

**Agenda for Solon Library Board Meeting  
Monday, January 31, 2022 @7:00 pm**

**Join Zoom Meeting:**

Topic: SPL Board of Trustees Meeting

Time: January 31, 2022 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

Welcome new board member, Bill Christensen (Official start date pending Johnson County approval, already appointed by Mayor Steve Stange)

Approval of the agenda

Approval of the minutes

- Nov 29, 2021

Citizen's Speak:

- Correspondence: Postcard from Toys for Tots

Committee reports

- Finance: CD maturing in early March 2022
- Johnson County Liaison
- City Liaison
- Building
- Evaluation

Directors Report

Approval of Bills

- December 2021
- January 2022

Review of Foundation report

Old Business

- Budget for FY2023
- Recap of Johnson County Legislative Reception on Tuesday, December 7, 2021  
*Libraries: Moving Forward, Increasing Access*
- Covid Summary Report status update

New Business

- Staff member retirement (13 years of service)

- Teen Services Librarian position
- Earth Day Program in April
- Solon Beef Days in July
- Continuing Education Opportunity:  
Iowa Libraries Online Conference: *Make Room for YES: Overcome Challenges and Take Up New Opportunities*. Once available, watch the archive of the Morning Keynote and the evening Trustee panel discussion.

Next Meeting: Monday, February 28, 2021 at 7:00 pm

Adjourn

# The Solon Public Library Board

## Meeting Minutes November 29, 2021

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by Sutton at 7:02 p.m.

### Present

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

### Absent

None

### Approval of Agenda

It was moved by Jackie to amend the agenda by adding the renewal of the CD to Old Business, second by Jen. Motion approved unanimously.

The agenda was unanimously approved as amended.

### Approval of Minutes

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

### Citizen's Speak and Correspondence

Citizen's speak. Email correspondence from Susan Coffin was received by the Board.

### Committee Reports

- **Building:** Replacement smoke detectors have been ordered and will be installed by the City when they come.
- **Finance:** CD renewal will be discussed under Old Business
- **Johnson County Liaison:** Posting of the Library Board position was discussed.
- **City of Solon Liaison:** Liz and Marsh met with Cami about the budget process.
- **Evaluation committee:** The committee (Jackie and Chris) will meet in January.

### Library Director's Report

The Library Director's Report reviewed the following: Graphs show that the usage continues to grow in all areas after the pandemic shutdown. Social media presence is increasing. The Library has given out over 500 Covid test kits supplied by Johnson Co. Health. Cassi's Music Buddies program was very successful, however it was offered outside, so will end now. The adult book club participation has been high. Various youth and adult reading programs and Zoom programs continue to have good participation as data indicates.

### Approval of Bills

The November 2021 bills were unanimously approved for payment as presented. Motion by Jackie, second by Chris.

Since there is no meeting scheduled for December, it was moved to approve all projected expenses to be paid in December and approved at the January meeting. Motion by Jackie, second by Chris, passed unanimously.

### **Review of Foundation Report**

The Foundation Report was distributed and reviewed.

### **Old Business**

- **Renewal of CD currently due**  
The CD with Bridge Bank for \$152,110.77 is up for renewal this month. CD rates were reviewed. Motion was made to move this CD from Bridge Bank to Green State at .9 percent. Motion by Jackie, second by Laurie. Motion passed unanimously.
  
- **Library Cleaning Position**  
The City filled the position three weeks ago and the person has started. The Board directed Liz to tell the staff how much we appreciated their cleaning while maintaining all their other work responsibilities for such an extended period of time.
  
- **Feedback from October Professional Development.**  
Liz informed the Board that the recorded webinar is already archived and available to view on demand through IA Learns.
  
- **Budget for FY2023**  
March and Liz met with Cami to clarify budget process and to discuss possible increase in time for the Technology/Communications position. Liz presented the preliminary budget worksheet for FY2023. After discussion, it was moved to approve the preliminary budget to be presented to the City for FY2023 and that it not exceed a 9 percent increase unless required to cover increase in benefits. Motion by Sandy, second by Jackie. Motion passed unanimously.

### **New Business**

- **Johnson County Legislative Reception on Tuesday, December 7, 2021, 5:30p.m.**  
The meeting will be on Zoom and Board members are invited to attend.  
Topic: Libraries: Moving Forward, Increasing Access
  
- **Continuing Education Opportunity**
  1. Review Chapter 15 from the Trustee's Manual
  2. Review the American Library Association's Bill of Rights and Freedom to Read Statement
  3. Become familiar with our Library Circulation Policy
  4. Review Request for Reconsideration of Library Resources form

**Staff Inservice Date:** Thursday, January 20, 2022; Iowa Libraries Online Conference: Make Room for YES: *Overcome Challenges and Take Up New Opportunities*

**Next Month's Agenda**

- **Budget Recap**
- **Policy Review**
- **Report from Evaluation committee**
- **Covid Summary Report**

**Adjournment**

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

**Next Meeting**

Regular Meeting: Monday, January 31, 2022

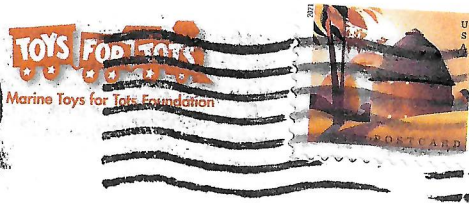
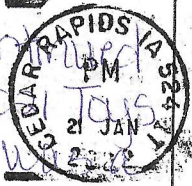
**Submitted by**

Sandra Lawrence, Secretary

Thanks to your continued participation, the 2006 Toys for Tots campaign was a huge success! 2866 - the number of children enjoying toys and books as a result of your support! We could not do it without you.

Thank you!

Toys for Tots Committee  
Johnson & Washington  
County



Solon Public Library  
320 W Main Street  
Solon IA 52333



## Director's Report January 2022

Since our last regular meeting in November 2022, I have attended regular meetings with the City Council and the Friends of the Library, and the Solon Public Library Foundation. I also attended weekly budget work sessions with the City Council. In December, I presented at the Johnson County Legislators Virtual Reception along with the other Johnson County Library Directors. The reception was attended by Legislators Kevin Kinney, Amy Nielsen, Mary Masher, and David Jocoby. The theme for this year's reception was Moving Forward: Increasing Access. Several Johnson County Library Trustees attended, including our board members, Chris Christophersen and Sandy Lawrence. The library participated in the Community Christmas Tree Walk with a tree and information about our Winter Library Challenge. We also hosted the Women's Club annual Holiday Tree and Wreath Contest and Auction. We are so grateful for their generous donation of \$1,200 that we will use for updating patron computers.

In January, I met with Bob Woodward from the Solon Economist along with Catherine Bilske, Sandy Hanson and Megan Richardson. Bob set up several meetings with community members to help him determine the fate of our local paper which is struggling financially. For our Staff In-service Day we attended the Iowa Libraries Online Conference (ILOC). The presentations sparked excellent discussion and seeded ideas for future plans. Cassi provided training on book mending. Her repair expertise has saved the library \$2,900 in book replacement costs. The Johnson County Local Libraries LIT program presented the second Virtual Author Event hosting Jennine Capo Crucet.

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 distributed over 1700 kits since we became a distribution site in the last week of September.

Alexis and Cassi created an engaging Winter Library Challenge which has been enthusiastically received by our patrons of all ages.

### **Winter Library Challenge:**

53 registered participants (birth-4th Grade) - 291 codes entered

37 registered participants (grades 5 - adult) - 288 codes registered

### **Outreach/Book Deliveries:**

1 Lakeview BASP

1 Spartan Early Childhood Center

1 Solon Independent Living

Newsletter Link: [January Newsletter](#)

Opens: 40.1% open rate, industry standard for a successful campaign is 33%

### **Youth Programming**

1/6/22 - BAM POW to Go - Make It: Coloring Calendar

1/13/22 - BAM POW to Go - Play It: DIY Library Puzzle - 36  
1/20/22 - BAM POW to Go - Watch It: Thaumatrope Optical Illusions - 36  
December Coloring Challenge - 44  
1000 Books Before Kindergarten - 4

**Teens (5th-12th graders):**

Teen Reading Challenge, Year-long program - 51 teens, 10 completed challenges  
Teen Advisory Board Meeting - 4  
December Manga Me Art Challenge - 5

**Digital Storytimes:**

January Storytime Theme: Asking Questions

**Adult Programming**

December Cookbook Club - Nutmeg- 24 packets claimed, 8 recipes shared on Facebook  
January DIY - Origami Flowers - 19 kits claimed, 16 Zoom participants  
January Book Club - News of the World - 18 books checked out, 13 discussion participants (11 in person/2 via Zoom)

We continue to monitor guidelines and recommendations for safe library practices. Cassi's Public Health Information Bulletin Board has provided valuable information and weekly statistics for Johnson County and the State of Iowa.

Sincerely,

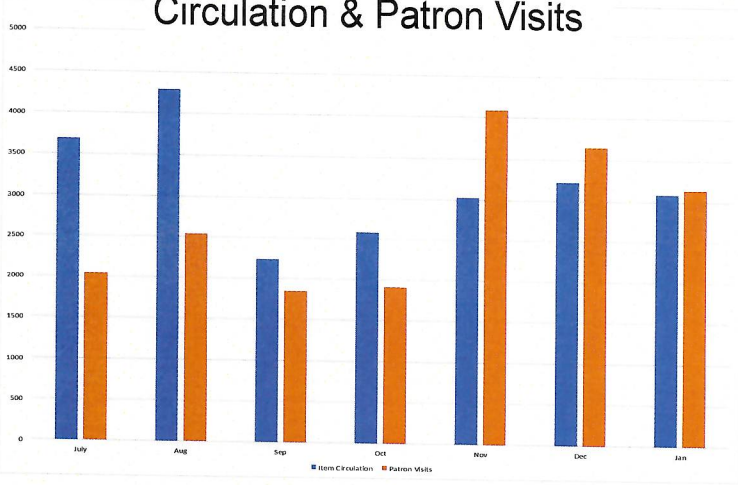
Liz King  
Director, Solon Public Library



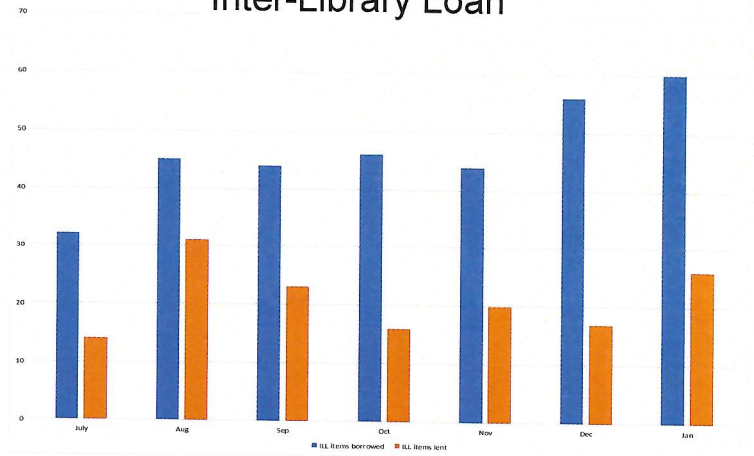
A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>FY22 Library Metrics</b>												
2	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
3	3682	4290	2234	2581	3024	3226	3089						22126
4	2038	2533	1838	1906	4090	3648	3138						19191
5	32	45	44	46	44	56	60						327
6	14	31	23	16	20	17	26						147
7	0	1	0	2	1	3	3						10
8	0	5	8	15	14	11	14						67
9	4	6	12	10	12	2	3						49
10	Cybrarian Computer Uses												
11	<b>Public Relations/Social Media</b>												
12	3518	1445	1546	1479	1575	1361	1567						12491
13	66	54	74	65	75	64	65						463
14	1029	1035	1049	1056	1185	1076	1082						7512
15	291	175		10	239	375							1090
16	405	411	416	419	428	428	440						2947
17	60	35	40	36	46	30	65						312
18	86												86
19	20	20	20	21	22	22	22						147
20	138	80	79	54	101	89	86						627
21	1409	1408	1412	1484	1425	1430	1432						10000
22	<b>Databases</b>												
23	169	158	161	169	186	167	199						1209
24	804	760	749	829	841	743	1071						5797
25	6	6	3	7	17	5	76						120
26	69	15	15	51	45	50	45						290
27	146	163	145	151	174	164	184						1127
28	272	139	167	74	592	373	716						2333
29	46	19	28	21	2	25	19						160
30	\$ 823.60	\$ 350.52	\$ 556.27	\$ 394.52	\$ 35.98	\$ 492.48	\$ 329.89						\$ 2,983.26

# Library Metrics July 2021 - January 2022

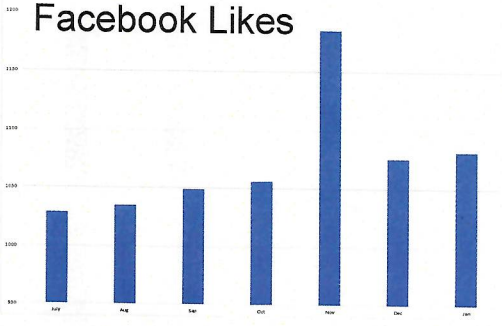
## Circulation & Patron Visits



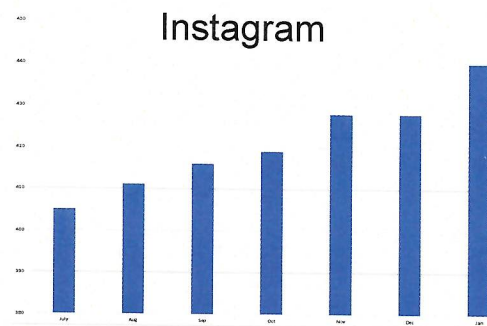
## Inter-Library Loan



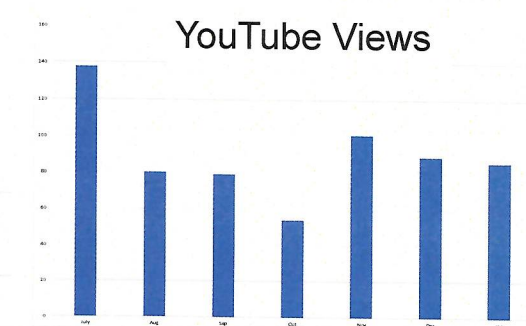
## Facebook Likes



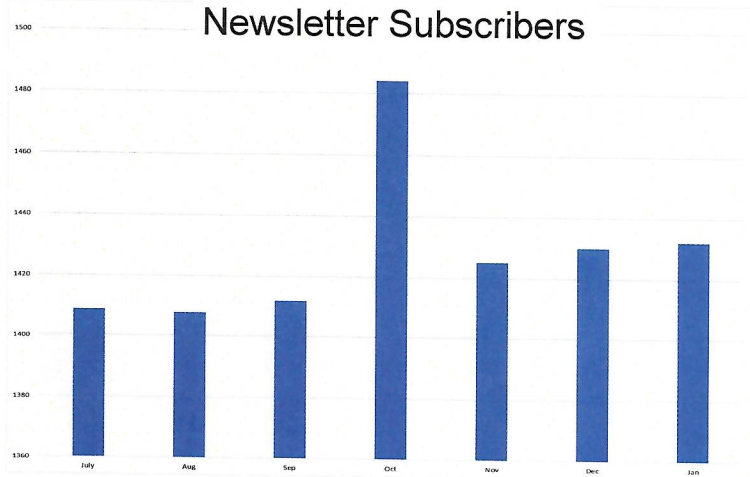
## Instagram



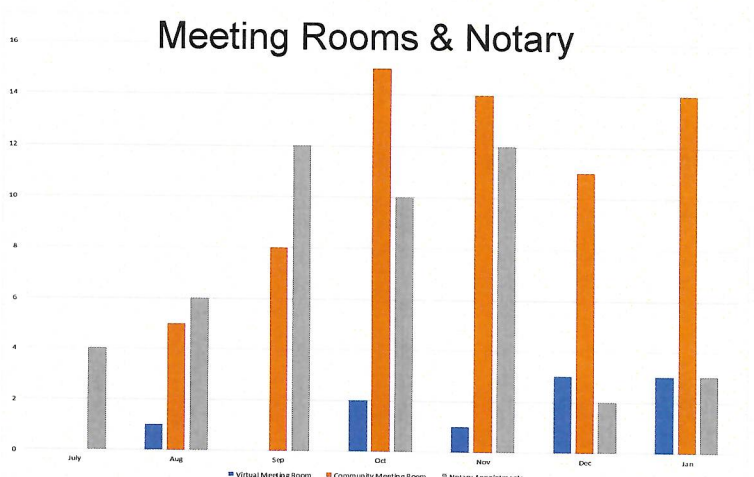
## YouTube Views



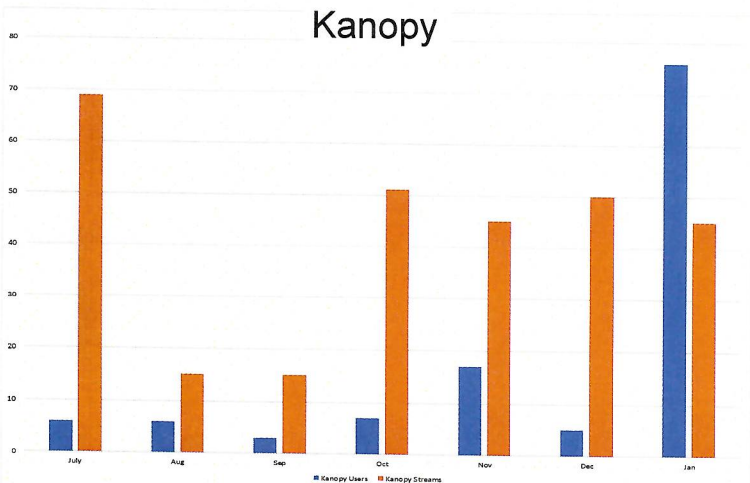
## Newsletter Subscribers



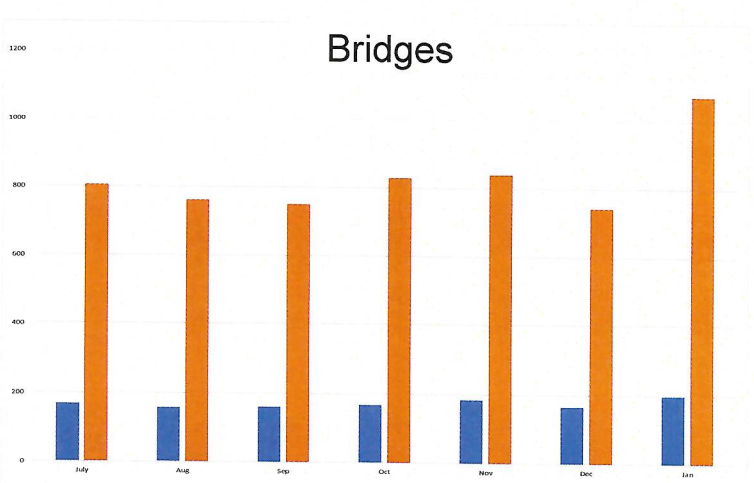
## Meeting Rooms & Notary



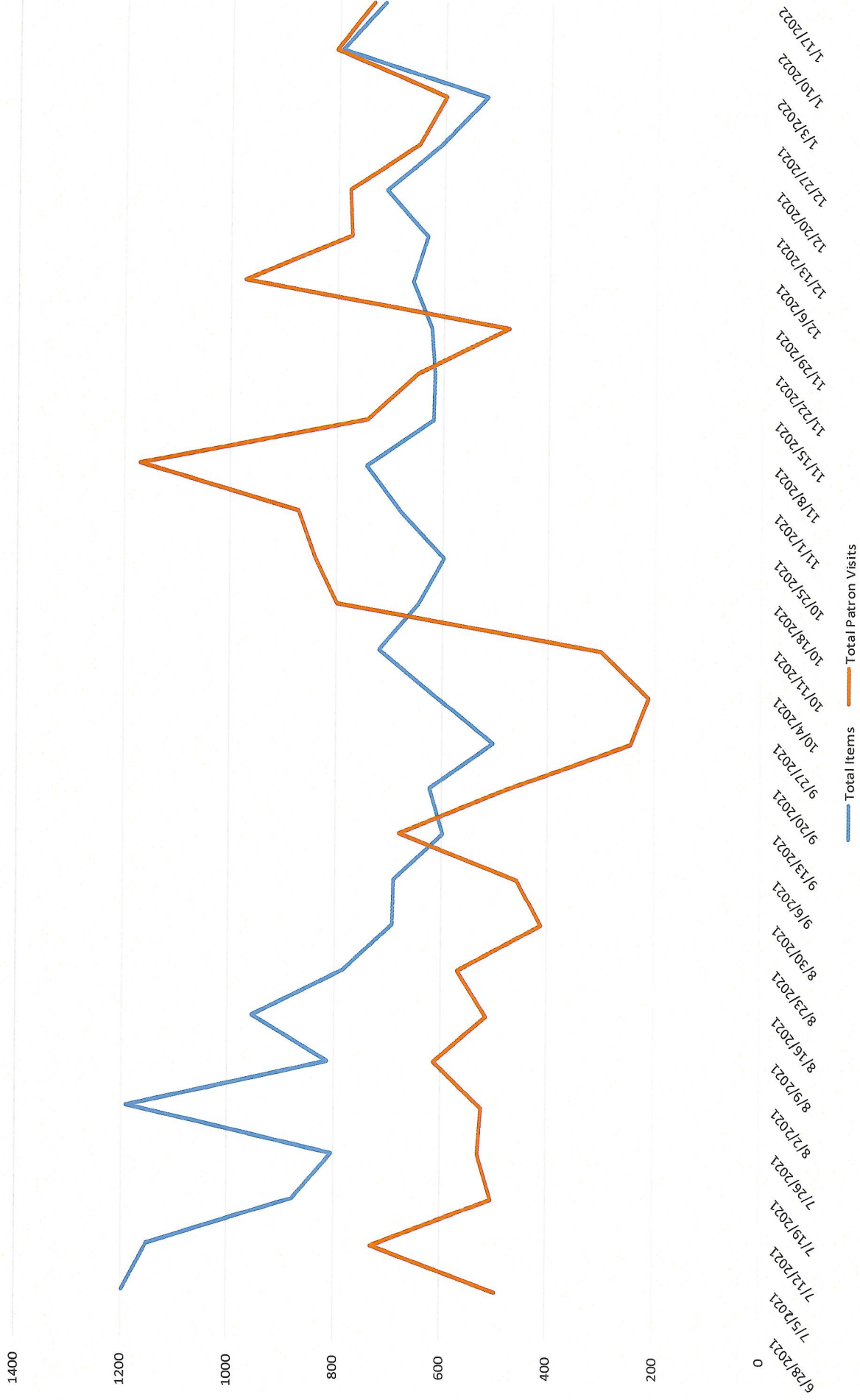
## Kanopy



## Bridges

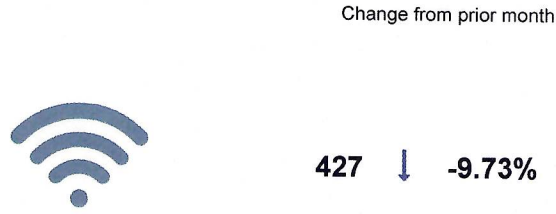


FY22 Patron Visits and Item Circulation Statistics by Week





In November, 219 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 2 individual days.



Monthly Sessions



Total Visits

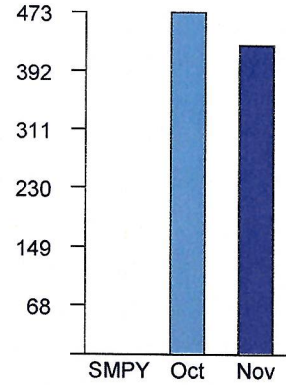


Unique Visitors

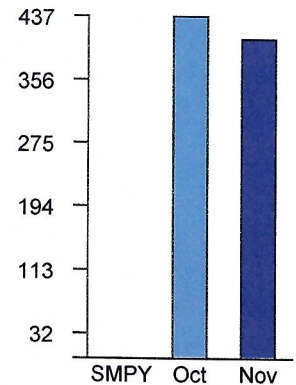


Average Return Rate

Total Monthly Session Count

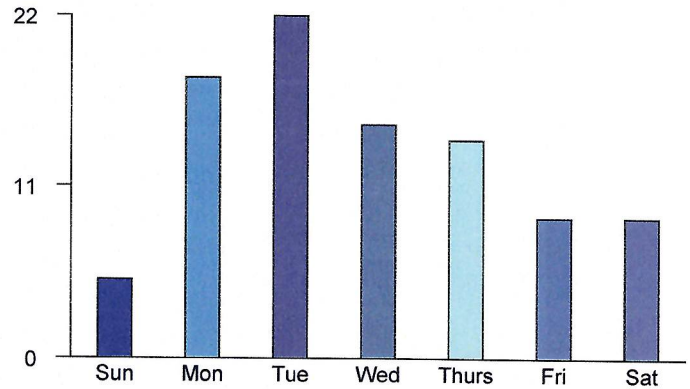


Total Monthly Visits

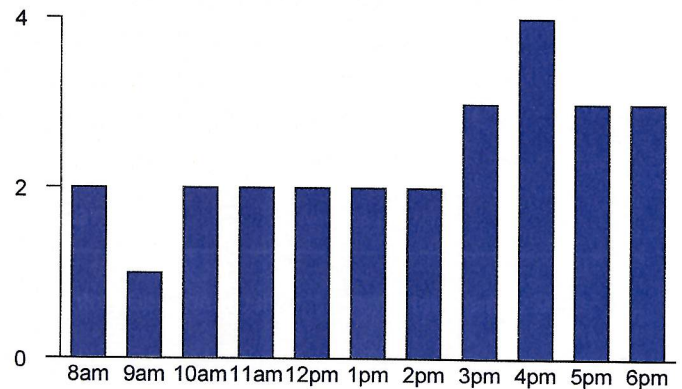


\*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly





In December, 217 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

408 ↓ -4.45%

Monthly Sessions



390 ↓ -4.41%

Total Visits



217 ↓ -0.91%

Unique Visitors

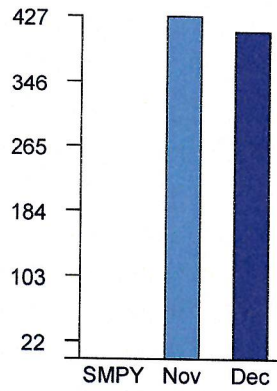


1.8 ↓ -3.23%

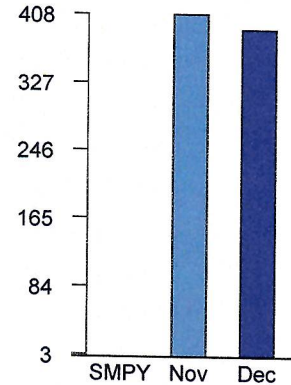
Average Return Rate

Arg dwell time = 25 min.

Total Monthly Session Count

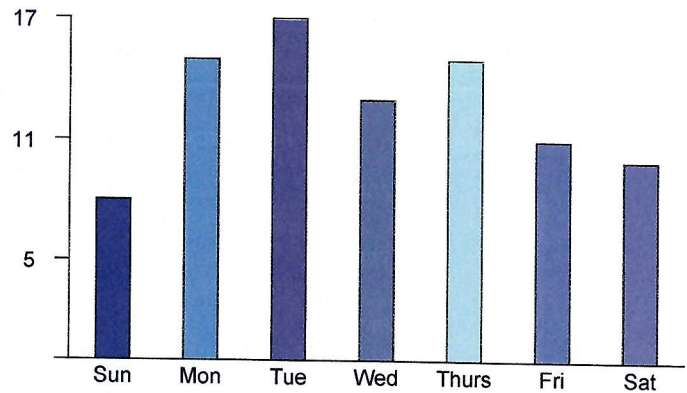


Total Monthly Visits

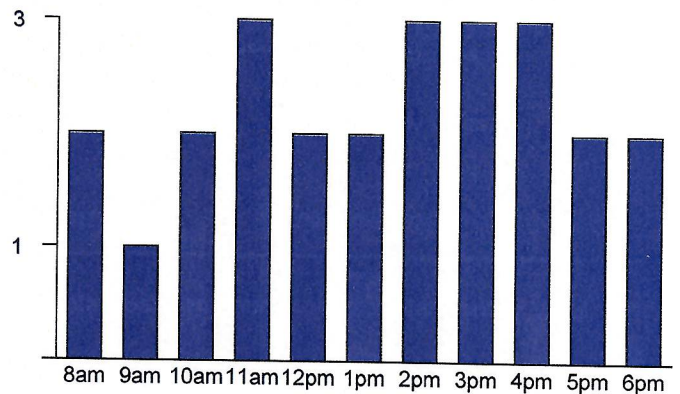


\*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



# Patron PC Logins by Day and Hour

Dates: Tuesday December 21, 2021 - Wednesday January 26, 2022 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	
Tue Dec 21	0	0	0	1	3	1	2	0	0	0	0	7	1	0	3	0	0	1	
Wed Dec 22	0	0	2	1	2	1	2	0	2	0	0	10	1	0	2	1	0	1	
Thu Dec 23	0	0	0	1	1	2	1	0	0	0	0	5	1	0	2	0	0	1	
Fri Dec 24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sat Dec 25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Dec 27	0	1	1	0	0	1	0	1	1	0	0	5	1	0	1	0	0	1	
Tue Dec 28	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	
Wed Dec 29	0	0	0	1	3	1	0	2	1	0	0	8	1	0	3	0	0	1	
Thu Dec 30	0	0	0	1	1	2	0	1	0	0	0	5	1	0	2	0	0	1	
Fri Dec 31	1	0	0	2	2	1	1	0	0	0	0	7	1	0	2	0	0	1	
Sat Jan 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Jan 3	1	0	0	0	1	0	2	2	1	0	0	7	1	0	2	0	0	1	
Tue Jan 4	1	4	0	0	0	0	1	0	1	0	1	8	1	0	4	0	0	1	
Wed Jan 5	0	0	0	0	0	0	2	1	3	0	0	6	1	0	3	0	0	1	
Thu Jan 6	5	0	0	0	1	1	2	0	0	0	0	9	1	0	5	0	0	2	
Fri Jan 7	0	0	0	0	0	1	2	2	0	0	0	5	1	0	2	0	0	1	
Sat Jan 8	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1	0	0	0	
Mon Jan 10	0	0	2	0	0	0	1	2	1	0	0	6	1	0	2	0	0	1	
Tue Jan 11	0	0	1	1	1	0	2	0	0	0	0	5	1	0	2	0	0	1	
Wed Jan 12	1	1	0	0	0	0	2	5	2	0	0	11	1	0	5	0	0	2	
Thu Jan 13	0	0	0	0	1	1	1	1	0	0	0	4	0	0	1	0	0	1	
Fri Jan 14	0	3	0	2	0	0	1	0	0	0	0	6	1	0	3	0	0	1	
Sat Jan 15	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	
Mon Jan 17	0	0	0	0	0	1	0	1	0	0	0	2	0	0	1	0	0	0	
Tue Jan 18	0	0	0	0	1	0	4	0	1	0	0	6	1	0	4	0	0	1	
Wed Jan 19	0	1	3	0	0	0	4	1	2	0	0	11	1	0	4	0	0	1	
Thu Jan 20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fri Jan 21	1	2	0	1	0	0	0	1	0	0	0	5	1	0	2	0	0	1	
Sat Jan 22	0	1	0	0	0	4	0	0	0	0	0	5	1	0	4	0	0	1	
Mon Jan 24	0	0	1	2	5	3	1	1	1	0	0	14	1	0	5	1	0	2	
Tue Jan 25	0	1	0	0	0	0	3	0	0	0	0	4	0	0	3	0	0	1	
Wed Jan 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Total</b>	<b>10</b>	<b>15</b>	<b>11</b>	<b>13</b>	<b>22</b>	<b>20</b>	<b>34</b>	<b>22</b>	<b>16</b>	<b>1</b>	<b>0</b>	<b>164</b>							
Average	0.3	0.5	0.3	0.4	0.7	0.6	1.1	0.7	0.5	0	0								
Minimum	0	0	0	0	0	0	0	0	0	0	0								
Maximum	5	4	3	2	5	4	4	5	3	1	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	0.9	0.9	0.7	0.7	1.2	1	1.2	1	0.8	0.2	0								

Currently have 5 desktops available for patron use.  
(Covid safety)



EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 12/31/2021

	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	202,741.00	202,741.00	94,068.71	14,194.15	0.00	108,672.29	46.4
61100 FICA SOCIAL SECURITY	15,165.00	15,165.00	7,167.56	1,081.43	0.00	7,997.44	47.3
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	8,860.70	1,320.59	0.00	9,853.30	47.3
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	164.33	164.33	0.00	535.67	23.5
62400 TRAVEL AND CONFERENCE	750.00	750.00	50.74	50.74	0.00	699.26	6.8
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	2,875.36	362.79	0.00	7,124.64	28.8
63320 ORG VEHICLE/EQUIPMENT MAINT AC	4,540.00	4,540.00	4,590.30	1,647.34	0.00	-50.30	101.1
63710 UTILITIES	13,000.00	13,000.00	2,211.09	213.94	0.00	10,788.91	17.0
63730 TELEPHONE/INTERNET	3,893.00	3,893.00	2,322.17	338.70	0.00	1,570.83	59.6
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	8,429.77	2,546.02	0.00	5,720.23	59.6
65020 LIBRARY BOOKS	22,500.00	22,500.00	9,310.13	1,896.21	0.00	13,189.87	41.4
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	1,732.63	353.28	0.00	3,117.37	35.7
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	5,557.36	134.72	0.00	92.64	98.4
65050 PUZZELS, PUPPET KITS	500.00	500.00	434.35	367.46	0.00	65.65	86.9
65070 OPERATING SUPPLIES	6,500.00	6,500.00	4,810.07	335.13	0.00	1,689.93	74.0
65080 POSTAGE AND SHIPPING	900.00	900.00	145.79	18.12	0.00	754.21	16.2
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	877.87	186.78	0.00	3,122.13	21.9
<b>LIBRARY SERVICES</b>	<b>365,352.00</b>	<b>365,352.00</b>	<b>154,823.81</b>	<b>25,211.73</b>	<b>0.00</b>	<b>210,528.19</b>	<b>42.4</b>
<b>Expenditures</b>	<b>365,352.00</b>	<b>365,352.00</b>	<b>154,823.81</b>	<b>25,211.73</b>	<b>0.00</b>	<b>210,528.19</b>	<b>42.4</b>
<b>Grand Total Net Effect:</b>	<b>-365,352.00</b>	<b>-365,352.00</b>	<b>-154,823.81</b>	<b>-25,211.73</b>	<b>0.00</b>	<b>-210,528.19</b>	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 12/31/2021

	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	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
<b>TRUST &amp; AGENCY LIBRARY BLDG TR</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>98,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-88,000.00</b>	<b>938.1</b>
<b>Expenditures</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>98,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-88,000.00</b>	<b>938.1</b>
<b>Grand Total Net Effect:</b>	<b>-10,500.00</b>	<b>-10,500.00</b>	<b>-98,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>88,000.00</b>	

**Solon Library Bills for December , 2021**

Starting balance from Expenditure Report dated 12/28/21

		Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ 535.67</b>	
Iowa City Press Citizen (4 weeks)	\$ 20.00	
Iowa Library Association Membership	\$ 120.00	
Total Spent	\$ 140.00	\$ 58.33
<b>Remaining Balance</b>	<b>\$ 395.67</b>	
<b>From Travel and Conference (62400)</b>	<b>\$ 699.26</b>	
Total Spent	\$ -	\$ 62.50
<b>Remaining Balance</b>	<b>\$ 699.26</b>	
<b>From Building Maintenance (63100)</b>	<b>\$ 7,124.64</b>	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Joe's Quality Window Cleaning inv#20692	\$ 80.00	
3E Electrical inv#7304881-00 (Meeting Room Lights)	\$ 202.79	
Total Spent	\$ 282.79	\$ 416.67
<b>Remaining Balance</b>	<b>\$ 1,841.85</b>	
<b>From Org Vehicle/Equipment Maint AC (63320)</b>	<b>\$ (1.79)</b>	
Deep Freeze patron computer software inv#INUS210639	\$ 48.51	License for Media Cart Laptop
Best Buy Patron Computer Monitor (Visa)	\$ 144.99	
Bitdefender Total Security (Visa)	\$ 28.89	
Total Spent	\$ 222.39	\$ 378.33
<b>Remaining Balance</b>	<b>\$ (224.18)</b>	
<b>From Utilities (63710)</b>	<b>\$ 11,002.85</b>	
Alliant Energy	\$ 15.49	
Mid-American	\$ 198.45	
Total Spent	\$ 213.94	\$ 1,083.33
<b>Remaining Balance</b>	<b>\$ 10,788.91</b>	
<b>From Telephone/Internet (63730)</b>	<b>\$ 1,909.53</b>	
ICN inv#636368	\$ 188.00	
Southslope	\$ 150.70	
Total Spent	\$ 338.70	\$ 324.42
<b>Remaining Balance</b>	<b>\$ 1,570.83</b>	
<b>From Data Bases (63731)</b>	<b>\$ 533.34</b>	
Total Spent	\$ -	\$ 125.00
<b>Remaining Balance</b>	<b>\$ 533.34</b>	
<b>From Publishing (64140)</b>	<b>\$ 600.00</b>	
Total Spent	\$ -	\$ 50.00
<b>Remaining Balance</b>	<b>\$ 600.00</b>	
<b>From Educational Program (64340)</b>	<b>\$ 5,720.23</b>	
Zoom inv#119989077 (Visa)	\$ 16.04	
Garrett Elton video editing Inv# 21 Dec	\$ 290.00	

Amazon, Adult programming supplies (Visa)	\$	10.99	
Amazon, Youth programming supplies (Visa)	\$	52.47	
Sam's Mainstreet Market, Youth programming supplies (Visa)	\$	5.68	
Oriental Trading Company, Youth programming supplies (Visa)	\$	73.70	
Total Spent	\$	448.88	\$ 1,179.17
<b>Remaining Balance</b>	<b>\$</b>	<b>5,271.35</b>	

**From Library Books (65020) \$ 13,189.87**

Baker & Taylor inv#2036189500	\$	93.35	Invoice from Sept never received
Baker & Taylor inv#2036189630	\$	25.33	Invoice from Sept never received
Baker & Taylor inv#2036189812	\$	42.47	Invoice from Sept never received
Baker & Taylor inv#2036190936	\$	256.90	Invoice from Sept never received
Baker & Taylor inv#2036331539	\$	45.13	
Baker & Taylor inv#2036351053	\$	302.90	
Baker & Taylor inv#2036357586	\$	49.58	
Baker & Taylor inv#2036357601	\$	269.45	
Baker & Taylor inv#2036375641	\$	113.62	
Baker & Taylor inv#2036377847	\$	97.84	
Baker & Taylor inv#2036401402	\$	185.99	
Baker & Taylor inv#2036404836	\$	54.34	
Baker & Taylor inv#2036404845	\$	99.23	
Baker & Taylor inv#2036408934	\$	59.21	
MidAmerica Books inv#545341	\$	165.59	
Amazon, 1 book (Visa)	\$	18.34	
Amazon, 1 book (Visa)	\$	18.95	
Amazon, 1 book (Visa)	\$	13.85	
Amazon, 8 books (Visa)	\$	92.22	
Amazon, 2 books (Visa)	\$	24.48	
Amazon, 1 book (Visa)	\$	8.99	
Amazon, 2 books (Visa)	\$	35.15	
Amazon, 1 book (Visa)	\$	11.98	
Amazon, 1 book (Visa)	\$	6.99	
Amazon, 1 book (Visa)	\$	16.99	
Amazon, 1 book (Visa)	\$	15.00	
Amazon, 1 book (Visa)	\$	16.54	
Amazon, 1 book (Visa)	\$	12.24	
Amazon, 1 book (Visa)	\$	19.27	
Sidekick Coffee & Books, 2 books (Visa)	\$	31.78	
Total Spent	\$	2,203.70	\$ 1,875.00
<b>Remaining Balance</b>	<b>\$</b>	<b>10,986.17</b>	

**From Library Video Materials (65030) \$ 3,117.37**

Baker & Taylor inv#T24081680	\$	21.74	
Baker & Taylor inv#H58918730	\$	43.45	
Baker & Taylor inv#H58949840	\$	21.74	
Baker & Taylor inv#H59058320	\$	109.44	
Baker & Taylor inv#H59082260	\$	10.84	
Baker & Taylor inv#H59193220	\$	28.99	
Amazon, 1 DVD (Visa)	\$	18.68	
Amazon, 1 DVD (Visa)	\$	12.49	
Amazon, 2 DVDs (Visa)	\$	18.33	
Amazon, 1 DVD (Visa)	\$	9.96	
Total Spent	\$	295.66	\$ 404.17
<b>Remaining Balance</b>	<b>\$</b>	<b>2,821.71</b>	

**From Library Audio Materials (65040) \$ 92.64**

Baker & Taylor inv#2036189500	\$	16.49	
Baker & Taylor inv#2036351053	\$	46.75	
Baker & Taylor inv#2036357586	\$	23.09	
Baker & Taylor inv#2036377847	\$	19.24	
Baker & Taylor inv#2036401402	\$	24.75	
Total Spent	\$	130.32	\$ 470.83
<b>Remaining Balance</b>	\$	<b>(37.68)</b>	

**From Puzzles, Puppet Kits (65050) \$ 36.01**

Total Spent	\$	-	\$ 41.67
<b>Remaining Balance</b>	\$	<b>36.01</b>	

**From Operating Supplies (65070) \$ 1,689.93**

Brodart, spine labels (Visa)	\$	47.08	
DEMCO, due date slips inv#7046418 (Visa)	\$	37.47	
DEMCO, plastic book cover rolls inv#7051623 (Visa)	\$	42.34	
Office Express, toner & copy paper inv#201764-0	\$	451.87	
Tallgrass, card stock inv#5547795	\$	64.30	
Tallgrass, legal size paper inv#5548688	\$	13.98	
Total Spent	\$	657.04	\$ 541.67
<b>Remaining Balance</b>	\$	<b>1,032.89</b>	

**From Postage and Shipping (65080) \$ 754.21**

ILL Return (Visa)	\$	4.23	
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Total Spent	\$	4.23	\$ 75.00
<b>Remaining Balance</b>	\$	<b>749.98</b>	

**From Supplies (65990) \$ (148.22)**

Total Spent	\$	-	\$ 8.33
<b>Remaining Balance</b>	\$	<b>(148.22)</b>	

**From Office Equipment (67250) \$ 3,122.13**

DEMCO, book ends inv#7046418 (Visa)	\$	81.83	
DEMCO, book ends inv#7051623 (Visa)	\$	32.35	
DEMCO, 2 acrylic display frames inv#7047026 (Visa)	\$	76.62	
Total Spent	\$	190.80	\$ 333.33
<b>Remaining Balance</b>	\$	<b>2,931.33</b>	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 1/31/2022							
Fund Type: 1.1 GENERAL FUND	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	202,741.00	202,741.00	108,305.30	14,236.59	0.00	94,435.70	53.4
61100 FICA SOCIAL SECURITY	15,165.00	15,165.00	8,252.24	1,084.68	0.00	6,912.76	54.4
61300 IPERS	18,714.00	18,714.00	10,204.63	1,343.93	0.00	8,509.37	54.5
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	304.33	140.00	0.00	395.67	43.5
62400 TRAVEL AND CONFERENCE	750.00	750.00	50.74	0.00	0.00	699.26	6.8
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	3,528.45	653.09	0.00	6,471.55	35.3
63320 ORG VEHICLE/EQUIPMENT MAINT AC	4,540.00	4,540.00	6,648.08	2,057.78	0.00	-2,108.08	146.4
63710 UTILITIES	13,000.00	13,000.00	2,577.09	366.00	0.00	10,422.91	19.8
63730 TELEPHONE/INTERNET	3,893.00	3,893.00	2,659.88	337.71	0.00	1,233.12	68.3
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	110.00	110.00	0.00	490.00	18.3
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	8,969.94	540.17	0.00	5,180.06	63.4
65020 LIBRARY BOOKS	22,500.00	22,500.00	11,513.83	2,203.70	0.00	10,986.17	51.2
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	2,028.29	295.66	0.00	2,821.71	41.8
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	5,687.68	130.32	0.00	-37.68	100.7
65050 PUZZELS, PUPPET KITS	500.00	500.00	473.98	39.63	0.00	26.02	94.8
65070 OPERATING SUPPLIES	6,500.00	6,500.00	5,439.79	629.72	0.00	1,060.21	83.7
65080 POSTAGE AND SHIPPING	900.00	900.00	150.02	4.23	0.00	749.98	16.7
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	1,068.67	190.80	0.00	2,931.33	26.7
<b>LIBRARY SERVICES</b>	<b>365,352.00</b>	<b>365,352.00</b>	<b>179,187.82</b>	<b>24,364.01</b>	<b>0.00</b>	<b>186,164.18</b>	<b>49.0</b>
Expenditures	365,352.00	365,352.00	179,187.82	24,364.01	0.00	186,164.18	49.0
Net Effect for GENERAL FUND	-365,352.00	-365,352.00	-179,187.82	-24,364.01	0.00	-186,164.18	
Grand Total Net Effect:	-365,352.00	-365,352.00	-179,187.82	-24,364.01	0.00	-186,164.18	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 1/31/2022

Fund Type: 1.1 GENERAL FUND

	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	0.00	0.00	0.00	500.00	0.0
64990 MISC. CONTRACT WORK	0.00	0.00	1,135.53	1,135.53	0.00	-1,135.53	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
67271 CAPITAL EQUIP/MEMORIAL DONATIO	0.00	0.00	33,565.00	0.00	0.00	-33,565.00	0.0
67500 BUILDING	0.00	0.00	64,935.00	0.00	0.00	-64,935.00	0.0
<b>TRUST &amp; AGENCY LIBRARY BLDG TR</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>99,635.53</b>	<b>1,135.53</b>	<b>0.00</b>	<b>-89,135.53</b>	<b>948.9</b>
Expenditures	10,500.00	10,500.00	99,635.53	1,135.53	0.00	-89,135.53	948.9
Net Effect for GENERAL FUND	-10,500.00	-10,500.00	-99,635.53	-1,135.53	0.00	89,135.53	
<b>Grand Total Net Effect:</b>	<b>-10,500.00</b>	<b>-10,500.00</b>	<b>-99,635.53</b>	<b>-1,135.53</b>	<b>0.00</b>	<b>89,135.53</b>	

**Solon Library Bills for January , 2022**

Starting balance Expenditure Report dated 1/26/22

		Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ 395.67</b>	
Total Spent	\$ -	\$ 58.33
<b>Remaining Balance</b>	<b>\$ 395.67</b>	
<b>From Travel and Conference (62400)</b>	<b>\$ 699.26</b>	
Total Spent	\$ -	\$ 62.50
<b>Remaining Balance</b>	<b>\$ 699.26</b>	
<b>From Building Maintenance (63100)</b>	<b>\$ 6,841.85</b>	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
3E Electrical inv#7324343-00, Meeting room lights	\$ 279.57	
Grainger, inv#9144289981, replace smoke detectors	\$ 293.52	
Total Spent	\$ 573.09	
<b>Remaining Balance</b>	<b>\$ 1,268.76</b>	\$ 416.67
<b>From Org Vehicle/Equipment Maint AC (63320)</b>	<b>\$ (224.18)</b>	
Auto-graphics inv#2020-104747, VERSO catalog annual subscription	\$ 1,883.90	
Total Spent	\$ 1,883.90	\$ 378.33
<b>Remaining Balance</b>	<b>\$ (2,108.08)</b>	
<b>From Utilities (63710)</b>	<b>\$ 10,788.91</b>	
Alliant Energy	\$ 15.20	
Mid-American	\$ 350.80	
Total Spent	\$ 366.00	\$ 1,083.33
<b>Remaining Balance</b>	<b>\$ 10,422.91</b>	
<b>From Telephone/Internet (63730)</b>	<b>\$ 1,570.83</b>	
ICN inv#638552	\$ 188.00	
Southslope	\$ 149.71	
Total Spent	\$ 337.71	\$ 324.42
<b>Remaining Balance</b>	<b>\$ 1,233.12</b>	
<b>From Data Bases (63731)</b>	<b>\$ 533.34</b>	
Total Spent	\$ -	\$ 125.00
<b>Remaining Balance</b>	<b>\$ 533.34</b>	
<b>From Publishing (64140)</b>	<b>\$ 600.00</b>	
Solon Economist, flyers and Letters to Santa ad, inv#122149516	\$ 110.00	
Total Spent	\$ 110.00	\$ 50.00
<b>Remaining Balance</b>	<b>\$ 490.00</b>	
<b>From Educational Program (64340)</b>	<b>\$ 5,180.06</b>	
Zoom inv#124884148 (Visa)	\$ 16.04	
Garrett Elton video editing Inv# 22 Jan	\$ 290.00	
Dollar Tree, adult program supplies (staff reimburse)	\$ 15.90	
Dollar Tree, adult program supplies (staff reimburse)	\$ 22.20	
JoAnn, adult program supplies (staff reimburse)	\$ 21.81	
Walmart, adult program supplies (staff reimburse)	\$ 10.54	



Amazon, adult program supplies (Visa)	\$	21.97	
Amazon, adult program supplies (Visa)	\$	5.65	
The Eat Shop, youth program supplies (Visa)	\$	10.00	
Good Vibes, youth program supplies (Visa)	\$	10.00	
Dollar Tree, youth program supplies (Visa)	\$	55.99	
Total Spent	\$	480.10	\$ 1,179.17
<b>Remaining Balance</b>	<b>\$</b>	<b>4,699.96</b>	

<b>From Library Books (65020)</b>	<b>\$</b>	<b>10,986.17</b>	
Baker & Taylor inv#2036432695	\$	98.34	
Baker & Taylor inv#2036437672	\$	109.09	
Baker & Taylor inv#2036447791	\$	151.08	
Baker & Taylor inv#2036450498	\$	107.72	
Baker & Taylor inv#2036451606	\$	257.95	
Baker & Taylor inv#2036452970	\$	39.57	
Cengage Learning inv#76395876, Thorndike Large Print	\$	240.00	
Midamerica Books inv#545926	\$	245.40	
Penworthy inv#0578188-IN	\$	506.84	
Amazon, 1 book (Visa)	\$	18.93	
Amazon, 1 book (Visa)	\$	13.72	
Amazon, 1 book (Visa)	\$	17.19	
Amazon, 3 books (Visa)	\$	38.96	
Amazon, 2 books (Visa)	\$	48.86	
Amazon, 1 book (Visa)	\$	17.99	
Amazon, 2 books (Visa)	\$	24.10	
Amazon, 5 books (Visa)	\$	68.17	
Amazon, 4 books (Visa)	\$	62.17	
Amazon, 1 book (Visa)	\$	13.93	
Amazon, 1 book (Visa)	\$	16.88	
Amazon, 2 books (Visa)	\$	29.18	
Amazon, 1 book (Visa)	\$	14.06	
Amazon, 1 book (Visa)	\$	17.38	
Amazon, 1 book (Visa)	\$	13.79	
Amazon, 1 book (Visa)	\$	17.79	
Amazon, 1 book (Visa)	\$	16.73	
Amazon, 2 books (Visa)	\$	15.98	
Amazon, 1 book (Visa)	\$	23.39	
Amazon, 1 book (Visa)	\$	8.48	
Amazon, 2 books (Visa)	\$	26.48	
Amazon, 2 books (Visa)	\$	29.68	
Amazon 1 book (Visa)	\$	11.77	
Amazon, 1 book (Visa)	\$	17.99	
Amazon, 2 books (Visa)	\$	38.40	
Amazon, 1 book (Visa)	\$	15.99	
Daydreams Comics, 1 book (Visa)	\$	14.39	
Daydreams Comics, 1 book (Visa)	\$	10.39	
Total Spent	\$	2,418.76	\$ 1,875.00
<b>Remaining Balance</b>	<b>\$</b>	<b>8,567.41</b>	

<b>From Library Video Materials (65030)</b>	<b>\$</b>	<b>2,821.71</b>	
Baker & Taylor inv#H59540370	\$	24.49	
Baker & Taylor inv#H59594830	\$	56.66	
Kanopy subscription funds inv#KDEP-9477	\$	600.00	
Amazon, 1 DVD (Visa)	\$	9.96	
Amazon, 1 DVD (Visa)	\$	54.60	
Amazon, 1 DVD (Visa)	\$	19.99	
Amazon, 1 DVD (Visa)	\$	15.99	
Amazon, 1 DVD (Visa)	\$	7.99	
Total Spent	\$	789.68	\$ 404.17

<b>Remaining Balance</b>	<b>\$</b>	<b>2,032.03</b>	
<b>From Library Audio Materials (65040)</b>	<b>\$</b>	<b>(37.68)</b>	
Baker & Taylor inv#2036450498	\$	65.73	
OverDrive inv#06497ARPA21491315, eBook/Audiobooks	\$	70.54	
Total Spent	\$	136.27	\$ 470.83
<b>Remaining Balance</b>	<b>\$</b>	<b>(173.95)</b>	ARPA Reimbursement form submitted
<b>From Puzzles, Puppet Kits (65050)</b>	<b>\$</b>	<b>26.02</b>	
Total Spent	\$	-	\$ 41.67
<b>Remaining Balance</b>	<b>\$</b>	<b>26.02</b>	
<b>From Operating Supplies (65070)</b>	<b>\$</b>	<b>1,060.21</b>	
Amazon, plastic bags, masks (Visa)	\$	48.73	
Office Express inv#207420-0, toner, tape, paper towels	\$	707.75	
Office Express inv#209075-0, toner	\$	235.99	
Office Express inv#210831-0, tape, toilet paper	\$	106.88	
Amazon, masks (Visa)	\$	10.45	
Amazon, office supplies (Visa)	\$	8.99	
Vogmask, staff masks (Visa)	\$	297.00	
Total Spent	\$	1,415.79	\$ 541.67
<b>Remaining Balance</b>	<b>\$</b>	<b>(355.58)</b>	
<b>From Postage and Shipping (65080)</b>	<b>\$</b>	<b>749.98</b>	
ILL & Open Access return (Visa)	\$	6.66	
ILL returns (Visa)	\$	13.32	
ILL return (Visa)	\$	3.03	
Total Spent	\$	23.01	\$ 75.00
<b>Remaining Balance</b>	<b>\$</b>	<b>726.97</b>	
<b>From Supplies (65990)</b>	<b>\$</b>	<b>(148.22)</b>	
Total Spent	\$	-	\$ 8.33
<b>Remaining Balance</b>	<b>\$</b>	<b>(148.22)</b>	
<b>From Office Equipment (67250)</b>	<b>\$</b>	<b>2,931.33</b>	
Amazon, LED re-chargeable lights for basement stairwell (Visa)	\$	29.99	
Total Spent	\$	29.99	\$ 333.33

**Solon Public Library Foundation - Solon State Bank  
Treasurer's Report  
January 19, 2022**

Beginning Balance \$ 33,533.23

Income:

Expenses:

Ending Balance \$ 33,533.23

CD's

Solon State Bank 2.65% 2/6/2022 \$ 23,803

Bridge Bank - .20% 6/28/2022 \$ 11,094

**Solon Public Library Foundation - Greenstate  
Treasurer's Report  
January 19, 2022**

Beginning Balance		\$ 25,777.00
Income:		
	Dividend adjustment- savings statements issued only qtrly	\$ 6.09
Expenses:		
Ending Balance		\$ 25,783.09
	CD's	
Greenstate 3.26%	This was moved to savings after statement issued, since CD expired.	1/1/2022 \$ 17,667

**Solon Public Library Foundation Scholarship Account  
Treasurer's Report  
January 19, 2022**

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