

Agenda for Solon Library Board Meeting
Monday, February 24, 2025 @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

- January 27, 2025

Citizen's Speak

Correspondence

Committee reports

- Building: Library Security
- Finance: January CD Update
- Johnson County Liaison
- City Liaison
- Board of Trustees Continuing Education

Directors Report

Approval of Bills

- February 2025

Review of Foundation report: N/A Foundation meets 2/26/25

Old Business

- Security Cameras / Patron Privacy
- FY26 Budget process update

New Business

- Policy Review
- Volunteers needed for March 8th Fun For All Night
- Advocacy for Public Libraries in Iowa
- Solon Public Library Building 25th Anniversary in 2026
- Board Continuing Education Suggestion:

Open Meetings & Records: Compliance is the Law

Tuesday, Feb. 25, 10:00 a.m. to 11:00 a.m.

Public library boards are subject to Iowa's Open Records and Open Meetings laws. In this session, representatives from the Iowa Public Information Board (IPIB) will provide an overview of the legal requirements and best practices for boards to comply with these laws in order to maintain transparency.

The session will cover such topics as compliance with posting of meetings, public comment, requests for records, how and when library boards can go into closed sessions, and avoiding legal pitfalls.

You can register through your Workday Learning account or you can find the archived videos on the State Library of Iowa YouTube channel

[Upcoming Events](#)

[Registration](#)

Big Ideas Book Discussion (February 2025) | Meet Me at the Library: A Place to Foster Social Connection and Promote Democracy

The 2025 Big Ideas Book Discussion series kicks off with Meet Me at the Library: A Place to Foster Social Connection and Promote Democracy by Shamichael Hallman

February 28, 2025 9:30 am

Next Meeting: **Monday, March 31, 2025 at 6:30 pm**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes January 27, 2025

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, Cole Gabriel, Janet Salathiel, Char Cosgrove, Steve Fisher, Matthew Hanes, Liz King (Library Director)

Absent

Jen Fetzer, Bill Christensen

Approval of Agenda

The agenda was unanimously approved. (Matt/Janet)

Approval of Minutes

The minutes of the November 25, 2024 meeting were unanimously approved. (Steve/Matt)

Citizen's Speak and Correspondence

Citizen speak: None

Correspondence: A letter was received from Scott Dermont from the State Library of Iowa to inform us that our Tier Level status expiration date will now be June 30, 2027. There is a one year deferment of Accreditation and Tier Status applications for FY26 due to an upcoming retirement.

Committee Reports

- **Building:** (Library Security) This will be discussed under New Business.
- **Finance:** (CD update) CD at Green State Credit Union for \$165,585.58 is now at a 15 month term at an APY of 4.12%. The new maturity date is 4/6/26.
- **Johnson County Liaison:** No report
- **City of Solon Liaison:** Cole reported that the city is in the middle of budget season.
- **Board of Trustees Continuing Education:** Char reported on working with Liz to connect with Workday Learning. Steve & Janet reported on being able to attend the Johnson County Legislators Reception at the Coralville, Library.

Library Director's Report:

The Solon Public Library Board

A written report is included in the Board packet. Liz wished to highlight several things. The transition of the catalog system went very well. She wanted to especially mention Megan's exceptional work at making the transition go smoothly. Liz brought up that Puzzle Night, a new event, was a big success. Fun was had by all. Liz also asked the Board for feedback on the graphs and reports she provides on the monthly workings of the Library. The board concluded that it was valuable information to have. Especially for use on future endeavors.

Approval of Bills

The bills for December 2024 were unanimously approved. (Char/Matt)

The bills for January 2025 were unanimously approved. (Janet/Steve)

Review of Foundation Report

The December 2024 and January 2025 reports were reviewed.

Old Business

- **Integrated Library System (ILS):** The transition went very well and has been well received by the public. The new password is now your phone number which simplifies signing up.
- **FY26 Budget:** Cole reported that the budget proposal has been presented and he doesn't expect any changes. It was expressed that the Council be made aware that 45% of the Library's budget comes from Johnson County not solely from the City.

New Business:

- **Policy Review: Conduct Policy:** The policy was revised to include, under the section Unattended Child Policy, *Older children able to maintain proper library behavior may use the library unattended, otherwise they should be adequately supervised by a parent, guardian, or responsible caregiver.* The revision was unanimously approved.
(Matt/Janet)
- **Security Cameras/Patron Privacy:** The board discussed the necessity for security cameras at the Library. The consideration for the privacy of patrons is important, so all aspects of this decision should be examined carefully. Liz shared information from the American Library Association and the State Library of Iowa to clarify the position of patron privacy. There will be further discussion on the next agenda.
- **Capital Improvement List for Library Department:** Liz presented a rough draft, of a horizontal program, listing future improvements needed by the Library. The Board agreed that Liz could present this list to the City Council.
- **Strategic Plan Update:** There has been no changes.

The Solon Public Library Board

- **Volunteers Needed for Fun For All Night:** Cole and Matthew volunteered.
- **Board of Trustees Continuing Education:** Items were listed for board consideration. Sandy recommended a program, *Closed Meetings* to be found in the archives. Also the *ILOC 2025 Conference* being held Jan. 30th was recommended.

Next Months Agenda:

- **Security Cameras/Patron Privacy**

Adjournment

The meeting was adjourned at 7:30 p.m. (Matt/Janet)

Next Meeting

Regular Meeting: Monday, February 24, 2025 at 6:30 p.m.

Submitted by

Char Cosgrove

Director's Report February 2025

In February I attended regular meetings with the City Council and the Friends of the Library. The Solon Public Library Foundation will meet on February 26th. I also attended the quarterly meeting of the Johnson County Library Directors held at Coralville Public Library.

The Friends of the Library Book Sale will be on Saturday, March 1st from 8 am - 12 noon.

The Foundation's fourth annual silent art auction will open on Monday, February 24 and close at 2:00 pm on March 15th. Proceeds from the sale will help to start a fund to replace the dividing wall in the Library meeting room. Items will be on display in the community meeting room and the large glass display case. We are so grateful for the donations from our generous community that support the Friends and Foundation fundraising efforts.

Our Winter Library Challenge concluded on January 31, 2025. The level of engagement with this program increases each year and accomplishes our goal of encouraging patrons to come enjoy the Library during the cold winter months.

Winter Library Challenge	2023	2024	2025
Total Patrons Registered	120	171	163
Total Patrons Who Completed Level 1 (4 Event Codes)	105	134	127
Highest Level Earned	Level 9	Level 6	Level 10
Total Prizes Given	165	242	257
Total Event Codes Entered	756	1030	1094

In February we celebrated the love of reading with our Blind Date with a Book program. Patrons from 3rd grade through adults enjoyed finding new favorite books and the opportunity to rate their "book date". We celebrated Black History Month by highlighting items in our collections for all ages and interests.

We welcomed our new Adult Services Librarian, Mykle Clark on February 10th. His library experience, compassion, and love of serving the public, will be an excellent addition to our library team. Our staff attended the inaugural Corridor (Iowa City - Cedar Rapids) Libraries Staff Training Day on Thursday, February 20th with library professionals from 13 other local libraries. The day began with an inspiring message on building resilience and kindness from Keynote Speaker Shola Richards followed by breakout sessions that encouraged networking and collaboration and the chance to explore the Cedar Rapids downtown library. We are so grateful for these local professional development opportunities.

Each Tuesday morning, sounds of songs, laughter, and stories can be heard from Storytime with Lily. Every Tuesday afternoon, Christian welcomes our teens to Switch & Social. They have created engaging weekly youth programming for Thursday Early Out days and ensure everyone feels welcome and included in the fun. Megan ensures the whole community is aware of all the opportunities at the Library via multiple communication methods. Be sure to check out our new Spring Activity Guide and monthly calendar. Sherri works diligently each week to catalog our new materials so there are always new items to attract lifelong learners. We all look forward to our time interacting with patrons at the circulation desk and assisting them with finding the perfect library resource or program to attend.

Our programming team is also hard at work planning our upcoming Summer Reading Program. The theme this year is Level Up at Your Library. More details to be shared soon. We continue to explore new partnership opportunities for engaging summer activities.

Looking ahead to March, Lily and Mykle are presenting the annual March Mammal Madness program with all new animal match-ups. Be sure to get your mammal brackets turned in by March 8th. For spring break week we're having an All-Ages LEGO day, Teen Hot Cocoa & Conversation program, Read with Willa the Dog, and an All-Ages Movie Day: Garfield.

On Monday, March 24th we will be partnering with the Iowa City Children's Museum to present a Space Stations Program: Join us for an out-of-this-world adventure with our friends from the Iowa Children's Museum! Kids will design their own spacecraft, build a moon base, and discover how telescopes like the James Webb capture stunning images of our universe. With interactive stations and plenty of creativity, this stellar adventure will bring the wonders of space to life!

The current political climate includes continued attempts to censor library resources and services. It is so important to support your local public and school libraries by using their resources, attending their programs, and letting your state and national representatives know how much your community libraries mean to you and that you support everyone's freedom to read.

Sincerely,

Liz King
Director, Solon Public Library

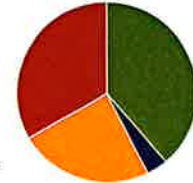
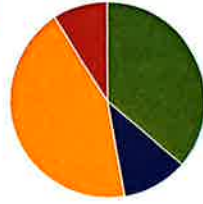
Solon Public Library

July, 2024 - January, 2025

July

Overview

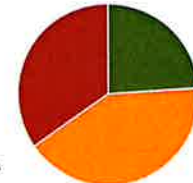
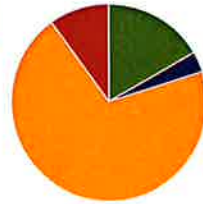
All Children Programs	20	36.36%	All Children Participants	569	38.79%
Young Adult Programs	6	10.91%	Young Adult Participants	56	3.82%
Adult Programs	24	43.64%	Adult Participants	353	24.06%
General Interest Programs	5	9.09%	General Interest Participants	489	33.33%
Total Programs	55		Total Participants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



August

Overview

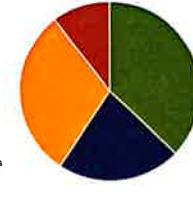
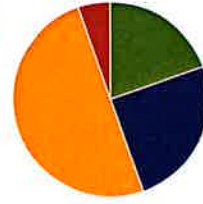
All Children Programs	5	16.67%	All Children Participants	138	23.88%
Young Adult Programs	1	3.33%	Young Adult Participants	1	0.17%
Adult Programs	21	70%	Adult Participants	239	41.35%
General Interest Programs	3	10%	General Interest Participants	200	34.6%
Total Programs	30		Total Participants	578	



September

Overview

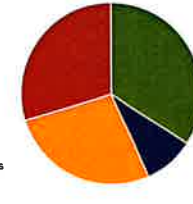
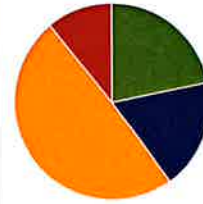
All Children Programs	11	19.64%	All Children Participants	389	37.12%
Young Adult Programs	14	25%	Young Adult Participants	233	22.23%
Adult Programs	28	50%	Adult Participants	317	30.25%
General Interest Programs	3	5.36%	General Interest Participants	109	10.4%
Total Programs	56		Total Participants	1048	



October

Overview

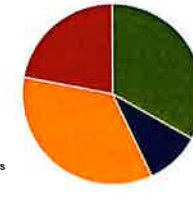
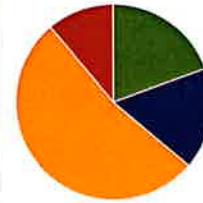
All Children Programs	12	21.82%	All Children Participants	418	34.35%
Young Adult Programs	10	18.18%	Young Adult Participants	109	8.96%
Adult Programs	27	49.09%	Adult Participants	329	27.03%
General Interest Programs	6	10.91%	General Interest Participants	361	29.66%
Total Programs	55		Total Participants	1217	



November

Overview

All Children Programs	7	19.44%	All Children Participants	190	33.16%
Young Adult Programs	6	16.67%	Young Adult Participants	56	9.77%
Adult Programs	19	52.78%	Adult Participants	201	35.08%
General Interest Programs	4	11.11%	General Interest Participants	126	21.99%
Total Programs	36		Total Participants	573	



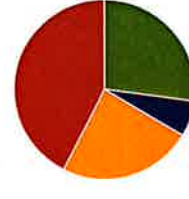
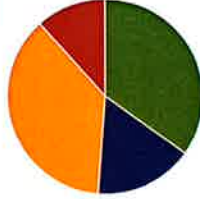
Solon Public Library

July, 2024 - January, 2025

December

Overview

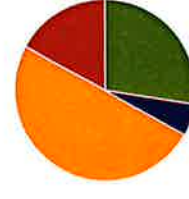
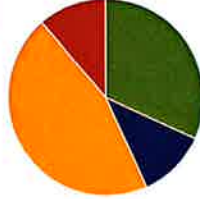
All Children Programs	15	34.86%	All Children Participants	234	27.08%
Young Adult Programs	7	16.28%	Young Adult Participants	55	6.37%
Adult Programs	16	37.21%	Adult Participants	208	24.07%
General Interest Programs	5	11.63%	General Interest Participants	367	42.48%
Total Programs	43		Total Participants	864	



January

Overview

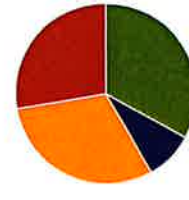
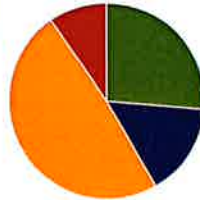
All Children Programs	14	31.82%	All Children Participants	159	27.37%
Young Adult Programs	5	11.36%	Young Adult Participants	33	5.68%
Adult Programs	20	45.45%	Adult Participants	290	49.91%
General Interest Programs	5	11.36%	General Interest Participants	99	17.04%
Total Programs	44		Total Participants	581	



Year in Review

Overview

All Children Programs	84	26.33%	All Children Participants	2097	33.14%
Young Adult Programs	49	15.36%	Young Adult Participants	543	8.58%
Adult Programs	155	48.59%	Adult Participants	1937	30.61%
General Interest Programs	31	9.72%	General Interest Participants	1751	27.67%
Total Programs	319		Total Participants	6328	



	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	22	0
3	Chair Yoga	Adult (Ages 19+)	In Person	Adults	20	0
4	Chair Yoga	Adult (Ages 19+)	In Person	Adults	19	0
5	Chair Yoga	Adult (Ages 19+)	In Person	Adults	18	0
6	Chair Yoga	Adult (Ages 19+)	In Person	Adults	15	0
7	Chair Yoga	Adult (Ages 19+)	In Person	Adults	15	0
8	Chair Yoga	Adult (Ages 19+)	In Person	Adults	23	0
9	Chair Yoga	Adult (Ages 19+)	In Person	Adults	25	0
10				Total Chair Yoga	157	
11	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	10	0
12	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	13	0
13	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	14	0
14	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	10	0
15				Total Coffee & Conversations	47	
16	Book Club: Remarkably Bright Creatures	Adult (Ages 19+)	Combo in Person / Liv	Adults	13	3
17	DIY Night: Handmade Paper	Adult (Ages 19+)	In Person	Adults	2	0
18	KNIT LIT: YARN	Adult (Ages 19+)	In Person	Adults	6	0
19	Outreach at Solon Retirement Village	Adult (Ages 19+)	In Person	Adults	10	0
20	Puzzle Competition	Adult (Ages 19+)	In Person	Adults	43	0
21	Tech Talk: Avoiding Scams and Phishing	Adult (Ages 19+)	In Person	Adults	9	0
22				Total Adults	290	
23	Saturday Storytime	Children (Ages 0-5)	In Person	Storytime	5	0
24	Storytime	Children (Ages 0-5)	In Person	Storytime	27	0
25	Storytime	Children (Ages 0-5)	In Person	Storytime	19	0
26	Storytime	Children (Ages 0-5)	In Person	Storytime	3	0
27	Storytime	Children (Ages 0-5)	In Person	Storytime	19	0
28				Total Storytime	446	
29	BAM POW: Build It - Cardboard Construction	Children (Ages 6-11)	In Person	Youth	42	0
30	BAM POW: Build It - Paper Flyers	Children (Ages 6-11)	In Person	Youth	37	0
31	BAM POW: Make It - Perler Bead Keychains	Children (Ages 6-11)	In Person	Youth	39	0
32	BAM POW: Play It - Board Games	Children (Ages 6-11)	In Person	Youth	34	0
33				Total Early Out Program	152	
34	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Babies	3	0
35	Read with Willa the Dog!	Children (Ages 6-11)	In Person	Youth	6	0
36	All-Ages Art Night	General Interest	In Person	All Ages	13	0
37	Coloring Challenge	General Interest	Passive Program	All Ages	75	0
38	Fun For All Night	General Interest	In Person	Off Site	86	0
39	Let's Go LEGO!	General Interest	Passive Program	All Ages	22	0
40	Winter Library Challenge	General Interest	Passive Program	All Ages	163	0
41	MLK Jr. Movie Day: Selma	Young Adult (Ages 12-18)	In Person	Teens	0	0
42	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	11	0
43	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	8	0
44	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	0	0
45	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	9	0
46	Teen Reading Challenge	Young Adult (Ages 12-18)	Passive Program	Teens	5	0
47				Total Teens	33	

Solon Public Library Monthly Statistics January 2025

2/21/2025

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Monthly Statistic	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
1														
2	Items Cataloged	110	183	160	174	256	145	298						1326
3	Items Deleted	540	197	195	167	17	35	176						1327
4	Patron Computer Use	260	288	302	340	234	199	246						1869
5	Interlibrary Loan - BORROWED	107	74	58	91	80	58	73						541
6	Interlibrary Loan - LENDED	53	41	45	41	34	31	37						282
7	Community ZOOM Meeting Room	2	1	1	1	0	0	0						5
8	Use of Community Meeting Room	77	53	51	47	26	31	50						335
9	Website Visits	2332	2240	1808	2107	2112	2058	3070						15727
10	Bridges: Number of Checkouts	1225	1193	1226	1191	1295	1254	1333						8717
11	Bridges: Number of Users	276	267	273	261	275	262	419						419
12	Kanopy: Videos Streamed	3	24	13	22	11	27	65						165
13	Kanopy: Users	1	4	6	4	4	8	3						30
14	Facebook Followers	1706	1712	1728	1730	1737	1744	1750						1750
15	Facebook Posts	85	40	58	52	38	57	45						375
16	Instagram Followers	588	593	599	604	611	620	626						626
17	Instagram Posts	105	37	49	38	43	93	51						416
18	Newsletter Subscribers	1685	1704	1719	1731	1736	1724	1746						12045
19	Notary Appointments	3	9	4	0	0	3	3						22
20	YouTube Followers	63	64	64	64	64	64	65						65
21	YouTube Views	206	154	128	161	95	84	148						976
22	WiFi Usage	403	341	339	326	318	353	303						2383
23	Number of Items repaired	82	90	30	51	67	0	49						369
24	\$ Value Saved	\$ 1,427.32	\$ 1,612.81	\$ 556.91	\$ 852.96	\$ 1,136.69	\$ -	\$ 873.19						\$ 6,459.88
25	Monthly Circulation	5790	3933	3585	3777	3099	2987	3499						25962
26	Monthly Door Count	8490	6135	6237	6595	6489	4998	5143						40470
27	Reference Questions	52	81	40	79	6	84	191						626
28	Adventure Pass	6	6	1	0	1	0	0						14
29	Outreach													
30	Spartan Early Childhood Center - Visits	0	0	0	0	0	0	0						0
31	Solon Independent Living Visits	0	0	1	1	0	0	0						2
32	Solon Retirement Village Visits	1	1	1	1	1	0	0						5
33	Solon Care Center Visits	1	0	1	1	1	0	0						4
34	Solon School Holds Delivered	0	0	0	0	0	0	0						0

A	B	C	D	E	F	G	H	I	J	K	L	M	N		
Date	Room	Attendees	Organizer Type	Date	Room	Attendees	Organizer Type	Date	Room	Attendees	Organizer Type	Date	Room	Attendees	Organizer Type
1/4/2025	Community Meeting Room	4 Patrons		1/2/2025	Study Room 1	1 Patrons		1/6/2025	Study Room 2	1 Internal					
1/5/2025	Community Meeting Room	0 Internal		1/2/2025	Study Room 1	1 Internal		1/6/2025	Study Room 2	1 Internal					
1/5/2025	Community Meeting Room	40 Non-Profit Organizations		1/3/2025	Study Room 1	1 Internal		1/7/2025	Study Room 2	2 Internal					
1/6/2025	Community Meeting Room	22 Internal		1/3/2025	Study Room 1	1 Patrons		1/7/2025	Study Room 2	3 Patrons					
1/6/2025	Community Meeting Room	2 Internal		1/6/2025	Study Room 1	1 Patrons		1/10/2025	Study Room 2	1 Internal					
1/6/2025	Community Meeting Room	10 Patrons		1/7/2025	Study Room 1	1 Internal		1/15/2025	Study Room 2	6 Internal					
1/7/2025	Community Meeting Room	27 Internal		1/8/2025	Study Room 1	1 Internal		1/16/2025	Study Room 2	1 Patrons					
1/7/2025	Community Meeting Room	11 Internal		1/8/2025	Study Room 1	2 Patrons		1/18/2025	Study Room 2	1 Patrons					
1/7/2025	Community Meeting Room	43 Internal		1/9/2025	Study Room 1	2 Internal		1/21/2025	Study Room 2	1 Patrons					
1/8/2025	Community Meeting Room	10 Internal		1/9/2025	Study Room 1	6 Internal		1/22/2025	Study Room 2	2 Patrons					
1/8/2025	Community Meeting Room	20 Internal		1/9/2025	Study Room 1	3 Internal		1/23/2025	Study Room 2	2 Patrons					
1/8/2025	Community Meeting Room	1 Patrons		1/9/2025	Study Room 1	3 Patrons		1/23/2025	Study Room 2	1 Patrons					
1/8/2025	Community Meeting Room	6 Internal		1/10/2025	Study Room 1	1 Patrons		1/25/2025	Study Room 2	1 Patrons					
1/8/2025	Community Meeting Room	10 Non-Profit Organizations		1/13/2025	Study Room 1	1 Patrons		1/29/2025	Study Room 2	1 Patrons					
1/9/2025	Community Meeting Room	42 Internal		1/14/2025	Study Room 1	1 Patrons		1/30/2025	Study Room 2	1 Patrons					
1/11/2025	Community Meeting Room	5 Internal		1/15/2025	Study Room 1	2 Patrons		1/30/2025	Study Room 2	2 Patrons					
1/12/2025	Community Meeting Room	0 Internal		1/16/2025	Study Room 1	2 Internal									
1/12/2025	Community Meeting Room	0 Patrons		1/16/2025	Study Room 1	2 Internal									
1/12/2025	Community Meeting Room	0 Internal		1/16/2025	Study Room 1	2 Patrons									
1/13/2025	Community Meeting Room	19 Internal		1/16/2025	Study Room 1	3 Patrons									
1/13/2025	Community Meeting Room	12 Patrons		1/17/2025	Study Room 1	1 Internal									
1/14/2025	Community Meeting Room	19 Internal		1/20/2025	Study Room 1	1 Internal									
1/14/2025	Community Meeting Room	8 Internal		1/21/2025	Study Room 1	1 Patrons									
1/14/2025	Community Meeting Room	2 Internal		1/22/2025	Study Room 1	1 Internal									
1/15/2025	Community Meeting Room	10 Internal		1/23/2025	Study Room 1	2 Internal									
1/15/2025	Community Meeting Room	18 Internal		1/23/2025	Study Room 1	3 Patrons									
1/15/2025	Community Meeting Room	0 Internal		1/25/2025	Study Room 1	2 Patrons									
1/16/2025	Community Meeting Room	9 Internal		1/25/2025	Study Room 1	2 Patrons									
1/16/2025	Community Meeting Room	39 Internal		1/27/2025	Study Room 1	1 Patrons									
1/19/2025	Community Meeting Room	1 Internal		1/28/2025	Study Room 1	2 Patrons									
1/19/2025	Community Meeting Room	20 Patrons		1/29/2025	Study Room 1	2 Patrons									
1/19/2025	Community Meeting Room	1 Internal		1/30/2025	Study Room 1	2 Internal									
1/20/2025	Community Meeting Room	15 Internal		1/30/2025	Study Room 1	2 Internal									
1/20/2025	Community Meeting Room	13 Internal		1/31/2025	Study Room 1	1 Patrons									
1/21/2025	Community Meeting Room	0 Internal		1/31/2025	Study Room 1	2 Patrons									
1/21/2025	Community Meeting Room	13 Internal													
1/22/2025	Community Meeting Room	13 Internal													
1/22/2025	Community Meeting Room	15 Internal													
1/22/2025	Community Meeting Room	0 Internal													
1/24/2025	Community Meeting Room	6 Internal													
1/27/2025	Community Meeting Room	23 Internal													
1/28/2025	Community Meeting Room	0 Internal													
1/28/2025	Community Meeting Room	9 Internal													
1/28/2025	Community Meeting Room	10 Patrons													
1/29/2025	Community Meeting Room	14 Internal													
1/29/2025	Community Meeting Room	25 Internal													
1/29/2025	Community Meeting Room	2 Patrons													
1/30/2025	Community Meeting Room	6 Internal													
1/31/2025	Community Meeting Room	20 Patrons													

Patron PC Logins by Day and Hour

Dates: Wednesday January 1, 2025 - Friday January 31, 2025 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 Jan 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Jan 2	0	0	1	1	0	3	1	0	0	0	0	6	1	0	3	0	0	1
Fri Jan 3	0	0	1	1	0	0	0	1	0	0	0	3	0	0	1	0	0	1
Sat Jan 4	1	0	4	1	0	1	0	0	0	0	0	7	1	0	4	0	0	1
Sun Jan 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jan 6	0	0	0	1	0	0	0	0	2	2	0	5	1	0	2	0	0	1
Tue Jan 7	0	0	0	1	0	0	2	2	0	0	0	5	1	0	2	0	0	1
Wed Jan 8	0	1	1	0	2	0	1	3	3	0	0	11	1	0	3	1	0	1
Thu Jan 9	0	0	0	2	3	7	10	1	0	1	0	24	2	0	10	1	0	3
Fri Jan 10	0	0	0	1	0	1	1	1	0	0	0	4	0	0	1	0	0	1
Sat Jan 11	0	1	0	0	0	0	2	2	0	0	0	5	1	0	2	0	0	1
Sun Jan 12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jan 13	0	1	1	0	3	0	0	0	0	0	0	5	1	0	3	0	0	1
Tue Jan 14	0	0	0	0	0	0	1	2	1	0	0	4	0	0	2	0	0	1
Wed Jan 15	0	0	0	0	1	0	5	3	3	0	0	12	1	0	5	0	0	2
Thu Jan 16	0	0	0	1	7	10	8	10	0	0	0	36	3	0	10	0	0	4
Fri Jan 17	0	1	0	0	1	0	2	4	0	0	0	8	1	0	4	0	0	1
Sat Jan 18	0	0	0	1	2	0	0	0	0	0	0	3	0	0	2	0	0	1
Sun Jan 19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jan 20	0	0	0	1	0	1	0	0	0	1	0	3	0	0	1	0	0	1
Tue Jan 21	0	0	0	0	3	1	0	0	0	0	0	4	0	0	3	0	0	1
Wed Jan 22	1	0	1	0	0	0	1	4	1	0	0	8	1	0	4	0	0	1
Thu Jan 23	1	0	0	0	4	11	3	2	0	0	0	21	2	0	11	0	0	3
Fri Jan 24	1	1	0	0	0	4	1	0	0	0	0	7	1	0	4	0	0	1
Sat Jan 25	0	0	0	0	1	4	1	1	0	0	0	7	1	0	4	0	0	1
Sun Jan 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jan 27	1	0	0	1	0	2	3	2	1	0	0	10	1	0	3	1	0	1
Tue Jan 28	0	0	1	1	0	0	2	2	1	0	0	7	1	0	2	0	0	1
Wed Jan 29	0	1	0	1	2	2	0	2	2	1	0	11	1	0	2	1	0	1
Thu Jan 30	0	4	0	0	5	8	3	2	1	2	0	25	2	0	8	2	0	3
Fri Jan 31	0	0	0	0	1	2	2	0	0	0	0	5	1	0	2	0	0	1
Total	5	10	10	14	35	57	49	46	16	4	0	246						
Average	0.2	0.3	0.3	0.5	1.1	1.8	1.6	1.5	0.5	0.1	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	1	4	4	2	7	11	10	10	3	2	0							
Median	0	0	0	0	0	0	1	1	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Dev	0.4	0.8	0.8	0.6	1.7	3	2.3	2	0.9	0.4	0							

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Solon Library Bills for February, 2025

Starting balance from Expenditure Report dated 2/20/25

		Monthly Avg
From Dues, Membership & Magazines (62100)	\$ 189.00	
Zoom inv#290533762 (Visa)	\$ 17.11	
Cricut monthly subscription order#154057913(Visa)	\$ 10.59	
Total Spent	\$ 27.70	\$ 100.00
Remaining Balance	\$ 161.30	
 From Travel and Conference (62400)	 \$ 651.54	
Total Spent	\$ -	\$ 62.50
Remaining Balance	\$ 651.54	
 From Building Maintenance (63100)	 \$ 7,600.65	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Total Spent	\$ -	\$ 416.67
Remaining Balance	\$ 2,600.65	
 From Org Vehicle/Equipment Maint AC (63320)	 \$ (3,489.48)	
Google LLC, Google Workspace inv#5168354724 (Visa)	\$ 45.01	
Total Spent	\$ 45.01	\$ 466.67
Remaining Balance	\$ (3,534.49)	
 From Utilities (63710)	 \$ 2,465.12	
Alliant Energy	\$ 67.48	
Mid-American	\$ 298.91	
Total Spent	\$ 366.39	\$ 583.33
Remaining Balance	\$ 2,098.73	
 From Telephone/Internet (63730)	 \$ 1,917.42	
ICN inv#716147	\$ 188.00	
Southslope inv#10922208	\$ 177.86	
Total Spent	\$ 365.86	\$ 425.00
Remaining Balance	\$ 1,551.56	
 From Data Bases (63731)	 \$ 1,419.88	
Total Spent	\$ -	\$ 208.33
Remaining Balance	\$ 1,419.88	
 From Publishing (64140)	 \$ 149.32	
Total Spent	\$ -	\$ 50.00
Remaining Balance	\$ 149.32	
 From Educational Program (64340)	 \$ 5,748.24	
Solon Senior Support, December Chair Yoga, inv#YogaJAN25	\$ 60.00	
Amazon, Teen program supplies (Visa)	\$ 9.99	
Amazon, Teen program supplies (Visa)	\$ 39.99	
Amazon, Youth program supplies (Visa)	\$ 15.18	
Amazon, Teen program supplies (Visa)	\$ 64.99	Kindle Fire, Amazon refunded & reordered
Amazon, Youth program supplies (Visa)	\$ 67.32	
Amazon, Youth program supplies (Visa)	\$ 7.99	Blind Date with a Book
Amazon, Adult program supplies (Visa)	\$ 38.99	Chair Yoga socks
Amazon, Youth program supplies (Visa)	\$ 34.99	Fun For All Night popcorn bags
Amazon, Teen program supplies (Visa)	\$ 28.98	Liz Visa
ALDI, SRP Dinosaur Prize (Visa)	\$ 24.60	Summer Reading

ALDI, March Mammal Madness Prize (Visa)	\$	24.37	
Sam's Mainstreet Market, Teen program supplies (Visa)	\$	22.96	
Sam's Mainstreet Market, Teen program supplies (Visa)	\$	12.33	
Total Spent	\$	452.68	\$ 1,179.17
Remaining Balance	\$	5,295.56	

From Library Books (65020) \$ 11,422.08

Baker & Taylor Inv#2038816424	\$	304.70	163.56 Adult Books
Baker & Taylor Inv#2038820691	\$	86.81	39.31 Adult Books
Baker & Taylor Inv#2038841115	\$	230.35	130.72 Adult Books
Baker & Taylor Inv#2038843876	\$	99.02	18.24 Adult Books
Baker & Taylor Inv#2038866614	\$	316.03	300.86 Adult books
Baker & Taylor Inv#2038886567	\$	210.16	200.58 Adult books
Amazon, 6 Youth books (Visa)	\$	153.58	
Amazon, 1 Youth book (Visa)	\$	11.99	
Amazon, 1 Adult book (Visa)	\$	16.99	
Amazon, 1 Adult book (Visa)	\$	8.99	Romance
Amazon, 1 Adult book (Visa)	\$	21.30	
Amazon, 1 Adult book (Visa)	\$	3.99	
Amazon, 1 Adult book (Visa)	\$	9.90	Replacement
Amazon, 1 Adult book (Visa)	\$	11.27	
Amazon, 4 Adult books (Visa)	\$	51.34	Patron requests
Amazon, 1 Adult book (Visa)	\$	11.19	Patron requests
Total Spent	\$	1,547.61	\$ 2,000.00
Remaining Balance	\$	9,874.47	

From Library Video Materials (65030) \$ 2,480.73

Midwest Tape inv#506655892	\$	26.99	
Midwest Tape inv#506718831	\$	83.97	
Amazon, 3 DVDs (Visa)	\$	55.87	Patron requests
Amazon, 1 DVD (Visa)	\$	19.95	
Total Spent	\$	186.78	\$ 404.17
Remaining Balance	\$	2,293.95	

From Library Audio Materials (65040) \$ 2,674.04

Baker & Taylor Inv#2038841115	\$	24.74	
Midwest Tape inv#506718831	\$	69.99	
Total Spent	\$	94.73	\$ 416.67
Remaining Balance	\$	2,579.31	

From Puzzles, Puppet Kits (65050) \$ 679.42

Amazon, LOT 1 Kindle book (Visa)	\$	1.97	LOT = Library of Things
Total Spent	\$	1.97	\$ 100.00
Remaining Balance	\$	677.45	

From Operating Supplies (65070) \$ 5,435.87

Office Express, sharpies, tape, wite-out inv#98902	\$	29.35	
Office Express, 3 Brother printer color cartridges inv#100007	\$	127.35	
DEMCO, book processing and repair supplies (Visa)	\$	123.38	
DEMCO, book processing supplies, bookmarks (Visa)	\$	81.72	
Total Spent	\$	361.80	\$ 750.00
Remaining Balance	\$	5,074.07	

From Postage and Shipping (65080) \$ 125.09

USPS, ILL Return (Visa)	\$	4.40	
USPS, ILL Return (Visa)	\$	6.53	
Total Spent	\$	10.93	\$ 75.00
Remaining Balance	\$	114.16	

From Supplies (65990) \$ 187.63

Total Spent	\$	-	\$ 20.83
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Remaining Balance	\$	187.63	
From Office Equipment (67250)	\$	835.66	
Menards CREDIT for returned sink stopper (Visa)	\$	(5.94)	
Gordon Flesch Co. Printer Lease inv#100991939	\$	171.63	
Total Spent	\$	165.69	\$ 333.33
Remaining Balance	\$	669.97	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2024 to 2/28/2025	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	147,906.48	8,068.35	0.00	96,325.52	60.6
61100 FICA SOCIAL SECURITY	18,684.00	18,684.00	11,289.93	615.75	0.00	7,394.07	60.4
61200 FICA MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
61300 IPERS	23,056.00	23,056.00	13,473.93	761.66	0.00	9,582.07	58.4
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	1,011.00	0.00	0.00	189.00	84.3
62400 TRAVEL AND CONFERENCE	750.00	750.00	98.46	5.36	0.00	651.54	13.1
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	2,399.35	0.00	0.00	7,600.65	24.0
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	9,089.48	0.00	0.00	-3,489.48	162.3
63710 UTILITIES	3,000.00	3,000.00	901.27	366.39	0.00	2,098.73	30.0
63730 TELEPHONE/INTERNET	4,500.00	4,500.00	2,948.44	365.86	0.00	1,551.56	65.5
63731 DATA BASES	2,850.00	2,850.00	1,430.12	0.00	0.00	1,419.88	50.2
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	450.68	175.68	0.00	149.32	75.1
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	8,401.75	138.06	0.00	5,748.25	59.4
65020 LIBRARY BOOKS	24,000.00	24,000.00	12,568.92	1,170.63	0.00	11,431.08	52.4
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	2,369.27	128.20	0.00	2,480.73	48.9
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	2,325.96	0.00	0.00	2,674.04	46.5
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	520.58	0.00	0.00	679.42	43.4
65070 OPERATING SUPPLIES	9,000.00	9,000.00	3,564.13	95.23	0.00	5,435.87	39.6
65080 POSTAGE AND SHIPPING	600.00	600.00	474.91	0.00	0.00	125.09	79.2
65990 SUPPLIES	250.00	250.00	62.37	0.00	0.00	187.63	24.9
67250 OFFICE EQUIPMENT	3,500.00	3,500.00	2,664.34	172.83	0.00	835.66	76.1
LIBRARY SERVICES	420,007.00	420,007.00	223,951.37	12,064.00	0.00	196,055.63	53.3
Expenditures	420,007.00	420,007.00	223,951.37	12,064.00	0.00	196,055.63	53.3
Grand Total Net Effect:	-420,007.00	-420,007.00	-223,951.37	-12,064.00	0.00	-196,055.63	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2024 to 2/28/2025

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	78.06	0.00	0.00	421.94	15.6
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	1,272.40	0.00	0.00	3,727.60	25.4
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	0.00	0.00	0.00	0.00	0.0
67300	LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.0
67500	BUILDING	0.00	0.00	95.80	0.00	0.00	-95.80	0.0
TRUST & AGENCY LIBRARY BLDG TR		10,500.00	10,500.00	1,446.26	0.00	0.00	9,053.74	13.8
Expenditures		10,500.00	10,500.00	1,446.26	0.00	0.00	9,053.74	13.8
Grand Total Net Effect:		-10,500.00	-10,500.00	-1,446.26	0.00	0.00	-9,053.74	