amp; Conversations</b>	<b>48</b>	
16	Adult Game Night	Adult (Ages 19+)	In Person		Adult Programs	4	0
17	Book Club - The Lager Queen of Minnesota	Adult (Ages 19+)	In Person		Adult Programs	12	0
18	Cookbook Club: Side Dishes	Adult (Ages 19+)	In Person		Adult Programs	7	0
19	Cricut 101	Adult (Ages 19+)	In Person		Adult Programs	8	0
20	DIY Night: Peg Dolls	Adult (Ages 19+)	In Person		Adult Programs	9	0
21	KNIT LIT	Adult (Ages 19+)	In Person		Adult Programs	5	0
22	NaNoWriMo Workshop #1	Adult (Ages 19+)	Combo in Person / Live Virtual	Zoom	Adult Programs	9	1
23	NaNoWriMo Workshop #2	Adult (Ages 19+)	Combo in Person / Live Virtual	Zoom	Adult Programs	6	3
24	NaNoWriMo Workshop #3	Adult (Ages 19+)	Combo in Person / Live Virtual	Zoom	Adult Programs	5	1
25	NaNoWriMo Workshop #4	Adult (Ages 19+)	Combo in Person / Live Virtual		Adult Programs	7	1
26	Tech Talk: Facebook Basics	Adult (Ages 19+)	In Person		Adult Programs	2	0
27					<b>Total Adult Attendance</b>	<b>249</b>	<b>6</b>
28	Family Storytime	Children (Ages 0-5)	In Person		Storytime	22	0
29	Storytime: Eating with Dinosaurs	Children (Ages 0-5)	In Person		Storytime	29	0
30	Storytime: Feelings with Dinosaurs	Children (Ages 0-5)	In Person		Storytime	37	0
31	Storytime: History with Dinosaurs	Children (Ages 0-5)	In Person		Storytime	17	0
32	Storytime: Movement with Dinosaurs	Children (Ages 0-5)	In Person		Storytime	27	0
33	Intergenerational Storytime at Solon Retirement Villiage	General Interest	In Person		Off Site	14	0
34					<b>Total Storytime</b>	<b>146</b>	
35	BAM POW: Build It - Marble & Hot Wheels Track Building	Children (Ages 6-11)	In Person		BAM POW	33	0
36	BAM POW: Build It- "I Can Stand on That"	Children (Ages 6-11)	In Person		BAM POW	53	0
37	Cardboard Construction	Children (Ages 6-11)	In Person		BAM POW	37	0
38	BAM POW: Make It - Marble Painting	Children (Ages 6-11)	In Person		BAM POW	41	0
39	BAM POW: Play It - DIY Board Games	Children (Ages 6-11)	In Person		BAM POW		0
40					<b>Total BAM POW</b>	<b>164</b>	
41	1 000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program		Family	5	0
42	[Month] Coloring Challenge	General Interest	Passive Program		Family	93	0
43	Let's Go LEGO!	General Interest	Passive Program		Family	14	0
44	Wanted: Dinosaurs	General Interest	Passive Program		Family	80	0
45					<b>Total Passive</b>	<b>192</b>	
46	Fun For All Night	General Interest	In Person		Off Site	86	0
47	Lego Build Competition	General Interest	In Person		Family	47	0
48	CATS: Manga Club	Young Adult (Ages 12-18)	In Person		Teens	4	0
49	CATS: Thanksgiving Snack Boards	Young Adult (Ages 12-18)	In Person		Teens	11	0
50	Manga Me	Young Adult (Ages 12-18)	Passive Program		Teens	3	0
51	Sticky Note Debate	Young Adult (Ages 12-18)	Passive Program		Teens	9	0
52	Teen Advisory Board Meeting	Young Adult (Ages 12-18)	In Person		Teens	4	0
53	Teen Library Book Bundle	Young Adult (Ages 12-18)	Passive Program		Teens	1	0
54	Your Space	Young Adult (Ages 12-18)	In Person		Teens	11	0
55	Your Space	Young Adult (Ages 12-18)	In Person		Teens	10	0
56	Your Space	Young Adult (Ages 12-18)	In Person		Teens	17	0
57					<b>Total Teens</b>	<b>70</b>	



**Solon Library Bills for December, 2023**

Starting balance from Expenditure Report dated 12/8/23

			Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ 531.51</b>		
Zoom inv#INV229049203 (Visa)	\$ 17.11		
Cricut monthly subscription order# 117536259(Visa)	\$ 10.59		
Total Spent	\$ 27.70	\$	100.00
<b>Remaining Balance</b>	<b>\$ 503.81</b>		
<b>From Travel and Conference (62400)</b>	<b>\$ 695.77</b>		
Total Spent	\$ -	\$	62.50
<b>Remaining Balance</b>	<b>\$ 695.77</b>		
<b>From Building Maintenance (63100)</b>	<b>\$ 3,128.40</b>		
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves	
Adios Radon, Radon remediation, inv#101723RW1	\$ 7,000.00		
E&J Electric, Inc., relabeled Photocell/Bypass, all lights on photcell inv#16755	\$ 404.50		
Budget Blinds, balance due after blinds installation inv#18871	\$ 483.00		
Total Spent	\$ 7,887.50	\$	416.67
<b>Remaining Balance</b>	<b>\$ (9,759.10)</b>		To be reimbursed by Friends of Solon Public Library
<b>From Org Vehicle/Equipment Maint AC (63320)</b>	<b>\$ 442.45</b>		
Google LLC, Google Workspace inv#4861792491 (Visa)	\$ 44.94		
Bitdefender, 5 antivirus annual licenses inv#B160509050 (Visa)	\$ 106.99		
Total Spent	\$ 151.93	\$	466.67
<b>Remaining Balance</b>	<b>\$ 290.52</b>		
<b>From Utilities (63710)</b>	<b>\$ 6,893.77</b>		
Alliant Energy	\$ 11.89		
Mid-American	\$ 68.03		
Total Spent	\$ 79.92	\$	583.33
<b>Remaining Balance</b>	<b>\$ 6,813.85</b>		
<b>From Telephone/Internet (63730)</b>	<b>\$ 3,262.33</b>		
ICN inv#685496	\$ 188.00		
Southslope inv#10622323	\$ 172.05		
Total Spent	\$ 360.05	\$	425.00
<b>Remaining Balance</b>	<b>\$ 2,902.28</b>		
<b>From Data Bases (63731)</b>	<b>\$ 1,172.24</b>		
Total Spent	\$ -	\$	208.33
<b>Remaining Balance</b>	<b>\$ 1,172.24</b>		
<b>From Publishing (64140)</b>	<b>\$ 332.00</b>		
Woodward Media, Solon Economist ad for WLC inv#112349516	\$ 115.20		
Total Spent	\$ 115.20	\$	50.00
<b>Remaining Balance</b>	<b>\$ 216.80</b>		
<b>From Educational Program (64340)</b>	<b>\$ 8,389.71</b>		
Yumei's Asian Market & Anime, Teen program supplies (Employee Reimb)	\$ 4.68		
Solon Senior Support, November Chair Yoga inv#YogaNOV23	\$ 60.00		
Amazon, Youth program supplies (Visa)	\$ 5.99		
Amazon, Youth program supplies (Visa)	\$ 12.39		
Amazon, Youth program supplies (Visa)	\$ 105.55		
Amazon, Youth program supplies (Visa)	\$ 27.58		
Amazon, Youth program supplies (Visa)	\$ 42.13		
Amazon, Winter Library Challenge (WLC) supplies (Visa)	\$ 27.58		
Amazon, Youth program supplies (Visa)	\$ 17.49		
Amazon, Teen program supplies (Visa)	\$ 22.87		
Amazon, Teen program supplies (Visa)	\$ 8.98		
Amazon, Youth program supplies (Visa)	\$ 15.99		
Amazon, Youth program supplies (Visa)	\$ 199.62		
			Fun for All Night

Amazon, Teen program supplies (Visa)	\$	31.87	
Amazon, Adult program supplies (Visa)	\$	9.99	
Amazon, Youth program supplies (Visa)	\$	121.89	
ALDI, Youth program supplies (Visa)	\$	49.55	
ALDI, Adult and Youth program supplies (Visa)	\$	29.73	22.99 Youth large dino, 6.74 Adult coffee
Fun Express, Winter Library Challenge prizes (Visa)	\$	96.78	
Target, Youth program supplies (Visa)	\$	44.94	
Walmart, Youth program supplies (Visa)	\$	20.10	
Total Spent	\$	955.70	\$ 1,179.17
<b>Remaining Balance</b>	<b>\$</b>	<b>7,434.01</b>	

<b>From Library Books (65020)</b>	<b>\$</b>	<b>9,831.11</b>	
Baker & Taylor Inv#2037942125	\$	165.69	
Baker & Taylor Inv#2037947744	\$	58.77	
Baker & Taylor Inv#2037952269	\$	9.60	
Baker & Taylor Inv#2037966374	\$	378.27	
Baker & Taylor Inv#2037968181	\$	99.16	
Baker & Taylor Inv#2037968954	\$	75.19	
Baker & Taylor Inv#2037978248	\$	17.09	
Smart Apple Media Inv#ARU0363533	\$	326.40	
Amazon, 1 adult book (Visa)	\$	12.88	Replacement
Amazon, 1 adult book (Visa)	\$	15.16	
Amazon, 1 adult book (Visa)	\$	14.89	
Amazon, 1 adult book (Visa)	\$	14.95	
Amazon, 3 adult books (Visa)	\$	21.67	Replacements
Amazon, 1 youth, 2 adult books (Visa)	\$	18.09	Replacements: 7.07(free) Youth, 18.09 adult
Amazon, 1 adult book (Visa)	\$	19.49	
Amazon, 1 adult book (Visa)	\$	12.74	Holiday book
Amazon, 3 adult books (Visa)	\$	44.28	Holiday books
Amazon, 1 adult book (Visa)	\$	19.94	Large Print
Amazon, 1 adult book (Visa)	\$	10.78	Large Print
Amazon, 1 adult book (Visa)	\$	11.49	Large Print
Amazon, 1 adult book (Visa)	\$	12.58	Replacement
Amazon, 3 adult books (Visa)	\$	28.96	
Amazon, 2 adult books (Visa)	\$	31.48	Large Print
Amazon, 1 adult book (Visa)	\$	8.95	
Amazon, 1 youth book (Visa)	\$	8.99	
Joseph LeValley, 1 adult book (Visa)	\$	24.00	
Total Spent	\$	1,461.49	\$ 2,000.00
<b>Remaining Balance</b>	<b>\$</b>	<b>8,369.62</b>	

<b>From Library Video Materials (65030)</b>	<b>\$</b>	<b>2,898.73</b>	
Baker & Taylor inv#H66894270	\$	80.47	
Baker & Taylor inv#H66965540	\$	20.99	
Amazon, 1 DVD (Visa)	\$	4.99	
Amazon, 4 DVDs (Visa)	\$	61.93	
Amazon, 1 DVD (Visa)	\$	19.96	
Amazon, 1 DVD (Visa)	\$	24.96	
Amazon, 1 DVD (Visa)	\$	19.96	
Amazon, 1 DVD (Visa)	\$	17.96	
Amazon, 1 DVD (Visa)	\$	17.96	
Amazon, 1 DVD (Visa)	\$	19.96	
Amazon, 1 DVD (Visa)	\$	19.96	
Total Spent	\$	309.10	\$ 404.17
<b>Remaining Balance</b>	<b>\$</b>	<b>2,589.63</b>	

<b>From Library Audio Materials (65040)</b>	<b>\$</b>	<b>3,762.09</b>	
Baker & Taylor Inv#2037966374	\$	49.50	
OverDrive, 6 audiobooks inv#06497CO23425153	\$	260.49	
OverDrive, 9 Ebooks inv#06497CO23425148	\$	265.20	
OverDrive, 1 Ebook inv#06497CO23432612	\$	13.99	Patron Request
Amazon, 1 CD audiobook (Visa)	\$	19.99	
Amazon, 1 CD audiobook (Visa)	\$	7.49	
Total Spent	\$	616.66	\$ 416.67
<b>Remaining Balance</b>	<b>\$</b>	<b>3,145.43</b>	

<b>From Puzzles, Puppet Kits (65050)</b>	<b>\$ 301.20</b>		
DEMCO, 12 media pouches for kits inv#7403880 (Visa)	\$ 229.19		
<b>Total Spent</b>	<b>\$ 229.19</b>	\$	100.00
<b>Remaining Balance</b>	<b>\$ 72.01</b>		

<b>From Operating Supplies (65070)</b>	<b>\$ 5,452.60</b>		
DEMCO, labels, book covering, tape inv#7399369 (Visa)	\$ 91.89		
DEMCO, repair tape, labels, date due slips inv#7403880 (Visa)	\$ 86.83		
Office Express, toilet paper inv#35605	\$ 27.63		
Office Express, barcode labels inv#34415	\$ 27.39		
Office Express, 2 toner cartridges inv#36546	\$ 136.01		69.97 return credit applied
Office Express, command strips, copy paper inv#37152	\$ 88.99		
Offices Express, 3 toner cartridges inv#37297	\$ 308.97		
Amazon, 3 rolls of tape (Visa)	\$ 13.99		
<b>Total Spent</b>	<b>\$ 781.70</b>	\$	750.00
<b>Remaining Balance</b>	<b>\$ 4,670.90</b>		

<b>From Postage and Shipping (65080)</b>	<b>\$ 421.85</b>		
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<b>Total Spent</b>	<b>\$ -</b>	\$	75.00
<b>Remaining Balance</b>	<b>\$ 421.85</b>		

<b>From Supplies (65990)</b>	<b>\$ 220.00</b>		
Amazon, Board Member appreciation gift (Employee Reimbursement)	\$ 21.36		
<b>Total Spent</b>	<b>\$ 21.36</b>	\$	20.83
<b>Remaining Balance</b>	<b>\$ 198.64</b>		

<b>From Office Equipment (67250)</b>	<b>\$ 3,171.58</b>		
DEMCO, book easels inv#7399369 (Visa)	\$ 23.13		
Amazon, 2 desk mats (Visa)	\$ 15.98		
Amazon, 12-pack of acoustic tiles for study rooms (Visa)	\$ 27.99		
Amazon, 2 sets of 12-pack of acoustic tiles for study rooms (Visa)	\$ 60.98		
Amazon, 12-pack of acoustic tiles for study rooms (Visa)	\$ 24.29		
Amazon, 3-pack of handheld tally counters (Visa)	\$ 15.99		
<b>Total Spent</b>	<b>\$ 168.36</b>	\$	333.33
<b>Remaining Balance</b>	<b>\$ 3,003.22</b>		

<b>Trust and Agency (ALA Grant)</b>	<b>\$ 9,877.00</b>		ALA LTC Accessible Small & Rural Libraries Grant
OWL Labs, Meeting owl and expansion mic (Visa)	\$ 1,063.00		
<b>Total Spent</b>	<b>\$ 1,063.00</b>		
<b>Remaining Balance</b>	<b>\$ 8,814.00</b>		

<b>Trust and Agency</b>			
T&A 65020 Library Books: Amazon, 1 youth book (Visa)	\$ 12.99		Memorial donation for Youth Books
T&A 65020 Library Books: Baker & Taylor Inv#2037978248	\$ 187.05		Memorial donation for Youth Books
<b>Total Spent</b>	<b>\$ 200.04</b>		



**Solon Library Bills for January, 2024**

Starting balance from Expenditure Report dated 1/19/24

Monthly Avg

<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ 503.81</b>		
Zoom inv#INV233149706 (Visa)	\$ 17.11		
Cricut monthly subscription order#120286716(Visa)	\$ 10.59		
Consumer Reports annual digital subscription (Visa)	\$ 26.50		
Iowa Library Association (ILA) Annual Membership Liz (Visa)	\$ 140.00		
Total Spent	\$ 194.20	\$	100.00
<b>Remaining Balance</b>	<b>\$ 309.61</b>		
 <b>From Travel and Conference (62400)</b>	 <b>\$ 695.77</b>		
Total Spent	\$ -	\$	62.50
<b>Remaining Balance</b>	<b>\$ 695.77</b>		
 <b>From Building Maintenance (63100)</b>	 <b>\$ (4,759.10)</b>		
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves	
Amazon, set of 2 industrial mops (Visa)	\$ 39.88		
Gierke Robinson Co, Inc., 12 tubes of sealant for basement inv#5128176-000	\$ 230.76		
Total Spent	\$ 270.64	\$	416.67
<b>Remaining Balance</b>	<b>\$ (10,029.74)</b>		
 <b>From Org Vehicle/Equipment Maint AC (63320)</b>	 <b>\$ 290.52</b>		
Auto-Graphics, Annual VERSO annual subscription inv#2024-105927	\$ 1,943.82		
Bitdefender, 5 antivirus annual licenses order#224120341 (Visa)	\$ 74.89		
Bitdefender, 1 antivirus annual license inv#B160847013 (Visa)	\$ 53.49		
Google LLC, Google Workspace inv#4883225271 (Visa)	\$ 44.94		
TechSoup HP, 2 refurbished patron desktop computers (Visa)	\$ 630.00		
Total Spent	\$ 2,747.14	\$	466.67
<b>Remaining Balance</b>	<b>\$ (2,456.62)</b>		
 <b>From Utilities (63710)</b>	 <b>\$ 6,813.85</b>		
Alliant Energy	\$ 130.74		
Mid-American	\$ 174.30		
Total Spent	\$ 305.04	\$	583.33
<b>Remaining Balance</b>	<b>\$ 6,508.81</b>		
 <b>From Telephone/Internet (63730)</b>	 <b>\$ 2,902.28</b>		
ICN inv#687374	\$ 188.00		
Southslope inv#10643071	\$ 182.29		
Total Spent	\$ 370.29	\$	425.00
<b>Remaining Balance</b>	<b>\$ 2,531.99</b>		
 <b>From Data Bases (63731)</b>	 <b>\$ 1,172.24</b>		
Total Spent	\$ -	\$	208.33
<b>Remaining Balance</b>	<b>\$ 1,172.24</b>		
 <b>From Publishing (64140)</b>	 <b>\$ 216.80</b>		
Woodward Media, Solon Economist Santa Letters & NYE ads inv#122349516	\$ 267.60		
Total Spent	\$ 267.60	\$	50.00
<b>Remaining Balance</b>	<b>\$ (50.80)</b>		
 <b>From Educational Program (64340)</b>	 <b>\$ 7,395.69</b>		
Solon Senior Support, December Chair Yoga inv#YogaDEC23	\$ 60.00		
United Methodist Church, FLC Rental for Noon Year's Eve inv#NYE2023	\$ 50.00		
Amazon, Teen program supplies (Visa)	\$ 55.66		
Amazon, Youth program supplies NYE (Visa)	\$ 23.95		
Amazon, Youth program supplies (Visa)	\$ 74.97		
Amazon, Youth program supplies (Visa)	\$ 9.99		
ALDI, Youth program supplies NYE (Visa)	\$ 32.93		
Casey's General Store, Teen program supplies (Visa)	\$ 10.00		

HyVee, Youth program supplies NYE (Visa)	\$	46.24	
Menards, Youth program supplies NYE (Visa)	\$	19.27	
Menards, Youth program supplies NYE (Visa)	\$	6.24	
Sam's Mainstreet Market, Youth program supplies NYE (Visa)	\$	108.41	
Target, Adult program supplies coffee (Visa)	\$	3.59	
Target, Teen program supplies (Visa)	\$	28.11	
Target, Teen program supplies (Visa)	\$	38.99	
Zoetic Coffee, Teen program supplies (Visa)	\$	10.00	
HyVee, Teen program supplies (Visa)	\$	45.43	
Total Spent	\$	623.78	\$ 1,179.17
<b>Remaining Balance</b>	<b>\$</b>	<b>6,771.91</b>	
<b>From Library Books (65020)</b>	<b>\$</b>	<b>8,369.62</b>	
Baker & Taylor Inv#2037987843	\$	29.57	
Baker & Taylor Inv#2037994429	\$	17.10	
Baker & Taylor Inv#2038012158	\$	48.98	
Baker & Taylor Inv#2038029219	\$	83.78	
Baker & Taylor Inv#2038031632	\$	45.59	
Baker & Taylor Inv#2038038099	\$	125.62	
Amazon, 2 adult books (Visa)	\$	9.53	
Amazon, 1 youth book (Visa)	\$	8.99	
Amazon, 1 adult book (Visa)	\$	13.48	
Amazon, 1 adult book (Visa)	\$	8.47	
Amazon, 1 adult book (Visa)	\$	17.99	
Amazon, 2 adult books (Visa)	\$	28.78	
Amazon, 14 youth books (Visa)	\$	179.77	
Amazon, 1 adult book (Visa)	\$	19.58	
Amazon, 1 adult book (Visa)	\$	9.99	
Amazon, 1 adult book (Visa)	\$	13.60	
Amazon, 2 adult books (Visa)	\$	27.36	
Daydream Comics, 2 youth books (Visa)	\$	20.78	
Total Spent	\$	708.96	\$ 2,000.00
<b>Remaining Balance</b>	<b>\$</b>	<b>7,660.66</b>	
<b>From Library Video Materials (65030)</b>	<b>\$</b>	<b>2,589.63</b>	
Baker & Taylor inv#H67423230	\$	13.26	
Baker & Taylor inv#H67530950	\$	6.99	
Baker & Taylor inv#H67564820	\$	14.69	
Amazon, 1 DVD (Visa)	\$	12.96	
Amazon, 2 DVDs (Visa)	\$	29.96	
Amazon, 1 DVD (Visa)	\$	16.99	
Amazon, DVD cases, 3 DVD's (Visa)	\$	53.34	
Amazon, 1 DVD (Visa)	\$	19.95	
Total Spent	\$	168.14	\$ 404.17
<b>Remaining Balance</b>	<b>\$</b>	<b>2,421.49</b>	
<b>From Library Audio Materials (65040)</b>	<b>\$</b>	<b>3,145.43</b>	
Baker & Taylor Inv#2037994429	\$	20.34	
Baker & Taylor Inv#2038038099	\$	21.99	
Amazon, 1 audiobook CD (Visa)	\$	21.44	
Total Spent	\$	63.77	\$ 416.67
<b>Remaining Balance</b>	<b>\$</b>	<b>3,081.66</b>	
<b>From Puzzles, Puppet Kits (65050)</b>	<b>\$</b>	<b>72.01</b>	
Amazon, clear storage bag, crochet instruction book LOT (Visa)	\$	40.27	
Total Spent	\$	40.27	\$ 100.00
<b>Remaining Balance</b>	<b>\$</b>	<b>31.74</b>	
<b>From Operating Supplies (65070)</b>	<b>\$</b>	<b>4,665.44</b>	
Office Express, card stock and toilet paper inv#40186	\$	58.64	
Office Express, 2 toner cartridges inv#41251	\$	200.07	
Offices Express 1 toner cartridge inv#42044	\$	99.98	
Amazon, disinfecting wipes (Visa)	\$	8.02	

DEMCO, cataloging supplies, inv#7414118 (Visa)	\$	127.74		
Total Spent	\$	494.45	\$	750.00
<b>Remaining Balance</b>	<b>\$</b>	<b>4,170.99</b>		
<b>From Postage and Shipping (65080)</b>	<b>\$</b>	<b>421.85</b>		
USPS, ILL Return (Visa)	\$	4.43		
USPS, ILL Delivery (Visa)	\$	4.43		
Total Spent	\$	8.86	\$	75.00
<b>Remaining Balance</b>	<b>\$</b>	<b>412.99</b>		
<b>From Supplies (65990)</b>	<b>\$</b>	<b>198.64</b>		
Total Spent	\$	-	\$	20.83
<b>Remaining Balance</b>	<b>\$</b>	<b>198.64</b>		
<b>From Office Equipment (67250)</b>	<b>\$</b>	<b>3,003.22</b>		
Target, 2 storage containers (Visa)	\$	2.68		
DEMCO, 2 headphones for patron computers, inv#7414118 (Visa)	\$	34.95		
Amazon, utility cart (Visa)	\$	40.49		
Amazon, 20 inch diameter plant pot (Visa)	\$	26.90		
Raygun, 1 staff t-shirt (Visa)	\$	23.95		
Total Spent	\$	128.97	\$	333.33
<b>Remaining Balance</b>	<b>\$</b>	<b>2,874.25</b>		
<b>Trust and Agency (ALA Grant)</b>	<b>\$</b>	<b>8,814.00</b>		ALA LTC Accessible Small & Rural Libraries Grant
Total Spent	\$	-		
<b>Remaining Balance</b>	<b>\$</b>	<b>8,814.00</b>		
<b>Trust and Agency Library Books</b>	<b>\$</b>	<b>49.96</b>		Nancy Fife memorial donation
Baker & Taylor Inv#2037994429	\$	18.97		Memorial donation for Youth Books
Total Spent	\$	18.97		
<b>Remaining Balance</b>	<b>\$</b>	<b>30.99</b>		

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2023 to 1/31/2024							
	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 001 - GENERAL FUND</b>							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES							
61100 FICA SOCIAL SECURITY	226,000.00	226,000.00	126,798.43	16,182.94	0.00	99,201.57	56.1
61300 IPERS	17,300.00	17,300.00	9,677.99	1,235.03	0.00	7,622.01	55.9
61500 EMPLOYEE GROUP INSURANCE/ANNUI	21,335.00	21,335.00	11,969.78	1,527.68	0.00	9,365.22	56.1
62100 DUES, MEMBERSHIPS & MAGAZINE S	16,000.00	16,000.00	57.00	57.00	0.00	15,943.00	0.4
62400 TRAVEL AND CONFERENCE	1,200.00	1,200.00	696.19	27.70	0.00	503.81	58.0
63100 BUILDING MAINTENANCE	750.00	750.00	54.23	0.00	0.00	695.77	7.2
63320 ORG VEHICLE/EQUIPMENT MAINT AC	10,000.00	10,000.00	14,805.02	230.76	0.00	-4,805.02	148.1
63710 UTILITIES	5,600.00	5,600.00	7,253.30	2,095.75	0.00	-1,653.30	129.5
63730 TELEPHONE/INTERNET	7,000.00	7,000.00	491.19	305.04	0.00	6,508.81	7.0
63731 DATA BASES	5,100.00	5,100.00	2,568.01	370.29	0.00	2,531.99	50.4
64080 INSURANCE	2,500.00	2,500.00	1,327.76	0.00	0.00	1,172.24	53.1
64140 PUBLISHING	16,850.00	16,850.00	2,111.61	0.00	0.00	14,738.39	12.5
64340 EDUCATIONAL PROGRAM	600.00	600.00	383.20	115.20	0.00	216.80	63.9
65020 LIBRARY BOOKS	14,150.00	14,150.00	6,754.31	994.02	0.00	7,395.69	47.7
65030 LIBRARY VIDEO MATERIALS	24,000.00	24,000.00	15,630.38	1,461.49	0.00	8,369.62	65.1
65040 LIBRARY AUDIO MATERIALS	4,850.00	4,850.00	2,260.37	309.10	0.00	2,589.63	46.6
65050 PUZZELS, PUPPET KITS	5,000.00	5,000.00	1,854.57	616.66	0.00	3,145.43	37.1
65070 OPERATING SUPPLIES	1,200.00	1,200.00	1,127.99	229.19	0.00	72.01	94.0
65080 POSTAGE AND SHIPPING	9,000.00	9,000.00	4,334.56	787.16	0.00	4,665.44	48.2
65990 SUPPLIES	900.00	900.00	478.15	0.00	0.00	421.85	53.1
67250 OFFICE EQUIPMENT	250.00	250.00	51.36	21.36	0.00	198.64	20.5
	4,000.00	4,000.00	996.78	168.36	0.00	3,003.22	24.9
<b>LIBRARY SERVICES</b>	<b>393,585.00</b>	<b>393,585.00</b>	<b>211,682.18</b>	<b>26,734.73</b>	<b>0.00</b>	<b>181,902.82</b>	<b>53.8</b>
Expenditures	393,585.00	393,585.00	211,682.18	26,734.73	0.00	181,902.82	53.8
<b>Grand Total Net Effect:</b>	<b>-393,585.00</b>	<b>-393,585.00</b>	<b>-211,682.18</b>	<b>-26,734.73</b>	<b>0.00</b>	<b>-181,902.82</b>	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2023 to 1/31/2024

	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	577.19	0.00	0.00	-77.19	115.4
65020 LIBRARY BOOKS	5,000.00	5,000.00	200.04	200.04	0.00	4,799.96	4.0
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	1,063.00	1,063.00	0.00	2,937.00	26.6
67271 CAPITAL EQUIP/MEMORIAL DONATIO	0.00	0.00	3,377.73	0.00	0.00	-3,377.73	0.0
<b>TRUST &amp; AGENCY LIBRARY BLDG TR</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>5,217.96</b>	<b>1,263.04</b>	<b>0.00</b>	<b>5,282.04</b>	<b>49.7</b>
Expenditures	10,500.00	10,500.00	5,217.96	1,263.04	0.00	5,282.04	49.7
<b>Grand Total Net Effect:</b>	<b>-10,500.00</b>	<b>-10,500.00</b>	<b>-5,217.96</b>	<b>-1,263.04</b>	<b>0.00</b>	<b>-5,282.04</b>	

**Solon Public Library Foundation - Solon State Bank  
Treasurer's Report  
January 24, 2024**

Beginning Balance		\$ 18,330.98
Income:		
	Refund- Safety Deposit Key Refund	\$ 15.00
	Donation-McDonald	\$ 100.00
	Petty Cash Replenishment	\$ 400.00
	Luminary Sale	\$ 58.00
Expenses:		
	Luminary Table Fee	\$ 20.00
Ending Balance		<u>\$ 18,883.98</u>

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

Beginning Balance		\$ -
Income:		
Expenses:		
	Savings Balance	<u>\$ 5.54</u>

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

Beginning Balance		\$ 1,000.00
Income:		
Expenses:		
Ending Balance		<u>\$ 1,000.00</u>



**Portfolio Snapshot**  
Combined Account Portfolio

Solon Public Library Foundation

**Summary** As of: 12/31/23

**Portfolio Performance**

Period: 12/1/23-12/31/23

PORTFOLIO	\$79,876	SELECTED PERIOD (\$)		LAST QUARTER (\$)		YEAR TO DATE (\$)		LAST YEAR (\$)		SINCE START DATE (\$)	
		12/1/23 - 12/31/23	12/1/23 - 12/31/23	Q3,23	12/31/23	12/31/23	2022	2022	8/29/22		
GAIN/LOSS		Beginning Value	76,848	75,127	69,263	0	70,000	70,000	0		
		Net Contribution	0	0	0	0	-737	9,876	0		
		Change in Value	3,028	-2,520	10,614	-737	9,876	9,876	9,876		
Unrealized	\$7,091	Ending Value	79,876	72,608	79,876	69,263	79,876	79,876	79,876		
		Return	3.94%	-3.35%	15.32%	-1.05% <sup>6</sup>	10.33%	10.33%	10.33%		

**Account Performance**

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
[REDACTED]	8/29/22	79,876	100.00	3.94	-3.35	15.32	-1.05 <sup>6</sup>	10.33

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: 1/24/24.

Incomplete if presented without accompanying disclosure pages





Statement of Activity  
 Solon Public Library Foundation Education Endowment Fund  
 October 01, 2023 through December 31, 2023

<b>Beginning Balance</b>	<b>\$25,329.39</b>
<b><u>Income</u></b>	
Donations	\$75.00
Interest and Dividends	\$281.48
Realized Gain - Loss	\$115.98
Unrealized Gain - Loss	\$2,191.46
<b>Total Fund Income</b>	<b>\$2,663.92</b>
<b><u>Expenses</u></b>	
Administrative Fee	\$82.73
Investment Mgmt Fee	\$21.97
Online Payment Processing	\$3.09
<b>Total Fund Expenses</b>	<b>\$107.79</b>
<b>Ending Balance</b>	<b>\$27,885.52</b>

**Activity Detail**

**Donations**

<u>Date</u>	<u>Donor</u>	<u>Amount</u>
2023-10-14	King, Robert	\$25.00
2023-11-14	King, Robert	\$25.00
2023-12-14	King, Robert	\$25.00
<b>Total Donations</b>		<b>\$75.00</b>

**Grants**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
n/a	n/an/a	\$n/a
<b>Total Grants</b>		<b>\$0.00</b>

