

Agenda for Solon Library Board Meeting
Monday, September 30, 2024 @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

- August 26, 2024

Citizen's Speak

Committee reports

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

Directors Report

Approval of Bills

- September 2024

Review of Foundation report (August 2024)

Old Business

- Plans for Joint Library Boards Meeting to be held on Tuesday, October 22 at 6:00 pm

New Business

- Policy Review: Personnel Policy
- Integrated Library System (ILS) vendor search to replace current AutoGraphics VERSO system
- Board Continuing Education Suggestion:
 - The ALA (American Library Association) has several webinars available about Banned Books Week. Several of them will be recorded so you can register to receive a link to the recording as well as attending live. See their website: <https://www.ala.org/bbooks/events>
 - **Banned Books 101: What Library Boards & Trustees Need to Know**
Presented by United for Libraries and the Freedom to Read Foundation

September 24, 2024 • 12:00 PM CT (You can still register and watch the recording of this webinar)

Whether or not their community has experienced book bans, library Trustees/Board Members have a responsibility to protect access to books, programs, and resources in their libraries. Learn what board members need to know about the current state of book bans in the U.S., and how to advocate for the freedom to read and activate local support networks.

Find out about United for Libraries and ALA resources, including Unite Against Book Bans, Advocacy Academy, and “Reader. Voter. Ready.” Presenters: Joyce McIntosh, Assistant Program Director, Freedom to Read Foundation and Amelia Aldred, Deputy Director, State & Local Advocacy, ALA’s Public Policy & Advocacy Office

[Register](#)

https://ala-events.zoom.us/webinar/register/6617258117287/WN_eXnp7ZxBR6mCd4LotJE9mw#/registration

- **Censorship Preparedness: Practical Strategies for Intellectual Freedom Challenges, Presented by the ALA Intellectual Freedom Round Table**

October 8, 2024 • 1:00 – 2:00 p.m. CDT

Join Amanda Sand, outgoing Intellectual Freedom Round Table chair, for a timely webinar designed to help library workers navigate the complexities of controversies and challenges to various library resources. Learn proactive strategies for handling concerns about displays, programs, and social media posts during Banned Books Week and beyond, while exploring the importance of comprehensive policies, including how to update your Request for Reconsideration form and procedures. Through real-world examples, polls, and interactive discussions, you'll gain practical tools to educate your community, support intellectual freedom, and prepare your staff and board for potential challenges.

[Register](#)

https://ala-events.zoom.us/webinar/register/WN_8jazyX2hRweJxTRFZct2vA%20

Next Meeting: **Monday, October 28, 2024 at 6:30 pm**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes August 26, 2024

Call to Order

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

Present

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

Absent

Matthew Hanes

Approval of Agenda

The agenda was approved as corrected. (The Personnel Policy review was rescheduled.) (Char/Janet)

Approval of Minutes

The minutes of the July 29, 2024 meeting were unanimously approved. (Steve/Jen).

Citizen's Speak and Correspondence

Citizen speak: None

Correspondence: None

Committee Reports

- **Building:** The flag was repaired and a light fixture in the staff workroom was fixed.
- **Finance:** No report. The CDs maturing will be discussed under new business.
- **Johnson County Liaison:** No report
- **City of Solon Liaison:** No report
- **Board of Trustees Continuing Education:** Char and Sandy watched the webinar Public Library Compensation Took Kit. Sandy also reported on Friending the Public Library. Sandy highly recommended watching this webinar.

Library Director's Report

A written report is included in the Board packet. Liz wished to highlight how the summer reading program was a huge success. With Lily's skill gathering statistics an overview revealed that this year there was an increase in adult participation. It was also great to see one of the favorite prizes chosen were books. A total of 595 books went home as prizes.

The Solon Public Library Board

Approval of Bills

The bills for August 2024 were unanimously approved. (Jen/Bill)

Review of Foundation Report

The August report was not available due to their meeting being scheduled 8/28/24.

Old Business

- **Staffing Update:** Teen Services Librarian Position: The board was able to meet and greet Christian Braun who has taken this position. Christian started 8/12/24.

New Business:

- **CD at Solon St Bank:** Matures 8/30 the balance as of 8/9/24 was 12,593.74 at a 4% interest rate. It was unanimously approved to keep the CD at Solon State Bank and to roll it over to the 17 month at 4.82% or the highest rate available. (Bill/Janet)
- **CD at Green State Credit Union:** Matures 9/6 the balance as of 8/23/24 was 106,253.04 at a 4.76% interest rate. It was unanimously approved to keep the CD at 14 months for the highest rate available. (Bill/Steve)
- **Select Joint Library Boards Meeting Date:** It was decided by the board that the best date for all to attend is October 22, 2024.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration.

Adjournment

The meeting was adjourned at 7:10 p.m. (Jen/Bill)

Next Meeting

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

Submitted by

Char Cosgrove

Director's Report September 2024

In September I attended regular meetings with the City Council, a City Department Zoom meeting, and the Friends of the Library meeting. The Friends of the Library will be hosting their annual Halloween Costume & Decor Sale on Saturday, October 5th. The Solon Public Library Foundation will meet at the beginning of next month. We celebrated Alexis's 5th Anniversary as our Adult Services Librarian at City Council on Wednesday, September 4th. Thank you to each of the library boards' members who were able to attend and show their appreciation to Alexis.

I participated in an interview with Teri Finneman Ph.D., an associate professor from the University of Kansas arranged by Catherine Bilske of the Solon Economist. Teri is touring the country to gather information for her next book about local newspapers who partner with university journalism programs to publish their local news. In January 2024, The Solon Economist was purchased by The Daily Iowan, a non-profit publishing organization, who partners with the University of Iowa School of Journalism. The partnership is mutually beneficial to the students who gain experience and provide assistance in covering local news for the staff of 2 people, and the Solon community continues to receive local news in their weekly paper. Several community stakeholders participated in the interviews held in one of the Library study rooms. It was fascinating to learn that we are one of a small number of these types of partnerships. Teri's goal is to provide a blueprint for other communities considering this option for keeping their local newspapers sustainable.

We welcomed Brenda Hall, Becky Heil, and Emily Bainter from the State Library of Iowa and Dennis Nangle, Institute of Museum and Library Services (IMLS) Program Officer, for a tour of Solon Public Library on Wednesday, September 25th. Brenda arranged the tour of five local libraries to demonstrate how we each benefit from the IMLS funds provided to the State Library of Iowa. Areas that I highlighted were: IA Shares interlibrary loan delivery service, WhoFi data collection and meeting room reservation program, continuing education, our website, space utilization grant, electronic magazines on Bridges (791 items checked out in FY24), and consultant services for our strategic planning process. We received very positive feedback on our library space, resources, programs, and staff.

September is National Library Card Month and the theme is "Libraries - More Than Meets the Eye". This transformer theme inspired Megan to set up a photoshoot with our mascot, Trixie the Triceratops, and the Herktimus Prime Herky statue. She created our poster and bookmarks to celebrate this month of library access. We are encouraging patrons to get a new library card or update their accounts and enter into a drawing for a Pickleball Set.

National Banned Books Week started Sunday, September 22. Megan created an interactive bulletin board highlighting a sampling of book titles and the reasons they have been challenged or banned over the years, and shared social media posts including staff members with their favorite banned books. I wanted to share the information provided by The American Library Association (ALA) about censorship in our country:

Sponsored annually by the American Library Association—and promoted annually by libraries across the country—this is **Banned Books Week September 22-28**. This year's theme is "*Freed Between the Lines.*"

The ALA Office for Intellectual Freedom (OIF) tracks attempts to ban or restrict access to books across the United States and to inform the public about censorship efforts in school and public libraries. In 2023, OIF documented 1,269 attempts to censor books and other resources in U.S. libraries, the highest number of attempts since ALA began compiling this data 20 years ago.

4,240 unique book titles were targeted for censorship in 2023, a 65% increase compared to 2022 numbers. Note that **a challenge** is a formal effort to remove or restrict library materials, based upon the objections of an individual or groups. **A ban** is the actual removal of items from library collections.

Banned Books Week is noted for bringing together the national book community—from libraries to bookstores, publishers, journalists, teachers, Friends Groups, and patrons—all in the shared support of American's right to read books of their own choosing, even if some of those books contain unorthodox or unpopular ideas.

BBW is an ideal time to call attention to this fundamental freedom to read. And for Iowa libraries, especially, a time to remind people that the *Library Bill of Rights* had its beginnings right here in Iowa. Forest Spaulding, Director of the Des Moines Public Library in the 1930's, is credited as the author of the *Library Bill of Rights*. Upon his death in 1965, Des Register editors wrote "[Forest Spaulding] went far beyond the role of librarian to help out in every cultural and intellectual phase of city activity. His interests ranged from purely city activities to foreign affairs. He made himself so much a part of the life of Des Moines that the thought of him is still warm and pleasant." Find a biographical sketch of Spaulding the [Iowa Heritage Digital Collection](#).

Lily hosted each of the five Solon Sixth Grade English Classes for a library tour, information on teen programming, and a chance to check out something fun to read in class. Many 6th graders also received their own library cards at their visit. Alexis's Monthly Tech Talk assisted patrons with using our digital resource Transparent Language to teach yourself a new language including sign language.

Christian has welcomed teens each Tuesday afternoon to Switch and Social where teens can hangout, enjoy snacks, and Nintendo Switch games. New this year, Lily has added an additional activity to this teen time rotating each week between art, maker's space, new skills, and cooking. Christian and Lily will host the first Teen Advisory Board (TAB) meeting of the year in early October. The Fall Session of Wednesday Drawing Club and Our Early Out Thursday BAM POW programming also started this month keeping our programming staff very busy.

Based on community feedback from our previous adult sewing program, Lily and Alexis hosted Sewing 101 for Kids on Saturday, September 7th. Several 3rd - 8th graders and their adults learned some sewing basics and left with a new pillow they created.

Alexis is a certified Child Passenger Safety Technician, and she hosted a Car Seat Safety Inspection program on Saturday, September 21. Going forward, Alexis will be available by appointment for community members to have their car seats inspected.

Our first Fun For All Night of the season welcomed 40 people to the Community Center gym to enjoy games and the movie Elemental with popcorn donated by Theisens in Coralville. The attendees voted and chose Nightmare Before Christmas for the October 12th Fun For All Night.

Looking ahead to October, we will be showcasing our 4th annual Pumpkin Decorating Contest, celebrating diversity with Storytime Heritage Themes each week, hosting a Quilting 101 program, a Lego Night for all ages, and a Teen After Hours Halloween Party. We will host our Annual Joint Library Boards Social Meeting on Tuesday, October 22nd at 6:00 pm. This is an opportunity for members from all three boards who support our Library to meet each other, celebrate successes in the past year, and look to future plans. The Library Board of Trustees will act as hosts providing light refreshments. We are also working on completing our State Library of Iowa Annual Survey by the October 31 deadline. Sherri is a huge help with compiling all of our circulation and collection data required for the survey, and thank you to Travis for assisting with the financial information.

Sincerely,

Liz King
Director, Solon Public Library

	A	B	C	D	E	F
1	Title	Age	Type	Category	In-person Attendees	Virtual Attendees
2	Chair Yoga	Adult (Ages 19+)	In Person	Adults	21	0
3	Chair Yoga	Adult (Ages 19+)	In Person	Adults	19	0
4	Chair Yoga	Adult (Ages 19+)	In Person	Adults	19	0
5	Chair Yoga	Adult (Ages 19+)	In Person	Adults	17	0
6	Chair Yoga	Adult (Ages 19+)	In Person	Adults	19	0
7	Chair Yoga	Adult (Ages 19+)	In Person	Adults	23	0
8	Chair Yoga	Adult (Ages 19+)	In Person	Adults	23	0
9	Chair Yoga	Adult (Ages 19+)	In Person	Adults	20	0
10				Total Chair Yoga	161	
11	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	7	0
12	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	7	0
13	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	12	0
14	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	9	0
15				Total Coffee & Conversations	35	
16	Book Club: The Last Green Valley	Adult (Ages 19+)	Combo in Person / Live Virtual	Adults	4	1
17	Cookbook Club: Sandwiches	Adult (Ages 19+)	In Person	Adults	2	0
18	DIY Night: 2nd Chance Craft Night	Adult (Ages 19+)	In Person	Adults	12	0
19	Game Night	Adult (Ages 19+)	In Person	Adults	3	0
20	Johnson County Master Gardeners: Hugelkultur	Adult (Ages 19+)	In Person	Adults	16	0
21	KNIT LIT	Adult (Ages 19+)	In Person	Adults	5	0
22	Tech Talk	Adult (Ages 19+)	In Person	Adults	0	0
23				Total Adult Participation	238	
24	Saturday Storytime	Children (Ages 0-5)	In Person	Storytime	0	0
25	Storytime	Children (Ages 0-5)	In Person	Storytime	29	0
26	Storytime	Children (Ages 0-5)	In Person	Storytime	53	0
27	Storytime	Children (Ages 0-5)	In Person	Storytime	51	0
28				Total Storytime	133	
29	Dinosaurs at Dusk - Rain or Shine!	General Interest	In Person	All Ages	121	0
30	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Babies	5	0
31	Coloring Challenge	General Interest	Passive Program	All Ages	68	0
32	Let's Go LEGO!	General Interest	Passive Program	All Ages	11	0
33	Anime Recommendations	Young Adult (Ages 12-18)	Passive Program	Teens	1	0

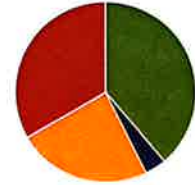
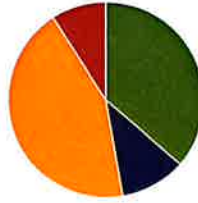
Solon Public Library

July, 2024 - August, 2024

July

Overview

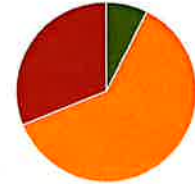
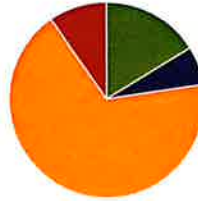
All Children Programs	20	36.36%	All Children Participants	569	38.79%
Young Adult Programs	6	10.91%	Young Adult Participants	56	3.82%
Adult Programs	24	43.64%	Adult Participants	353	24.06%
General Interest Programs	5	9.09%	General Interest Participants	489	33.33%
Total Programs	55		Total Participants	1467	



August

Overview

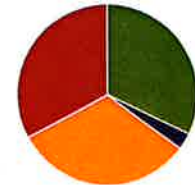
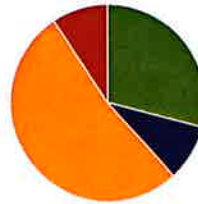
All Children Programs	5	16.13%	All Children Participants	29	7.46%
Young Adult Programs	2	6.45%	Young Adult Participants	0	0%
Adult Programs	21	67.74%	Adult Participants	239	61.44%
General Interest Programs	3	9.68%	General Interest Participants	121	31.11%
Total Programs	31		Total Participants	389	



Year in Review

Overview

All Children Programs	25	29.07%	All Children Participants	598	32.22%
Young Adult Programs	8	9.3%	Young Adult Participants	56	3.02%
Adult Programs	45	52.33%	Adult Participants	592	31.9%
General Interest Programs	8	9.3%	General Interest Participants	610	32.87%
Total Programs	86		Total Participants	1856	



Patron PC Logins by Day and Hour

Dates: Thursday August 1, 2024 - Saturday August 31, 2024 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
Thu Aug 1	4	3	0	2	1	0	1	1	0	0	0	12	1	0	4	1	0	1
Fri Aug 2	0	3	0	0	1	1	1	0	0	0	0	6	1	0	3	0	0	1
Sat Aug 3	0	0	0	4	0	0	0	0	0	0	0	4	0	0	4	0	0	1
Sun Aug 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 5	1	0	3	2	1	1	1	0	1	0	0	9	1	0	3	1	0	1
Tue Aug 6	1	1	1	1	1	1	2	3	0	0	0	11	1	0	3	1	1	1
Wed Aug 7	1	2	2	0	0	3	2	0	0	0	0	10	1	0	3	0	0	1
Thu Aug 8	0	0	0	2	0	1	0	0	0	0	0	3	0	0	2	0	0	1
Fri Aug 9	0	0	1	1	2	2	4	1	0	0	0	11	1	0	4	1	0	1
Sat Aug 10	1	0	0	0	1	1	1	0	2	0	0	5	1	0	2	0	0	1
Sun Aug 11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 12	0	1	2	2	0	2	3	3	1	0	0	14	1	0	3	1	0	1
Tue Aug 13	0	4	1	0	1	3	2	0	0	0	0	11	1	0	4	0	0	1
Wed Aug 14	2	0	2	0	6	0	0	1	0	0	0	11	1	0	6	0	0	2
Thu Aug 15	0	2	2	3	1	0	0	1	0	0	0	9	1	0	3	0	0	1
Fri Aug 16	1	1	0	1	4	0	1	0	0	0	0	8	1	0	4	0	0	1
Sat Aug 17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Aug 18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 19	0	3	4	2	4	2	3	2	0	0	0	20	2	0	4	2	0	2
Tue Aug 20	1	5	4	4	1	1	0	3	0	0	0	19	2	0	5	1	0	2
Wed Aug 21	0	0	0	3	4	1	6	1	1	0	0	16	2	0	6	1	0	2
Thu Aug 22	5	0	2	0	0	3	1	1	1	0	0	12	1	0	5	0	0	2
Fri Aug 23	4	2	0	3	1	0	0	0	0	0	0	10	1	0	4	0	0	1
Sat Aug 24	0	0	1	0	4	0	2	0	0	0	0	7	1	0	4	0	0	1
Sun Aug 25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 26	0	2	1	1	2	3	0	0	1	0	0	10	1	0	3	1	0	1
Tue Aug 27	1	3	3	0	0	0	1	1	1	0	1	10	1	0	3	1	0	1
Wed Aug 28	0	1	0	0	0	0	1	1	1	0	0	3	0	0	1	0	0	1
Thu Aug 29	0	0	0	3	4	4	12	8	2	6	2	37	3	0	12	2	0	4
Fri Aug 30	0	0	2	2	0	1	0	3	0	0	0	8	1	0	3	0	0	1
Sat Aug 31	1	0	1	2	3	2	3	3	0	0	0	12	1	0	3	1	0	1
Total	23	33	32	38	42	40	41	27	9	3	0	288						
Average	0.7	1.1	1	1.2	1.4	1.3	1.3	0.9	0.3	0.1	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	5	5	4	4	6	12	8	3	6	2	0							
Median	0	0	1	1	1	1	1	1	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi	1.3	1.4	1.2	1.3	1.7	2.2	1.9	1	1.1	0.4	0							

Generated on Thursday September 5, 2024 with CYBRARIAN™ View (2024.1.2)

© Copyright 2024, CYBRARIAN is a Registered Trademark of CYBRARIAN Corporation. All Rights Reserved.

Solon Library Bills for September, 2024

Starting balance from Expenditure Report dated 9/6/24

		Monthly Avg
From Dues, Membership & Magazines (62100)	\$ 619.00	
Zoom inv#270554657 (Visa)	\$ 17.11	
Cricut monthly subscription order#140878806(Visa)	\$ 10.59	
Total Spent	\$ 27.70	\$ 100.00
Remaining Balance	\$ 591.30	
From Travel and Conference (62400)	\$ 679.04	
State Library of Iowa, space planning workshop 10/23 (Visa)	\$ 20.00	
Employee reimbursement, Care Center Outreach	\$ 2.14	
Total Spent	\$ 22.14	\$ 62.50
Remaining Balance	\$ 656.90	
From Building Maintenance (63100)	\$ 9,558.64	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Heartland Backflow Inc. inv#2012	\$ 88.00	
ALDI, 2 bottles floor cleaner (Visa)	\$ 9.39	
Professional Window Cleaners, LLC window cleaning inside & out inv#3790	\$ 80.00	
Total Spent	\$ 177.39	\$ 416.67
Remaining Balance	\$ 4,381.25	
From Org Vehicle/Equipment Maint AC (63320)	\$ 4,558.35	
Amazon, Apple iPad 10.2 inch (Visa)	\$ 179.50	
Amazon, iPad case (Visa)	\$ 8.99	
Google LLC, Google Workspace inv#5056317781 (Visa)	\$ 44.94	
Total Spent	\$ 233.43	\$ 466.67
Remaining Balance	\$ 4,324.92	
From Utilities (63710)	\$ 2,950.21	
Alliant Energy	\$ 14.17	
Mid-American	\$ 14.50	
Total Spent	\$ 28.67	\$ 583.33
Remaining Balance	\$ 2,921.54	
From Telephone/Internet (63730)	\$ 3,762.09	
ICN inv#706496	\$ 188.00	
Southslope inv#10811854	\$ 181.20	
Total Spent	\$ 369.20	\$ 425.00
Remaining Balance	\$ 3,392.89	
From Data Bases (63731)	\$ 1,825.68	
Total Spent	\$ -	\$ 208.33
Remaining Balance	\$ 1,825.68	
From Publishing (64140)	\$ 600.00	
Solon Economist, SRP Sponsor Appreciation Ad inv#1353	\$ 275.00	
Total Spent	\$ 275.00	\$ 50.00
Remaining Balance	\$ 325.00	
From Educational Program (64340)	\$ 10,267.77	
Solon Senior Support, August Chair Yoga, inv#YogaAUG24	\$ 60.00	

Katie Hopkins Presentations, Iowa Haunted Corridor program, inv#0003	\$	200.00	
Antelope Lending Library, Bookmobile storytime, inv#8302024	\$	150.00	
Dollar Tree, Adult program supplies (Employee Reimbursement)	\$	39.49	
Menards, Adult program supplies (Employee Reimbursement)	\$	15.00	
Amazon, Library Card sign up month prize pickleball set (Visa)	\$	23.99	
Amazon, Youth program supplies (Visa)	\$	122.87	
Amazon, Teen program supplies (Visa)	\$	57.30	
Amazon, Teen program supplies (Visa)	\$	25.99	
Amazon, Teen program supplies (Visa)	\$	7.72	
Amazon, Youth program supplies (Visa)	\$	203.48	
Amazon, Youth program supplies (Visa)	\$	253.77	
Amazon, Adult program supplies (Visa)	\$	9.82	
Amazon, Adult program supplies (Visa)	\$	91.21	
ALDI, Teen program supplies (Visa)	\$	17.77	
COSTCO, Teen program supplies (Visa)	\$	57.22	
COSTCO, Winter Library Challenge WLT prizes (Visa)	\$	42.38	
Joann, Youth program supplies (Visa)	\$	96.15	
Koeckritz Rugs, Inc., Youth 30 storytime carpet circles (Visa)	\$	392.95	
West Music Coralville, Youth program supplies (Visa)	\$	235.00	
Total Spent	\$	2,102.11	\$ 1,179.17
Remaining Balance	\$	8,165.66	

From Library Books (65020)	\$	21,618.72	
Baker & Taylor Inv#2038485080	\$	88.90	
Baker & Taylor Inv#2038493558	\$	82.47	
Baker & Taylor Inv#2038499414	\$	59.66	
Baker & Taylor Inv#2038500773	\$	179.39	
Baker & Taylor Inv#2038502724	\$	829.74	
Baker & Taylor Inv#2038510527	\$	43.86	
Baker & Taylor Inv#2038513707	\$	116.81	
Baker & Taylor Inv#2038515901	\$	153.23	
Baker & Taylor Inv#2038521319	\$	68.96	
Baker & Taylor Inv#2038537721	\$	284.61	
Baker & Taylor Inv#2038549774	\$	119.38	
Baker & Taylor Inv#2038554410	\$	78.65	
Baker & Taylor Inv#2038561329	\$	33.79	
Amazon, 3 adult books (Visa)	\$	46.41	
Amazon, 1 adult book (Visa)	\$	13.99	
Amazon, 3 adult books (Visa)	\$	48.93	
Amazon, 1 adult book (Visa)	\$	10.87	
Amazon, 4 adult books (Visa)	\$	38.21	
Amazon, 1 adult book (Visa)	\$	13.79	
Amazon, 1 adult book (Visa)	\$	13.95	
Amazon, 1 adult book (Visa)	\$	24.95	
Amazon, 2 youth books (Visa)	\$	36.19	
Amazon, 20 youth books (Visa)	\$	293.61	
Amazon, 1 adult book (Visa)	\$	17.99	
Amazon, 3 adult books (Visa)	\$	47.73	
Amazon, 4 adult books (Visa)	\$	91.56	
Amazon, 2 adult books (Visa)	\$	26.36	
Amazon, 1 adult book (Visa)	\$	10.71	
Amazon, 1 adult book (Visa)	\$	15.59	
Amazon, 1 adult book (Visa)	\$	21.09	
Amazon, 1 adult book (Visa)	\$	17.79	
Amazon, 1 adult book (Visa)	\$	20.29	
Amazon, 1 adult book (Visa)	\$	12.58	

Amazon, 1 adult book (Visa)	\$	15.14	
Amazon, 1 adult book (Visa)	\$	11.21	
Barnes & Noble, 4 youth books (Visa)	\$	52.74	
Just Like Caitlin Book Store, 2 youth books (Visa)	\$	46.90	
Total Spent	\$	3,088.03	\$ 2,000.00
Remaining Balance	\$	18,530.69	

From Library Video Materials (65030) \$ 3,748.05

Baker & Taylor inv#H69963420	\$	13.99	
Midwest Tape inv#505914877	\$	147.69	
Midwest Tape inv#505978232	\$	76.47	
Midwest Tape inv#506053709	\$	26.24	
Amazon, 3 DVDs (Visa)	\$	25.95	
Amazon, 4 DVDs (Visa)	\$	32.86	
Amazon, 1 DVD (Visa)	\$	19.50	Wrong format, item returned
Amazon, 1 DVD (Visa)	\$	17.99	Wrong format, item returned
Amazon 1 digital movie (Visa)	\$	8.61	For Amazon Firestick
Total Spent	\$	369.30	\$ 404.17
Remaining Balance	\$	3,378.75	

From Library Audio Materials (65040) \$ 4,909.28

Baker & Taylor Inv#2038549774	\$	19.24	
Baker & Taylor Inv#2038554410	\$	52.25	
OverDrive Advantage, 8 audiobooks inv#06497CO24248480	\$	489.49	
OverDrive Advantage, 9 Ebooks inv#06497CO24248478	\$	354.99	
OverDrive Advantage, 1 audiobook inv#06497CO24269997	\$	69.99	
Amazon, 1 CD audiobook (Visa)	\$	36.39	
Amazon, 2 CD audiobooks (Visa)	\$	66.54	
Total Spent	\$	1,088.89	\$ 416.67
Remaining Balance	\$	3,820.39	

From Puzzles, Puppet Kits (65050) \$ 951.14

Amazon, 2 youth puzzles (Visa)	\$	25.39	LOT = Library of Things
Total Spent	\$	25.39	\$ 100.00
Remaining Balance	\$	925.75	

From Operating Supplies (65070) \$ 7,861.80

Office Express, 4 2025 calendars inv#77589	\$	54.74	
Amazon, 36 wrist lanyards for library cards (Visa)	\$	23.59	
Amazon, 8 count 9V batteries (Visa)	\$	11.87	
Amazon, disinfectant cleaner for toys (Visa)	\$	31.40	
ALDI, mini sewing kit (Visa)	\$	5.29	
Brodart Co, spine labels (Visa)	\$	73.05	
Copyworks, Library Card Month poster (Visa)	\$	21.19	
DEMCO, book processing supplies inv#7523238 (Visa)	\$	20.90	
Total Spent	\$	242.03	\$ 750.00
Remaining Balance	\$	7,619.77	

From Postage and Shipping (65080) \$ 409.17

USPS, ILL return (Visa)	\$	5.11	
USPS, ILL return and roll of 100 stamps (Visa)	\$	77.40	
Total Spent	\$	82.51	\$ 75.00
Remaining Balance	\$	326.66	

From Supplies (65990) \$ 250.00

Total Spent	\$	-	\$	20.83
Remaining Balance	\$	250.00		

From Office Equipment (67250)	\$	2,893.59		
Gordon Flesch Co. Printer Lease inv#I00950115	\$	171.63		
DEMCO, 15 small and 15 large book easels inv#7523238 (Visa)	\$	71.83		
Amazon, 4 extra large bookends (Visa)	\$	15.99		
Amazon, 8 extra large bookends (Visa)	\$	32.99		
Amazon, 3 rechargeable lights for staircase (Visa)	\$	23.93		Replacements
Target, microwave for staff workroom (Visa)	\$	64.19		Replacement
Total Spent	\$	380.56	\$	333.33
Remaining Balance	\$	2,513.03		

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2024 to 9/30/2024

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	244,232.00	244,232.00	62,993.45	17,614.61	0.00	181,238.55	25.8
61100 FICA SOCIAL SECURITY	18,684.00	18,684.00	4,808.73	1,344.58	0.00	13,875.27	25.7
61300 IPERS	23,056.00	23,056.00	5,458.09	1,637.69	0.00	17,597.91	23.7
61500 EMPLOYEE GROUP INSURANCE/ANNUI	15,245.00	15,245.00	0.00	0.00	0.00	15,245.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	1,200.00	1,200.00	581.00	0.00	0.00	619.00	48.4
62400 TRAVEL AND CONFERENCE	750.00	750.00	70.96	0.00	0.00	679.04	9.5
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	529.36	250.86	0.00	9,470.64	5.3
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	1,041.65	0.00	0.00	4,558.35	18.6
63710 UTILITIES	3,000.00	3,000.00	78.46	28.67	0.00	2,921.54	2.6
63730 TELEPHONE/INTERNET	4,500.00	4,500.00	1,107.11	369.20	0.00	3,392.89	24.6
63731 DATA BASES	2,850.00	2,850.00	1,024.32	0.00	0.00	1,825.68	35.9
64080 INSURANCE	27,740.00	27,740.00	0.00	0.00	0.00	27,740.00	0.0
64140 PUBLISHING	600.00	600.00	0.00	0.00	0.00	600.00	0.0
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	3,882.23	60.00	0.00	10,267.77	27.4
65020 LIBRARY BOOKS	24,000.00	24,000.00	2,381.28	326.89	0.00	21,618.72	9.9
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	1,101.95	75.97	0.00	3,748.05	22.7
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	90.72	27.49	0.00	4,909.28	1.8
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	248.86	0.00	0.00	951.14	20.7
65070 OPERATING SUPPLIES	9,000.00	9,000.00	1,138.20	315.64	0.00	7,861.80	12.6
65080 POSTAGE AND SHIPPING	600.00	600.00	190.83	0.00	0.00	409.17	31.8
65990 SUPPLIES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
67250 OFFICE EQUIPMENT	3,500.00	3,500.00	606.41	171.63	0.00	2,893.59	17.3
LIBRARY SERVICES	420,007.00	420,007.00	87,333.61	22,223.23	0.00	332,673.39	20.8
Expenditures	420,007.00	420,007.00	87,333.61	22,223.23	0.00	332,673.39	20.8
Grand Total Net Effect:	-420,007.00	-420,007.00	-87,333.61	-22,223.23	0.00	-332,673.39	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2024 to 9/30/2024

	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	0.00	0.00	0.00	500.00	0.0
65020 LIBRARY BOOKS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
65030 LIBRARY VIDEO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
65040 LIBRARY AUDIO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
67270 OTHER CAPITAL EQUIPMENT	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
67500 BUILDING	0.00	0.00	95.80	0.00	0.00	-95.80	0.0
TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	95.80	0.00	0.00	10,404.20	0.9
Expenditures	10,500.00	10,500.00	95.80	0.00	0.00	10,404.20	0.9
Grand Total Net Effect:	-10,500.00	-10,500.00	-95.80	0.00	0.00	-10,404.20	

**Solon Public Library Foundation - Solon State Bank
Treasurer's Report
August 28, 2024**

Beginning Balance		\$ 18,889.38
Income:	\$	\$
Expenses:	Open up CD at Greenstate- Ck. #1279	\$ 10,000.00
Ending Balance		<u>\$ 8,889.38</u>

**Solon Public Library Foundation - Greenstate
Treasurer's Report
August 28, 2024**

Beginning Balance		\$ 5.54
Income:		
Expenses:	Savings Balance	<u>\$ 5.54</u>
	CD- opened 8/12/24	<u>\$ 10,000.00</u>

**Solon Public Library Foundation Scholarship Account
Treasurer's Report
August 28, 2024**

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

Portfolio Snapshot

Combined Account Portfolio

Solon Public Library Foundation

Period: 7/1/24-7/31/24

Summary As of: 7/31/24

Portfolio Performance

PORTFOLIO	\$88,429	SELECTED PERIOD (\$)		LAST QUARTER (\$)		YEAR TO DATE (\$)		LAST YEAR (\$)		SINCE START DATE (\$)
		7/1/24 - 7/31/24	7/1/24 - 7/31/24	Q2,24	7/31/24	7/31/24	2023	2023	8/29/22	
GAIN/LOSS		Beginning Value	87,693	85,025	79,876	69,263	0	70,000		
		Net Contribution	0	0	0	0	0	18,429		
		Change in Value	736	2,669	8,552	10,614	18,429	88,429		
Unrealized	\$14,762	Ending Value	88,429	87,693	88,429	79,876	88,429			
		Return	0.84%	3.14%	10.71%	15.32%	12.90%			

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
	8/29/22	88,429	100.00	0.84	3.14	10.71	15.32	12.90

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: 8/27/24.

Incomplete if presented without accompanying disclosure pages

Solon Public Library
DRAFT Personnel Policy

About Library Personnel Policy

As employees of the City of Solon, all Library employees will be guided by the City of Solon Employee Handbook as approved by the Solon City Council.

Management Policy

- The duly appointed Library Board shall have all management rights, authorities, and responsibilities as stated in the Iowa Code, City Ordinance, and State Library of Iowa Trustees Handbook.

Administrative Policy

- The Solon Public Library Board of Trustees, in accordance with city ordinance and following standards set by the State Library of Iowa, hires the Library Director and delegates the active management of the library including personnel administration, to the Director.
- The Library Board conducts an annual review of the Library Director within 60 days of the end of the fiscal year following the Employee Handbook Performance Evaluation process.
- The Library Director conducts an annual review of each library staff member with 60 days of the end of the fiscal year following the Employee Handbook Performance Evaluation process.

Work Schedule Policy

- Major changes in the Director's schedule shall not be made without approval of the Library Board.
- Requests for changes in the work schedule of other staff or volunteers should be given in advance and approved by the Library Director.
- Overtime hours for hourly employees are not included in the annual budget and should be avoided.

Hours of Operation

- The Library is open to the public a set number of hours per week, many of which are evening and weekend hours. Full-time employees generally work forty hours per week, eight hours per day, and five days each week. All regular staff members may be required to work evenings, as well as some Saturday hours. Such work is considered part of the regular work schedule.

Holidays

- The Solon Public Library observes the City of Solon holidays listed in the Employee Handbook. Library management reserve the right to change the observance of holidays based on business needs. If feasible, part time employees may shift their hours so that they do not lose hours when the library is closed.

Meetings, Conventions, and Workshops

- The director, staff, and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the Library Director, according to the amount appropriated in the budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

Solon Public Library
DRAFT Personnel Policy

- The Director will share continuing education opportunities with staff and trustees and include an allowance for educational opportunities in the annual budget.

Professional Conduct

- Library employees need to be able to work comfortably in the work place, and project a professional image for library users. Business casual dress and a neat appearance is the standard for this dress code. Clothing that may have words, terms or pictures that may be offensive to other employees or library patrons are deemed not appropriate. This includes political references.
- At the Director's discretion, employees may be allowed to deviate from the dress code in a manner that is appropriate, time-limited, and available to all employees according to the same conditions.
- Name tags will be worn by staff members during work hours.
- The Solon Public Library is committed to delivering excellent service to all and treating each person with respect. Library staff members follow the [Code of Ethics of the American Library Association](#).