

Agenda for Solon Library Board Meeting
Monday, November 29, 2021 @7:00 pm

Join Zoom Meeting:

Topic: SPL Board of Trustees Meeting

Time: November 29, 2021 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83088558042>

Meeting ID: 830 8855 8042

Call to order

Approval of the agenda

Approval of the minutes

- Oct 25, 2021

Citizen's Speak: E-mail correspondence from Susan Coffin

Committee reports

- Finance (See attached CD Investment Rates information sheet)
- Johnson County Liaison
- City Liaison
- Building
- Evaluation

Directors Report

Approval of Bills

- November 2021
- Pre-approval of December 2021 bills in lieu of December 2021 meeting

Review of Foundation report

Old Business

- Library Cleaning Position
- Feedback from October Professional Development (The recorded webinar is already archived and available to view on demand through IA Learns)
- Budget for FY2023

New Business

- Johnson County Legislative Reception on Tuesday, December 7, 2021 5:30 pm via Zoom

Libraries: Moving Forward, Increasing Access

<https://us02web.zoom.us/j/83306891314>

Meeting ID: 833 0689 1314

- Continuing Education Opportunity:

Proactive preparation and response to any attempts at censorship:

- Review Chapter 15 from the Trustee's Manual:
<https://docs.google.com/document/d/1zYx9FwB8RFqGmdZX8aD7KLwUsWeOF8GMz0vMSogs6FM/edit?usp=sharing>
- Review the American Library Association's Bill of Rights and Freedom to Read Statement
<https://www.ala.org/advocacy/intfreedom/librarybill>
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- Become familiar with our Library Circulation Policy:
https://www.solon.lib.ia.us/download_file/3601/2253
- and Request for Reconsideration of Library Resources form:
https://www.solon.lib.ia.us/download_file/508/2253
- Staff Inservice Date: Thursday, January 20, 2022; Iowa Libraries Online Conference:
Make Room for YES: Overcome Challenges and Take Up New Opportunities

Next Meeting: Monday, January 31, 2021 at 7:00 pm

Adjourn

The Solon Public Library Board

Meeting Minutes

October 25, 2021

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:05 p.m.

Present

Sandy Lawrence, Jackie Nemecek, March Sutton, Jennifer Fetzer, Laurie Neuerburg, Liz King (Library Director)

Absent

Chris Christophersen

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

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

Citizen's Speak and Correspondence

No citizen's speak or correspondence was received by the Board.

Committee Reports

- **Building:** Furnace filters were replaced and heating was inspected for winter.
- **Finance:** Jenn shared preliminary CD rates prior to our decision on a CD up for renewal in November.
- **Johnson County Liaison:** None
- **City of Solon Liaison:** No word on the open Library Board position.
- **Evaluation committee:** None

Library Director's Report

The Library Director's Report reviewed the following: Liz attended the City Council meetings and the Friends of the Library meeting. She attended two safety training sessions for city staff by Sandy Jordan and Sandy also performed a safety walk-through of the library. This is part of preparing the Library Emergency Preparedness Plan. The Solon Library is now a size D Library according to new Census numbers. Staff presented a number of programs during the month and participated in the Community Trunk or Treat. Circulation data was shared. All Board information is now available on Google Drive.

Approval of Bills

The October 2021 bills were unanimously approved for payment as presented. Motion by Sandy, seconded by Jenn.

Review of Foundation Report

No report. The Foundation Board meeting is later this month.

Old Business

- **The Library Purchasing Policy revised and ready for approval.**
Motion for approval made by Jackie, seconded by Laurie. Motion passed unanimously.
- **Library Pandemic Response documentation**
A draft was shared with the Board. Document will be a good historical reference. It is still a work in progress and will be reviewed by the staff for further input.
- **Library emergency Preparedness Plan**
The plan is still being assembled. Sandy Jordan is working with the City and the Library to finalize these plans.
- **Feedback from Joint meeting of Board of Trustees, Friends of the Library, SPL Foundation, Monday, October 11 at 7:00pm**
Members agreed that it was a productive meeting and good information was shared. An emphasis was looking toward future plans and growth.
- **Basement Use Policy**
Motion for approval made by Jenn, seconded by Jackie. Motion passed unanimously.

New Business

- **Personnel Policy revision: update paid holidays to match City Employee Handbook revised June 2021**
Motion to approve as updated by Sandy, seconded by Jackie. Motion approved unanimously.
- **Initial budget planning for FY2023**
Preliminary budget information was presented. Budget will be further discussed at the November meeting.
- **Library Cleaning Position**
Staff has been performing cleaning duties for the past 10 weeks. Scott has reposted the position and now has several applicants. Liz has looked into temporary use of a cleaning service and the Board encouraged her to follow up with this option.
- **Continuing Education Opportunity**
Liz noted the following Board opportunity: The Key to the City: Forming Strong Relationships between Boards and Councils, Wednesday, November 17, 6:00 pm to 7:30 pm. It is a live Webinar, register in IA Learns.

Next Month's Agenda

- Review CD options for CD due the end of November
- Library Cleaning Position
- Budget FY2023

Adjournment

The meeting was adjourned at 8:45 p.m.

Next Meeting

Regular Meeting: Monday, November 29, 2021

Submitted by

Sandy Lawrence

On Wed Nov 03 2021 11:25:25 GMT-0500 (Central Daylight Time) Susan Coffin
<susanlcoffin@gmail.com> wrote:

----- Original Message -----

It has come to my attention that a small but powerful group is wishing to censor books regarding queer and trans children. Please do not allow this to happen. Instead, please celebrate all of our kids and protect all their rights. Libraries should be a refuge from political agendas.

Thank you

Susan L Coffin

3134 Sandy Beach Rd Ne

Solon

Susanlcoffin@gmail.com

Sent from my iPad

Investment Rates for Certificates of Deposit (CDs)

For Current Market Evaluation Only! Rates Subject to change depending upon market conditions. FOR REFERENCE ONLY.

Bank	Effective Date	Time Frame	Annual Percentage Yield (APY)	Terms
HB	11/19/2021	3 Months	0.05%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
HB	11/19/2021	6 Months	0.10%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
HB	11/19/2021	12 Months	0.20%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
HB	11/19/2021	18 Months	0.25%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
HB	11/19/2021	24 Months	0.30%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
HB	11/19/2021	30 Months	0.40%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
HB	11/19/2021	36 Months	0.45%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
HB	11/19/2021	42 Month	0.65%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
HB	11/19/2021	48 Months	0.70%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
HB	11/19/2021	60 Months	0.80%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
GSCU	11/19/2021	3-6 Months	0.20%	\$500 min, Dividend penalty for early withdrawal.
GSCU	11/19/2021	7-12 Months	0.30%	\$500 min, Dividend penalty for early withdrawal.
GSCU	11/19/2021	13-24 Months	0.40%	\$500 min, Dividend penalty for early withdrawal.
GSCU	11/19/2021	25-36 Months	0.50%	\$500 min, Dividend penalty for early withdrawal.
GSCU	11/19/2021	37-48 Months	0.60%	\$500 min, Dividend penalty for early withdrawal.
GSCU	11/19/2021	49-60 Months	0.75%	\$500 min, Dividend penalty for early withdrawal.
GSCU	11/19/2021	15 Months	0.80%	\$1000 min. Dividend penalty for early withdrawal. Add \$0.10% to the yield on any special CD for amounts greater than \$100,000
GSCU	11/19/2021	25 Months	0.90%	\$1000 min. Dividend penalty for early withdrawal. Add \$0.10% to the yield on any special CD for amounts greater than \$100,000
BCB	11/18/2021	12 Months	0.10%	\$500 min. A penalty may be imposed for early withdrawal
BCB	11/18/2021	18 Months	0.15%	\$500 min. A penalty may be imposed for early withdrawal
BCB	11/18/2021	30 Months	0.20%	\$500 min. A penalty may be imposed for early withdrawal
BCB	11/18/2021	48 Months	0.30%	\$500 min. A penalty may be imposed for early withdrawal
SSB	11/1/2021	91 Days	0.15%	\$10000 min. Penalty for early withdrawal. Fees may reduce earnings.
SSB	11/1/2021	182 Days	0.20%	\$10000 min. Penalty for early withdrawal. Fees may reduce earnings.
SSB	11/1/2021	9 Months	0.20%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
SSB	11/1/2021	12 Months	0.30%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
SSB	11/1/2021	14 Months	0.35%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
SSB	11/1/2021	15 Months	0.35%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
SSB	11/1/2021	18 Months	0.45%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
SSB	11/1/2021	21 Months	0.45%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
SSB	11/1/2021	24 Months	0.50%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
SSB	11/1/2021	27 Months	0.50%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
SSB	11/1/2021	30 Months	0.60%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
SSB	11/1/2021	38 Months	0.75%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
SSB	11/1/2021	48 Months	0.80%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
SSB	11/1/2021	60 Months	1.00%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.

Highlighted black notates a CD Special Rate

HB=Hills Bank, GSCU=Green State Credit Union, BCB=Bridget Community Bank, SSB=Solon State Bank

Director's Report November 2021

In November I attended regular meetings with the City Council and the Friends of the Library, and the Solon Public Library Foundation. I attended two safety training sessions presented by Sandy Jordan for the city staff on bloodborne pathogens & ergonomics and diversity, harassment, and discrimination in the workplace. We continue to enjoy our monthly visits from the Good Earth School. The community has appreciated access to free COVID-19 PCR test kits available at the library through a partnership with Johnson County Public Health and Test Iowa. We have given away close to 500 kits since we became a distribution site in the last week of September.

Cassi was able to engage our youngest patrons with Music Buddies in early November until the weather turned too cold for outdoor activities. Our book club moved indoors to share a lively discussion and unanimous approval of *The Book Woman of Troublesome Creek* by Kim Michelle Richardson. We will be reading *The Mistletoe Promise* by Richard Paul Evans in December. 79 people participated in the virtual author event hosted by the Johnson County Local Libraries LIT Program. We look forward to the next event on January 26, 2022 featuring author Jennine Capo Crucet.

The Solon Women's Club is sponsoring their annual Holiday Tree and Wreath Decorating Contest and Silent Auction at the library. We are thrilled to be hosting the event and sharing the festive decorations with our community. The proceeds from the silent auction will help to purchase new patron computers. The library is a collection site for Toys for Tots. Be sure to drop off your donations before December 11. The Friends of the Library are hosting their annual Puzzle Sale on Saturday, December 4, and the library will be participating in the Community Christmas Tree Walk that same day.

Alexis and Cassi have designed an engaging Winter Library Challenge which 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. Be sure to watch for our special insert in the Solon Economist on December 2nd. There is literally something for everyone! I encourage you to challenge yourself and win this WINTER!

In addition to our regular monthly statistics, Megan has created an infographic that highlights key library metrics from the FY21 Annual Survey and 2021 Summer Reading Program. This Annual Report can also be found on our library website under the **About** tab.

Circulation numbers

October 21, 2021-November 22, 2021

Total Items: 3024 Total Patrons visits: 4090

Inter-library Loan Transactions

44 Items borrowed, 20 items lent to other Iowa libraries

Outreach/Book Deliveries:

0 Lakeview BASP

1 Spartan Early Childhood Center

0 Solon Independent Living

BAM POW to Go Kits delivered to Solon Community Center

Collection Development/Maintenance

Items Cataloged/Processed - 174

Items Deleted - 592

Items Repaired - 2 (This represents \$35.98 savings in replacement costs)

Public Relations/Online Services

Public use of Community Meeting Room: 14

Public Use Virtual Zoom Meetings: 1

Facebook

- Followers/likes: 1185
- Videos (Storytimes & other Shorts) views: 10
- Number of posts: 75

Instagram

- Followers: 428
- Number of posts: 46

YouTube

- Total Channel views: 101
- Subscribers: 22
- YouTube videos: Storytime 55 views, Adult Programs: In the Kitchen: Homemade Root Beer: 33 views & Tech Help viewed 13 times.

Website Visits in September: 1575

Newsletter Link: [November Newsletter](#)
 [December Newsletter](#)

Subscribers: 1425

Notary Services:12 appointments

Cybrarian report, Number of Computer Logins: 158

Databases

Bridges

- Users: 186
- Materials downloaded: 841

Kanopy

- Users: 17
- Videos streamed: 45

Youth Programming

10/21 - BAM POW to Go - Build It: Paper Blocks - 36
10/28 - BAM POW to Go - Make It: Pumpkin Magnet - 36
11/4 - BAM POW to Go - Watch It: Agamograph Optical Illusion - 36
11/11 - BAM POW to Go - Build It: Paper Cargo Plane - 36
11/18 - BAM POW to Go - Make It: Ocean Fuse Beads - 36
Music Buddies - 23
October Coloring Challenge - 19
1000 Books Before Kindergarten - 2

Teens (5th-12th graders):

Teen Reading Challenge, Year-long program - 50 teens, 7 completed challenges
Teen Advisory Board Meeting - No meeting this month
October Manga Me Art Challenge - 3
CATS to Go Haunted Gingerbread House kits - 12

Digital Storytimes:

November Storytime Theme: Food

Adult Programming

CookBook Club - October: Tarragon- 24 packets claimed, 9 recipes shared on Facebook
DIY - Napkin Folding 11/9 - 12 kits claimed, 6 Zoom participants
Book Club - 22 books checked out, 13 discussion participants (11 in person/2 via Zoom)
October Virtual Trivia 10/28 - 23 participants via Zoom
In the Kitchen Facebook Video: Homemade Root Beer: 33 views!

We continue to monitor guidelines and recommendations for safe library practices. As the season changes from fall to winter temperatures, we are exploring options for safe, indoor programming. We will continue to provide engaging virtual activities, grab & go kits, and outdoor programs as long as the weather cooperates. We encourage everyone to check our website, social media, and activity calendars for details on all the library offerings.

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

In October, 250 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 2 individual days.

Change from prior month



473 ↑ 4.88%

Monthly Sessions



437 ↑ 7.11%

Total Visits



250 ↑ 19.05%

Unique Visitors

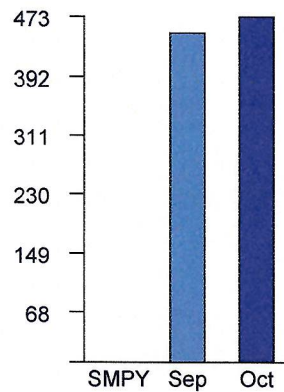


1.75 ↓ -9.79%

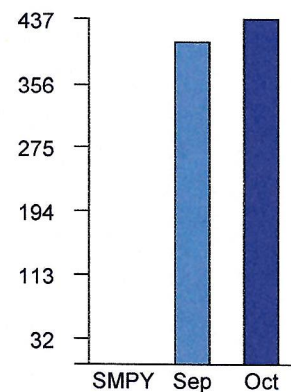
Average Return Rate

Dwell Time Average =
2-2.5 hrs ea visit

Total Monthly Session Count

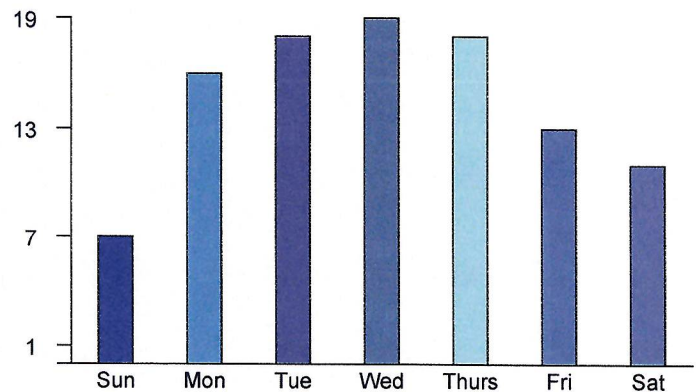


Total Monthly Visits

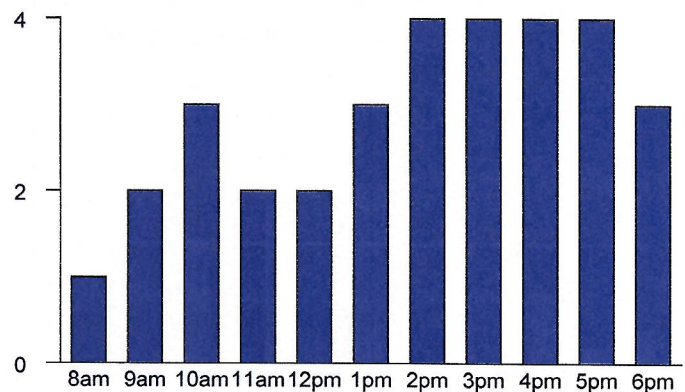


*SMPY: Same Month Prior Year

Average Daily Visits



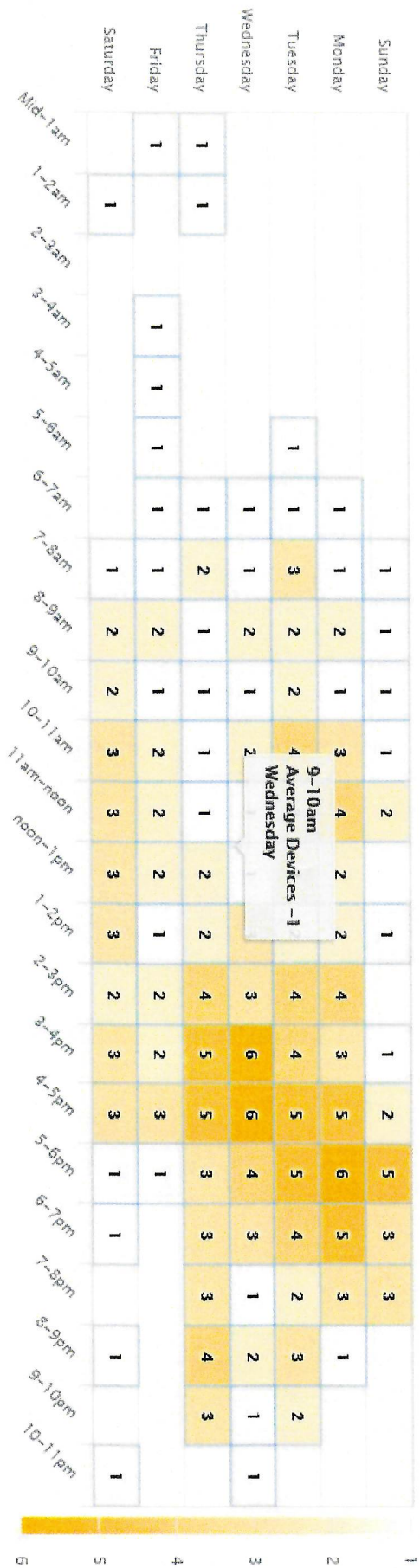
Average Peak Hourly



Average Usage

10/20/2021 - 11/18/2021

Busiest Hour	Least Busy	Hourly Average
6	1	2
Wednesdays at 3 PM	Saturdays at 1 AM	



10/20/2021 - 11/18/2021

Patron PC Logins by Day and Hour

Dates: Wednesday October 20, 2021 - Tuesday November 23, 2021 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 Oct 20	1	1	0	1	0	1	1	1	2	3	0	0	10	1	0	3	1	1	1
Thu Oct 21	1	0	0	1	0	2	0	0	1	0	0	0	5	1	0	2	0	0	1
Fri Oct 22	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sat Oct 23	0	0	1	2	2	0	1	0	0	0	0	0	6	1	0	2	0	0	1
Mon Oct 25	2	2	1	0	0	0	0	0	1	0	0	0	6	1	0	2	0	0	1
Tue Oct 26	2	0	0	0	0	0	2	1	0	1	0	0	6	1	0	2	0	0	1
Wed Oct 27	0	1	0	0	1	2	2	0	3	0	0	0	9	1	0	3	0	0	1
Thu Oct 28	1	0	1	0	1	1	0	0	0	0	0	0	4	0	0	1	0	0	1
Fri Oct 29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Oct 30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Nov 1	0	2	0	0	0	1	1	0	1	0	0	0	6	1	0	2	0	0	1
Tue Nov 2	1	1	0	0	1	1	0	0	1	1	0	0	6	1	0	1	1	1	1
Wed Nov 3	0	0	1	1	0	2	1	3	1	2	0	0	10	1	0	3	1	0	1
Thu Nov 4	0	0	1	3	5	0	1	0	0	0	0	0	10	1	0	5	0	0	2
Fri Nov 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Nov 6	0	1	0	1	0	0	1	1	0	0	0	0	4	0	0	1	0	0	1
Mon Nov 8	1	0	0	0	0	1	4	2	0	1	0	0	9	1	0	4	0	0	1
Tue Nov 9	1	0	0	1	0	1	3	1	0	0	0	0	7	1	0	3	0	0	1
Wed Nov 10	3	1	1	1	0	2	2	0	2	0	0	0	12	1	0	3	1	0	1
Thu Nov 11	0	0	0	1	2	0	2	1	1	1	2	0	9	1	0	2	1	0	1
Fri Nov 12	2	1	0	1	1	0	1	0	0	0	0	0	6	1	0	2	0	0	1
Sat Nov 13	1	1	0	2	0	0	0	0	0	0	0	0	4	0	0	2	0	0	1
Mon Nov 15	0	1	0	0	1	1	0	1	0	1	0	0	5	1	0	1	0	0	1
Tue Nov 16	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Wed Nov 17	0	0	0	0	1	1	0	0	0	0	0	0	1	0	0	1	0	0	0
Thu Nov 18	0	0	1	0	1	2	1	0	0	0	0	0	5	1	0	2	0	0	1
Fri Nov 19	0	0	0	0	1	1	2	0	0	0	0	0	4	0	0	2	0	0	1
Sat Nov 20	0	0	0	0	0	0	0	4	0	0	0	0	4	0	0	4	0	0	1
Mon Nov 22	0	0	0	0	0	0	0	1	0	1	0	0	2	0	0	1	0	0	0
Tue Nov 23	0	2	4	0	0	0	0	0	0	0	0	0	6	1	0	4	0	0	1
Total	17	15	11	14	20	17	28	14	16	6	0	158							
Average	0.6	0.5	0.4	0.5	0.7	0.6	0.9	0.5	0.5	0.2	0								
Minimum	0	0	0	0	0	0	0	0	0	0	0								
Maximum	3	2	4	3	5	2	4	4	3	2	0								
Median	0	0	0	0	0	0	1	0	0	0	0								
Mode	0	0	0	0	0	0	0	0	0	0	0								
Standard Devi	0.8	0.7	0.8	0.8	1	0.7	1.1	0.9	0.9	0.5	0								

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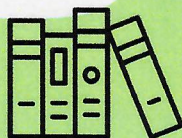
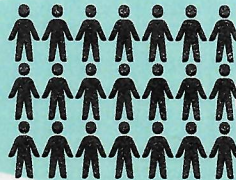
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Annual Report

Fiscal Year 2020-2021

5,127 Cardholders

Number of patrons in Solon, rural Johnson County, and surrounding areas.



56,901 Check-Outs

Number of Library materials, physical and downloadable, that were checked out by patrons.



Free WiFi Around the Clock

Community members utilized our free Wi-Fi 7,250 times over the 12-month period.



Online Access

You visited our website 20,408 times for Digital Storytime, our online catalog, eBooks, and other resources.



Library Programs

We held 203 Library programs with 4,981 attendees.

2021 Summer Reading

May-August 2021

We had 449 youth, and 88 adults join our summer reading program.

Reading Totals

129 Littles (0-K) read 8,133 Books
187 Kids (1st-4th) read 236,361 minutes
133 Teens (5th-12th) read 278,174 minutes
88 Adults read 625 books



EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 11/30/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	202,741.00	202,741.00	79,874.56	14,371.20	0.00	122,866.44	39.4
61100 FICA SOCIAL SECURITY	15,165.00	15,165.00	6,086.13	1,094.98	0.00	9,078.87	40.1
61200 FICA MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
61300 IPERS	18,714.00	18,714.00	7,540.11	1,356.63	0.00	11,173.89	40.3
61500 EMPLOYEE GROUP INSURANCE/ANNUI	21,174.00	21,174.00	0.00	0.00	0.00	21,174.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	700.00	700.00	0.00	0.00	0.00	700.00	0.0
62400 TRAVEL AND CONFERENCE	750.00	750.00	0.00	0.00	0.00	750.00	0.0
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	2,512.57	172.11	0.00	7,487.43	25.1
63320 ORG VEHICLE/EQUIPMENT MAINT AC	4,540.00	4,540.00	2,942.96	0.00	0.00	1,597.04	64.8
63710 UTILITIES	13,000.00	13,000.00	1,997.15	48.66	0.00	11,002.85	15.4
63730 TELEPHONE/INTERNET	3,893.00	3,893.00	1,983.47	345.42	0.00	1,909.53	50.9
63731 DATA BASES	1,500.00	1,500.00	966.66	0.00	0.00	533.34	64.4
64080 INSURANCE	13,425.00	13,425.00	0.00	0.00	0.00	13,425.00	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	5,883.75	853.15	0.00	8,266.25	41.6
65020 LIBRARY BOOKS	22,500.00	22,500.00	7,413.92	1,786.78	0.00	15,086.08	33.0
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	1,379.35	500.89	0.00	3,470.65	28.4
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	5,422.64	85.24	0.00	227.36	96.0
65050 PUZZELS, PUPPET KITS	500.00	500.00	66.89	38.99	0.00	433.11	13.4
65070 OPERATING SUPPLIES	6,500.00	6,500.00	4,474.94	2,421.21	0.00	2,025.06	68.8
65080 POSTAGE AND SHIPPING	900.00	900.00	127.67	3.63	0.00	772.33	14.2
65990 SUPPLIES	100.00	100.00	248.22	0.00	0.00	-148.22	248.2
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	691.09	351.41	0.00	3,308.91	17.3
LIBRARY SERVICES	365,352.00	365,352.00	129,612.08	23,430.30	0.00	235,739.92	35.5
Expenditures	365,352.00	365,352.00	129,612.08	23,430.30	0.00	235,739.92	35.5
Grand Total Net Effect:	-365,352.00	-365,352.00	-129,612.08	-23,430.30	0.00	-235,739.92	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 11/30/2021	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
64380 BANK SERVICE CHARGE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
64990 MISC. CONTRACT WORK	0.00	0.00	0.00	0.00	0.00	0.00	0.0
65020 LIBRARY BOOKS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
65030 LIBRARY VIDEO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
65040 LIBRARY AUDIO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
65080 POSTAGE AND SHIPPING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
67270 OTHER CAPITAL EQUIPMENT	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
67271 CAPITAL EQUIP/MEMORIAL DONATIO	0.00	0.00	33,565.00	0.00	0.00	-33,565.00	0.0
67300 LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.0
67500 BUILDING	0.00	0.00	64,935.00	0.00	0.00	-64,935.00	0.0
TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	98,500.00	0.00	0.00	-88,000.00	938.1
Expenditures	10,500.00	10,500.00	98,500.00	0.00	0.00	-88,000.00	938.1
Grand Total Net Effect:	-10,500.00	-10,500.00	-98,500.00	0.00	0.00	88,000.00	

Solon Library Bills for November , 2021

Starting balance from Expenditure Report dated November 23, 2021

		Monthly Avg	
From Dues, Membership & Magazines (62100)	\$ 700.00		
ALA Annual Membership Dues	\$ 75.00		
The Gazette Subscription (8 weeks)	\$ 42.40		
Iowa City Press Citizen (8 weeks)	\$ 46.93		
Total Spent	\$ 164.33	\$	58.33
Remaining Balance	\$ 535.67		
From Travel and Conference (62400)	\$ 750.00		
Staff mileage for purchases and outreach deliveries to schools	\$ 50.74		
Total Spent	\$ 50.74	\$	62.50
Remaining Balance	\$ 699.26		
From Building Maintenance (63100)	\$ 7,659.54		
\$5,000 allocated for reserve funds	\$ 5,000.00		Hidden balance for reserves
Joe's Quality Window Cleaning inv#20256	\$ 160.00		
Martin's Flag Company, LLC inv#35882	\$ 119.23		
Grainger, light fixture for display case, inv#9084536573	\$ 52.88	\$	416.67
Total Spent	\$ 332.11		
Remaining Balance	\$ 2,327.43		
From Org Vehicle/Equipment Maint AC (63320)	\$ 1,597.04		
Amazon, technology cables (Visa)	\$ 75.66		
Best Buy, new public printer (Visa)	\$ 649.99		
Deep Freeze patron computer software	\$ 873.18	\$	561.60 Reboot & Restore
Total Spent	\$ 1,598.83	\$	378.33
Remaining Balance	\$ (1.79)		
From Utilities (63710)	\$ 11,051.51		
Alliant Energy	\$ 16.35		
Mid-American	\$ 32.31		
Total Spent	\$ 48.66	\$	1,083.33
Remaining Balance	\$ 11,002.85		
From Telephone/Internet (63730)	\$ 2,254.95		
ICN inv#634184	\$ 188.00		
Southslope	\$ 157.42		
Total Spent	\$ 345.42	\$	324.42
Remaining Balance	\$ 1,909.53		
From Data Bases (63731)	\$ 533.34		
Total Spent	\$ -	\$	125.00
Remaining Balance	\$ 533.34		

From Publishing (64140) \$ 600.00

Total Spent \$ - \$ 50.00

Remaining Balance \$ 600.00

From Educational Program (64340) \$ 8,266.25

Zoom inv#114895775 (Visa)	\$ 16.04	
Walmart, Adult Winter Reading Prize (Staff Reimbursement)	\$ 31.17	
Wilson's, Pumpkin Decorating Prize (Staff Reimbursement)	\$ 18.00	
ICPL Friends Foundation, Local Libraries LIT program, inv#11225	\$ 150.00	
Garrett Elton, video editing inv#20 Nov.	\$ 330.00	
Office Express, youth program prizes inv#194957-0	\$ 42.49	
Office Express, youth program prizes inv#194957-1	\$ 41.49	
Amazon, youth program supplies (Visa)	\$ 31.83	
Amazon, adult program supplies (Visa)	\$ 26.49	
Amazon, adult program supplies (Visa)	\$ 18.58	
Amazon, youth winter reading prize (Visa)	\$ 19.99	
Amazon, youth winter reading prize (Visa)	\$ 9.99	
iREAD summer reading prizes (Visa)	\$ 720.42	
Michaels, youth program supplies (Visa)	\$ 110.72	
My Scratch Offs, adult program supplies (Visa)	\$ 109.99	
Oriental Trading, youth program supplies (Visa)	\$ 189.11	
Oriental Trading, youth program supplies (Visa)	\$ 516.99	
Renee's Ceramic Café, teen program supplies (Visa)	\$ 144.00	
Michaels, youth program supplies (Visa)	\$ 17.99	
Target, youth program supplies (Visa)	\$ 40.56	
Target, youth program supplies (Visa)	\$ 87.60	
Walmart, youth program supplies (Visa)	\$ 3.69	
Total Spent	\$ 2,677.14	\$ 1,179.17
Remaining Balance	\$ 5,589.11	

From Library Books (65020) \$ 15,086.08

Baker & Taylor inv#2036264173	\$ 71.97
Baker & Taylor inv#2036269873	\$ 117.42
Baker & Taylor inv#2036289392	\$ 146.24
Baker & Taylor inv#2036298294	\$ 165.28
Baker & Taylor inv#2036317356	\$ 212.68
Baker & Taylor inv#2036320975	\$ 171.28
Pentworthy inv#0576732-IN	\$ 262.47
Amazon, 1 book (Visa)	\$ 24.82
Amazon, 1 book (Visa)	\$ 15.68
Amazon, 1 book (Visa)	\$ 15.95
Amazon, 1 book (Visa)	\$ 16.80
Amazon, 1 book (Visa)	\$ 9.99
Amazon, 1 book (Visa)	\$ 16.80
Amazon, 7 books (Visa)	\$ 88.99
Amazon, 1 book (Visa)	\$ 7.99

Amazon, 1 book (Visa)	\$	10.46	
Amazon, 3 books (Visa)	\$	35.71	
Amazon, 1 book (Visa)	\$	14.39	
Amazon, 5 books (Visa)	\$	68.43	
Amazon, 1 book (Visa)	\$	10.29	
Amazon, 1 book (Visa)	\$	18.66	
Amazon, 3 books (Visa)	\$	52.47	
Amazon, 5 books (Visa)	\$	58.45	
Amazon, 1 book (Visa)	\$	24.60	
Amazon, 1 book (Visa)	\$	17.77	
Amazon, 1 book (Visa)	\$	8.99	
Daydreams Comics, 5 books (Visa)	\$	54.36	
Daydreams Comics, 11 books (Visa)	\$	130.09	
Total Spent	\$	1,849.03	\$ 1,875.00
Remaining Balance	\$	13,237.05	
From Library Video Materials (65030)	\$	3,470.65	
Baker & Taylor inv#T24066170	\$	43.48	
Baker & Taylor inv#H58416960	\$	21.74	
Baker & Taylor inv#H58476930	\$	21.74	
MicroMarketing inv#868304	\$	55.99	
Amazon, 1 DVD (Visa)	\$	34.95	
Amazon, 1 DVD (Visa)	\$	12.48	
Amazon, 1 DVD (Visa)	\$	13.25	
Amazon, 1 DVD (Visa)	\$	3.74	
Amazon, 2 DVDs (Visa)	\$	33.98	
Amazon, 1 DVD (Visa)	\$	24.96	
Amazon, 1 DVD (Visa)	\$	11.95	
Amazon, 1 DVD (Visa)	\$	17.96	
Amazon, 2 DVDs (Visa)	\$	19.92	
Amazon, 1 DVD (Visa)	\$	11.99	
Amazon, 1 DVD (Visa)	\$	19.98	
Total Spent	\$	348.11	\$ 404.17
Remaining Balance	\$	3,122.54	
From Library Audio Materials (65040)	\$	227.36	
Baker & Taylor inv#2036264173	\$	41.25	
Baker & Taylor inv#2036317356	\$	93.47	
Total Spent	\$	134.72	\$ 470.83
Remaining Balance	\$	92.64	
From Puzzles, Puppet Kits (65050)	\$	433.11	
Amazon, 7 items Collection of Things (Visa)	\$	307.53	
Amazon, 1 item Collection of Things (Visa)	\$	35.99	
Amazon, 1 item Collection of Things (Visa)	\$	5.95	
Amazon, 1 cake pan (Visa)	\$	8.00	
Amazon, puzzle boxes (Visa)	\$	39.63	
Total Spent	\$	397.10	\$ 41.67
Remaining Balance	\$	36.01	

From Operating Supplies (65070)	\$	2,025.06	
Office Express, cardstock, inv#194957-0	\$	20.49	
Tallgrass, 5 packs cardstock, inv#5547795	\$	64.30	
Amazon, office supplies (Visa)	\$	9.60	
Amazon, sanitizing wipes (Visa)	\$	19.99	
Amazon, library supplies (Visa)	\$	21.36	
Amazon, page magnifiers (Visa)	\$	7.59	
Amazon, gloves and masks (Visa)	\$	36.98	
Amazon, gloves and masks (Visa)	\$	36.98	
Demco, library supplies (Visa)	\$	37.30	
Demco, library supplies (Visa)	\$	56.01	
iREAD summer reading staff shirts (Visa)	\$	82.00	
Total Spent	\$	392.60	\$ 541.67
Remaining Balance	\$	1,632.46	
From Postage and Shipping (65080)	\$	772.33	
ILL book return	\$	3.03	
Open Access book return	\$	3.63	
ILL and Open Access book returns	\$	11.46	
Total Spent	\$	18.12	\$ 75.00
Remaining Balance	\$	754.21	
From Supplies (65990)	\$	(148.22)	
Total Spent	\$	-	\$ 8.33
Remaining Balance	\$	(148.22)	
From Office Equipment (67250)	\$	3,260.92	
Demco, library bookend supplies (Visa)	\$	38.36	
Demco, library bookends (Visa)	\$	32.35	
Amazon, 6 surge protector power strips (Visa)	\$	59.99	
Amazon, 2 surge protector power strips (Visa)	\$	8.09	
Total Spent	\$	138.79	\$ 333.33
Remaining Balance	\$	3,122.13	
Trust & Agency			
Trust & Agency Credit (Check from Friends of the Library)	\$	298.83	
Trust and Agency debit 4Imprint Friends Merchandise (Visa)	\$	(298.83)	

**Solon Public Library Foundation - Solon State Bank
Treasurer's Report
November 17, 2021**

Beginning Balance \$ 33,533.23

Income:

Expenses:

Ending Balance \$ 33,533.23

CD's

Solon State Bank 2.65% 2/6/2022 \$ 23,492

Bridge Bank - .20% 6/28/2022 \$ 10,946

**Solon Public Library Foundation - Greenstate
Treasurer's Report
November 17, 2021**

Beginning Balance \$ 25,774.60

Income:

Expenses:

Ending Balance \$ 25,774.60

CD's

Greenstate 3.26% 1/1/2022 \$ 17,523

**Solon Public Library Foundation Scholarship Account
Treasurer's Report
November 17, 2021**

Beginning Balance		\$ 2,000.00
Income:		
Expenses:		
Ending Balance		\$ 2,000.00

PUBLIC LIBRARIES  **JOHNSON COUNTY**

CORALVILLE IOWA CITY
NORTH LIBERTY OXFORD
SOLON SWISHER TIFFIN

Libraries:

Moving Forward,
Increasing Access

Please join us for the
Annual Legislative Reception

Tuesday, December 7

5:30 pm

This will be a virtual event

Zoom Link Below