

Agenda for Solon Library Board Meeting
Monday, June 24, 2024 @6:30 pm

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

Meeting ID: 852 3633 6252

Call to order

Approval of the agenda

Approval of the minutes

- May 20, 2024

Citizen's Speak

Committee reports

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

Directors Report

Approval of Bills

- June 2024 (Invoices for FY24 and Visa expenditures for FY25)

Review of Foundation report (May 2024)

Old Business

- Staffing Update: Teen Services Librarian Position and Seasonal Library Clerk Position
- Printer Leasing Update

New Business

- Policy Review: Purchasing Policy
- FY25 Director Goals
- Board Continuing Education Suggestion:

- [State Library of Iowa FY23 Library Statistics](#)

Can be found on State Library of Iowa website:

<https://www.statelibraryofiaowa.gov/index.php/libraries/services-resources/statistics/iowa-public-library-statistics-bsb>

Next Meeting: **Monday, July 29, 2024 at 6:30 pm**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes May 20, 2024

Call to Order

The regular meeting of the Solon Public Library Board was called to order by Sandy Lawrence at 6:35 p.m.

Present

Sandy Lawrence, Janet Salathiel, Char Cosgrove, Jen Fetzer, Matthew Hanes, Steve Fisher, Cole Gabriel (City Liaison), Liz King (Library Director)

Absent

Bill Christensen

Approval of Agenda

The agenda was unanimously approved. (Janet/Jen)

Approval of Minutes

The minutes of the April 15, 2024 special meeting and April 29, 2024 regular meeting were unanimously approved. (Steve/Matthew)

Citizen's Speak and Correspondence

Citizen speak: None

Johnson County Supervisor V. Fixmer-Oraiz was welcomed by the board. They were here to visit and answer any questions the board may have.

Committee Reports

- **Building:** Parking lot handicap spaces are completed. Three handicap accessible spots were added to the parking lot. The original spots will be used for limited mobility parking.
- **Finance:** No current updates.
- **Johnson County Liaison:** The Johnson County Supervisor let us know that the county can help us with finding grants available from Iowa. Also the county can help facilitate finding Federal Grants.
- **City of Solon Liaison:** Cole reported that things were going well and nothing big coming up.
- **Board of Trustees Continuing Education:** Char reported on watching a Lunch With the State Library from March, called Specialized Consulting. Jen reported watching from the Library Board Series, 10 Habits of an Effective Library Board.

Library Director's Report

A written report is included in the Board packet. Liz highlighted the information that was included in the packet concerning the recent Foundation's Don Ochs Scholarships awarded to Seniors Jamison Grimm and Kate Richards. She also brought up several upcoming events that included the Friends of the Library garage sale and the Summer Reading program.

The Solon Public Library Board

Approval of Bills

The bills for May 2024 were unanimously approved. (Char/Jen)

Review of Foundation Report

No report. The Foundation meeting will be held on 5/22/24

Old Business

- Directors Evaluation Process/Timeline - the process will conclude with a closed session at the end of the regular meeting.

New Business:

- **Policy Review: Internet Use Policy** - The policy agreement was changed from a separate form to a login agreement found on all patron computers. (Char/Janet)
- **Policy Review: Public Computer Use Policy** - The information from the patron login screen is included in the Internet Use Policy. (Jen/Matthew)
- **Leasing Quotes for Patron Printer** - Three quotes were presented for replacing the existing printer and changing to a leased printer. After discussion it was unanimously decided to go with a five year lease with Gordon Flesch. (Steve/Char)
- **Staffing Update: Teen Services Librarian Position and Seasonal Library Clerk Position.** Madison, our Teen Services Librarian has graduated and will be leaving to take a job in Daytona, Florida. Her position will need to be filled. There are three applications for the Seasonal Library position. It would be helpful if the library could hire two seasonal clerks to help with the busy summer months which would allow Lilly to fill in for the vacant Teen Service Position.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration

Closed Session for Director Evaluation: For the purpose of discussion of evaluation results a closed session was enacted at 7:20 p.m. (Char/Steve)

Closed Session Ended

Discussion was moved from a closed session at 7:40 p.m. (Jen/Janet)

Director Evaluation: By unanimous decision the board was in favor of giving the Director a 3% merit increase.

Adjournment

The meeting was adjourned at 7:45 p.m.

Next Meeting

Regular Meeting: Monday, June 24, 2024 at 6:30 p.m.

Submitted by

Char Cosgrove

Director's Report June 2024

In June I attended regular meetings with the City Council, the Friends of the Library, and City Department Head Zoom meetings. At the May 22nd meeting, the Solon Public Library Foundation invited our two scholarship recipients to attend. We enjoyed meeting Jamison Grimm and Kate Richards and her parents and learning about their future plans to continue their education. The Foundation's next meeting is June 26th. The Friends of the Library had a very successful Citywide Garage Sale weekend again this year. They raised \$1180 in registration fees and \$758.70 at their sale for a total of \$1938.70. They received positive feedback on their new online registration form that Megan helped them create. This streamlined the process significantly for the Friends volunteers and library staff.

We are so grateful for the grant we received from ALA Libraries Transforming Communities (LTC) Accessible Small and Rural Libraries program that allowed us to update our parking lot to provide ADA Accessible parking spots for our community. Thank you to our city public works department who coordinated the sidewalk construction project, painted the lines and installed the new signage. This work also allowed us to be an election site again. The Library is the current election location for all people who live within Solon city limits. We hosted the June Primary Election and look forward to hosting the November Election.

Our new patron printer was installed on June 18th and the process went very smoothly thanks to Megan's technology expertise and the trainer from Gordon Flesch Company. Megan was able to connect all of our devices to the new printer and had all patron computers available to the public within a couple hours of the printer delivery!

June 1st was the official start date for our Summer Reading Program: Read, Renew, Repeat. Our schedule has been packed with programming for all ages. Our Kick-off Foam party was a huge success and was enjoyed by over 260 people! To accommodate increasing attendance numbers, Lily provides 3 storytimes each Tuesday morning: 9:30 am and 10:30 am for our patrons and 11:30 am for the Lakeview Care for Kids summer program. Their special offsite storytime at the Splash Pad was enjoyed by over 100 people while we hosted the primary election in our library meeting room.

Lily has intentionally scheduled summer youth programs on a variety of days and times to provide options for everyone's hectic summer schedules. Local youth have made shrinky dinks from recycled plastic, read to Johnson County Officer Schuerer and her K9 Rudy, created fairy & gnome gardens, and cardboard construction with the Iowa Children's Museum. The Mobile Planetarium program was attended by 83 people of all ages. We appreciate our partnership with the United Methodist Church to host this program in their Family Life Center.

Lily has assumed responsibility for all teen programs for the summer while we search for our next Teen Services Librarian. Teens have joined us for outdoor digital photography, a pride celebration with United Action for Youth (UAY), and will complete the month expressing their creativity through painting. Alexis hosted a basket weaving class for adults with a local expert

and will be hosting a program about Restoring Oak Forest Habitats with DNR Forester Mark Vitosh on June 25th.

You can see in the table below the number of participants already enrolled in our SRP and you can compare the numbers to June 2023. We continue to offer adults the option of participating as a Caregiver (reading picture books) and/or Adult books. Our circulation desk shifts are filled with proud readers of all ages turning in slips and collecting their t-shirts and prizes. We are so grateful for our two summer library clerks: Cora and Luran who quickly learned our circulation desk procedures and have had a positive impact on our summer workload from their first week on our team.

Total Number of Participants in June 2023	519	Total Number of Codes June 2023	243
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Summer Reading 2024: Read, Renew, Repeat	# of Readers	Amount	Unit	Codes
Summer Reading - Littles (0-K)	124	2,997	Books	54
Summer Reading - Kids (1st-5th)	191	69,247	Minutes	100
Summer Reading - Teens (6th-12th)	89	52,959	Minutes	81
Summer Reading - Adults and Caregivers	137	1107	Books	94
Total Number of Participants in June 2024	541		Total Codes June 2024	329

Looking ahead to July, the summer programming fun continues: Drop-in Maker’s Space, Storytime at Randall Park, Bat Conservation, Recycled Weaving, Seed Bombs, Intro to Purple Martins & American Kestrels, Teens picnic day, poetry day, recycled art, and movie day; Kid’s Corner activity at Beef Days, Bee & Butterfly Houses, Shark Touch Tank, and Quarterly Trivia Night. We look forward to seeing everyone at the Library this summer!

Sincerely,

Liz King
 Director, Solon Public Library

Solon Public Library Monthly Statistics May 2024

6/19/2024

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	
1														
2	Items Cataloged	248	180	303	181	243	265	165	218	221	159	211	2394	
3	Items Deleted	22	28	145	435	475	294	38	254	209	457	129	2486	
4	Patron Computer Use	207	242	328	410	394	322	291	391	342	379	392	3698	
5	Interlibrary Loan - BORROWED	79	73	49	62	74	48	71	70	55	64	57	702	
6	Interlibrary Loan - LENDED	34	48	38	34	26	20	61	46	39	47	25	418	
7	Community ZOOM Meeting Room	3	2	4	3	1	1	2	3	3	3	3	28	
8	Public Use of Community Meeting Room	6	9	14	14	9	12	9	11	17	11	11	123	
9	Website Visits	1925	2037	1785	2001	2051	1844	2212	2003	2202	2210	5560	25830	
10	Bridges: Number of Checkouts	1336	1384	1302	1287	1261	1219	1423	1319	1336	1219	1162	14248	
11	Bridges: Number of Users	267	259	240	255	266	251	281	277	272	269	263	263	
12	Kanopy: Videos Streamed	23	27	36	17	22	21	48	53	23	28	33	331	
13	Kanopy: Users	109	110	113	119	119	126	131	134	136	136	136	136	
14	Facebook Followers	1525	1528	1551	1560	1567	1587	1596	1611	1638	1645	1673	1673	
15	Facebook Posts	63	67	60	63	53	56	67	66	76	55	68	694	
16	Instagram Followers	569	569	579	578	579	581	580	581	579	584	581	581	
17	Instagram Posts	63	59	41	46	59	61	53	81	82	67	68	680	
18	Newsletter Subscribers	1563	1563	1588	1611	1608	1613	1621	1634	1637	1636	1645	1645	
19	Notary Appointments	4	6	2	0	0	5	4	2	1	1	3	28	
20	YouTube Followers	56	57	58	58	59	59	61	61	62	62	62	62	
21	YouTube Views	475	349	258	523	281	192	204	198	186	207	306	3179	
22	Number of Items repaired	35	51	23	49	39	21	29	15	15	27	29	333	
23	\$ Value Saved	\$ 563.77	\$ 932.32	\$ 414.32	\$ 864.33	\$ 664.24	\$ 379.67	\$ 608.45	\$ 282.15	\$ 329.27	\$ 469.75	\$ 483.25	\$ 5,991.52	
24	Monthly Circulation	5499	4227	3476	3651	3555	3354	3695	3537	3869	3569	3767	45865	
25	Monthly Door Count	7074	5877	5353	5651	5398	5153	4691	5501	5968	6253	6673	69670	
26	Reference Questions	56	60	45	28	55	56	37	45	40	69	84	688	
27	Teen Reading Challenge Submissions	23	5	44	22	11	15	7	10	6	7	24	174	
28	Outreach													
29	Spartan Early Childhood Center - Visits													
30	Solon Independent Living Visits	1	1	0	1	0	1	0	1	0	1		6	
31	Solon Retirement Village Visits	1	1	2	2	2	2	1	3	3	2		19	
32	Solon School Holds Delivered	0	0	0	0	1	0	1	0	0	2	0	4	
33	Solon Care Center Visits										1		1	

Patron PC Logins by Day and Hour

Dates: Wednesday May 1, 2024 - Friday May 31, 2024 Times: 9:00am to 7:00pm

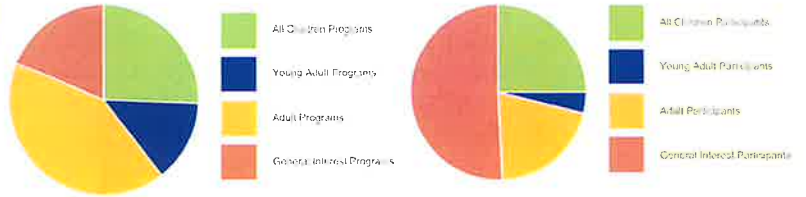
Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev
Wed May 1	0	0	0	0	0	0	0	6	6	0	0	12	1	0	6	0	0	2
Thu May 2	0	0	1	1	10	18	13	5	1	0	0	49	5	0	18	1	0	6
Fri May 3	0	1	0	0	0	1	0	0	0	0	0	2	0	0	1	0	0	0
Sat May 4	1	1	4	0	2	4	0	0	0	0	0	12	1	0	4	0	0	2
Sun May 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 6	1	1	0	0	0	0	1	0	1	0	0	4	0	0	1	0	0	1
Tue May 7	0	3	0	0	1	0	3	6	2	0	0	15	1	0	6	0	0	2
Wed May 8	0	0	2	0	0	0	7	9	0	0	0	18	2	0	9	0	0	3
Thu May 9	0	1	0	0	0	3	23	20	5	0	0	52	5	0	23	0	0	9
Fri May 10	0	0	3	0	0	0	0	1	0	0	0	4	0	0	3	0	0	1
Sat May 11	0	0	0	0	0	3	1	0	0	0	0	4	0	0	3	0	0	1
Sun May 12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 13	2	1	0	0	0	1	1	0	0	0	0	5	1	0	2	0	0	1
Tue May 14	0	0	1	0	0	1	2	1	1	0	0	6	1	0	2	0	0	1
Wed May 15	0	0	1	0	0	0	3	0	0	0	0	4	0	0	3	0	0	1
Thu May 16	0	0	0	1	3	23	24	7	0	0	0	58	5	0	24	0	0	9
Fri May 17	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	0
Sat May 18	1	1	2	1	0	0	0	0	0	0	0	5	1	0	2	0	0	1
Sun May 19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 20	0	1	0	1	0	0	2	2	2	0	0	8	1	0	2	0	0	1
Tue May 21	1	2	0	0	0	0	8	1	0	0	0	12	1	0	8	0	0	2
Wed May 22	0	0	0	1	0	0	6	3	0	1	0	11	1	0	6	0	0	2
Thu May 23	0	0	0	0	3	15	13	7	3	1	0	42	4	0	15	1	0	6
Fri May 24	2	0	0	0	0	0	1	1	0	0	0	4	0	0	2	0	0	1
Sat May 25	1	2	3	1	0	1	1	0	0	0	0	9	1	0	3	1	0	1
Sun May 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue May 28	0	2	0	1	0	1	4	3	2	0	0	13	1	0	4	1	0	1
Wed May 29	0	0	0	0	1	1	0	1	4	1	3	10	1	0	4	0	0	1
Thu May 30	0	1	0	0	3	7	3	8	5	0	0	27	3	0	8	1	0	3
Fri May 31	0	2	0	1	0	2	0	0	0	0	0	5	1	0	2	0	0	1
Total	9	19	17	11	30	96	126	66	13	5	0	392						
Average	0.3	0.6	0.5	0.4	1	3.1	4.1	2.1	0.4	0.2	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	3	4	3	10	23	24	9	3	3	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 Devir	0.6	0.8	1.1	0.6	2.2	6.6	6	2.7	0.8	0.6	0							

	A	B	C	D	E	F	G
1	Title	Age	Type	Site	Category	In-person Attendees	Virtual Attendees
2	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	21	0
3	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	13	0
4	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	19	0
5	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	16	0
6	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	17	0
7	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	22	0
8	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	20	0
9					Total Chair Yoga	128	
10	Coffee Craft & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	9	0
11	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	6	0
12	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	10	0
13	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	10	0
14	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	8	0
15					Total Coffee & Conversations	43	
16	Adult Game Night	Adult (Ages 19+)	In Person	On Site	Adults	6	0
17	Candidate Meet and Greet	Adult (Ages 19+)	Combo in Person / Liv	On Site	Adults	28	1
18	Cookbook Club: Food from Around the World	Adult (Ages 19+)	In Person	On Site	Adults	5	0
19	DIY Night: Felt Cacti	Adult (Ages 19+)	In Person	On Site	Adults	12	0
20	KNIT LIT	Adult (Ages 19+)	In Person	On Site	Adults	5	0
21	Talking Tea with Judith Leavitt	Adult (Ages 19+)	In Person	On Site	Adults	18	0
22	Tech Talk: Google Photos	Adult (Ages 19+)	In Person	On Site	Adults	0	0
23	Understanding Teen Homelessness	Adult (Ages 19+)	In Person	On Site	Adults	0	0
24	Video Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	13	0
25					Total Adult Attendance	258	
26	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Passive	All Ages	10	0
27	Saturday Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	0	0
28	Storytime: Earth	Children (Ages 0-5)	In Person	On Site	Storytime	34	0
29	Storytime: Habitats	Children (Ages 0-5)	In Person	On Site	Storytime	41	0
30	Storytime: Homes	Children (Ages 0-5)	In Person	On Site	Storytime	29	0
31	Storytime: Neighborhoods	Children (Ages 0-5)	In Person	On Site	Storytime	26	0
32	Intergenerational Storytime at Solon Retirement Village	General Interest	In Person	Off Site	Off Site	9	0
33					Total Storytime	139	
34	BAM POW: Build It! Cardboard Construction	Children (Ages 6-11)	In Person	On Site	Youth	42	0
35	BAM POW: Make It! Perler Beads	Children (Ages 6-11)	In Person	On Site	Youth	31	0
36	BAM POW: Play It! Board Games	Children (Ages 6-11)	In Person	On Site	Youth	47	0
37					Total Early Out Thursday Program	120	
38	Drawing Club	Children (Ages 6-11)	In Person	On Site	Youth	21	0
39	Drawing Club	Children (Ages 6-11)	In Person	On Site	Youth	19	0
40	Drawing Club	Children (Ages 6-11)	In Person	On Site	Youth	18	0
41					Total Drawing Club	58	
42	May Coloring Challenge	General Interest	Passive Program	Passive	All Ages	115	0
43							
44	Let's Go LEGO!	General Interest	Passive Program	Passive	All Ages	21	0
45	May the 4th Be With You (Star Wars Day)	General Interest	In Person	On Site	All Ages	37	0
46	Summer Reading Program Kickoff!	General Interest	In Person	On Site	All Ages	263	0
47	Class Visits / Outreach						
48	Lakeview Assembly	Children (Ages 6-11)	In Person	Off Site	Off Site	488	0
49	SIS 4th Grade	Children (Ages 6-11)	In Person	Off Site	Off Site	100	0
50	SIS 5th Grade	Children (Ages 6-11)	In Person	Off Site	Off Site	100	0
51	6th Grade Class Visit Group 1	Young Adult (Ages 12-18)	In Person	On Site	Teens	26	0
52	6th Grade Class Visit Group 2	Young Adult (Ages 12-18)	In Person	On Site	Teens	26	0
53	6th Grade Class Visit Group 3	Young Adult (Ages 12-18)	In Person	On Site	Teens	23	0
54	6th Grade Class Visit Group 4	Young Adult (Ages 12-18)	In Person	On Site	Teens	23	0
55	6th Grade Class Visit Group 5	Young Adult (Ages 12-18)	In Person	On Site	Teens	20	0
56	Mr. Kopecky History Class Visit	Young Adult (Ages 12-18)	In Person	On Site	Teens	11	0
57	Mr. Sigwarth History Class Visit	Young Adult (Ages 12-18)	In Person	On Site	Teens	6	0
58					Total Class Visits	823	
59	Anime Recommendations	Young Adult (Ages 12-18)	Passive Program	Passive	Teens	6	0
60	Sticky Note Debate	Young Adult (Ages 12-18)	Passive Program	Passive	Teens	30	0
61	Teen Library Book Bundle	Young Adult (Ages 12-18)	Passive Program	Passive	Teens	2	0
62	CATS: Capture The Flag	Young Adult (Ages 12-18)	In Person	On Site	Teens	0	0
63	Super Smash Bros Tournament	Young Adult (Ages 12-18)	In Person	On Site	Teens	13	0
64	Switch & Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	17	0
65	Switch & Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	6	0
66	Teen Advisory Board Meeting	Young Adult (Ages 12-18)	In Person	On Site	Teens	5	0
67					Total Teen Program Participation	79	

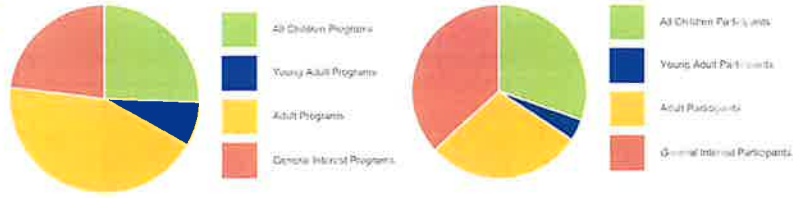
Solon Public Library

July, 2023 - May, 2024

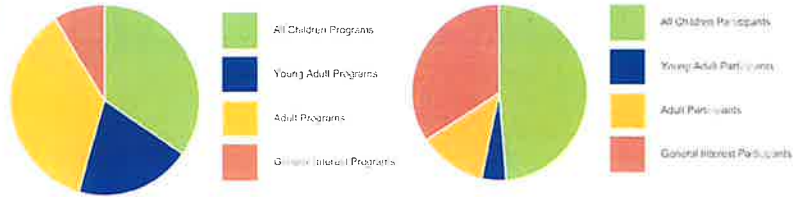
July					
Overview					
All Children Programs	11	25.58%	All Children Participants	341	25%
Young Adult Programs	6	13.95%	Young Adult Participants	52	3.81%
Adult Programs	16	41.86%	Adult Participants	279	20.45%
General Interest Programs	8	18.6%	General Interest Participants	692	50.73%
Total Programs	43		Total Participants	1364	



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



September					
Overview					
All Children Programs	16	34.78%	All Children Participants	954	48.85%
Young Adult Programs	9	19.57%	Young Adult Participants	87	4.45%
Adult Programs	17	36.96%	Adult Participants	244	12.49%
General Interest Programs	4	8.7%	General Interest Participants	688	34.2%
Total Programs	46		Total Participants	1953	



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



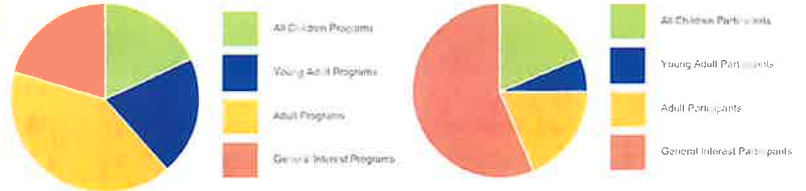
November					
Overview					
All Children Programs	10	20%	All Children Participants	301	31.35%
Young Adult Programs	9	18%	Young Adult Participants	70	7.29%
Adult Programs	25	50%	Adult Participants	255	26.56%
General Interest Programs	6	12%	General Interest Participants	334	34.79%
Total Programs	50		Total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



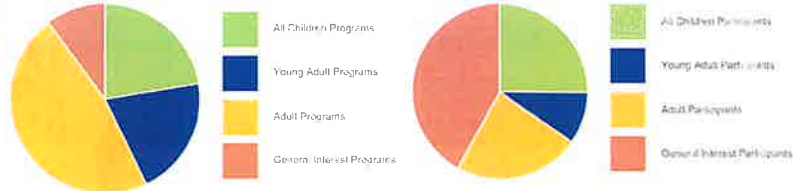
Solon Public Library

July, 2023 - May, 2024

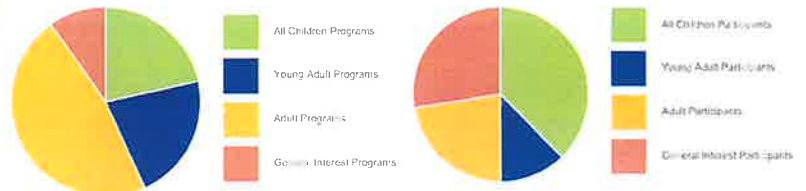
December					
Overview					
All Children Programs	8	18.18%	All Children Participants	211	18.84%
Young Adult Programs	9	20.45%	Young Adult Participants	69	6.16%
Adult Programs	18	40.91%	Adult Participants	210	18.75%
General Interest Programs	9	20.45%	General Interest Participants	630	56.25%
Total Programs	44		Total Participants	1120	



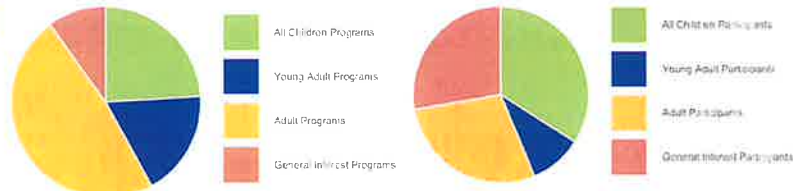
January					
Overview					
All Children Programs	11	22.45%	All Children Participants	184	25.21%
Young Adult Programs	10	20.41%	Young Adult Participants	70	9.59%
Adult Programs	23	46.94%	Adult Participants	170	23.29%
General Interest Programs	5	10.2%	General Interest Participants	306	41.92%
Total Programs	49		Total Participants	730	



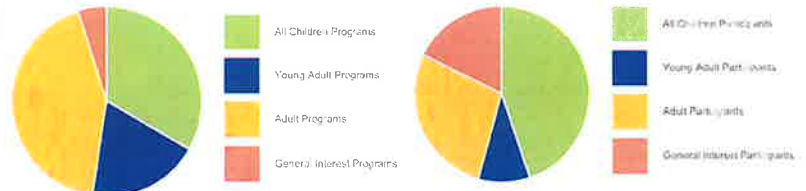
February					
Overview					
All Children Programs	11	21.57%	All Children Participants	324	37.67%
Young Adult Programs	11	21.57%	Young Adult Participants	105	12.21%
Adult Programs	24	47.06%	Adult Participants	194	22.56%
General Interest Programs	5	9.8%	General Interest Participants	237	27.56%
Total Programs	51		Total Participants	860	



March					
Overview					
All Children Programs	12	24%	All Children Participants	317	34.05%
Young Adult Programs	9	18%	Young Adult Participants	90	9.67%
Adult Programs	24	48%	Adult Participants	266	28.57%
General Interest Programs	5	10%	General Interest Participants	258	27.71%
Total Programs	50		Total Participants	931	



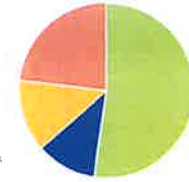
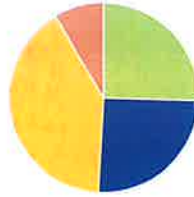
April					
Overview					
All Children Programs	21	33.33%	All Children Participants	477	44.63%
Young Adult Programs	12	19.05%	Young Adult Participants	101	9.49%
Adult Programs	27	42.86%	Adult Participants	298	28.01%
General Interest Programs	3	4.76%	General Interest Participants	188	17.67%
Total Programs	63		Total Participants	1064	



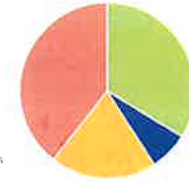
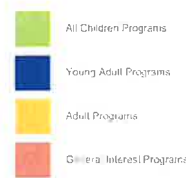
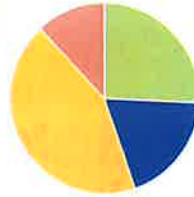
Solon Public Library

July, 2023 - May, 2024

May					
Overview					
All Children Programs	15	25.42%	All Children Participants	1006	52.29%
Young Adult Programs	15	25.42%	Young Adult Participants	214	11.12%
Adult Programs	24	40.68%	Adult Participants	259	13.46%
General Interest Programs	5	8.47%	General Interest Participants	445	23.13%
Total Programs	59		Total Participants	1924	



Year in Review					
Overview					
All Children Programs	142	25.72%	All Children Participants	4748	33.81%
Young Adult Programs	105	19.02%	Young Adult Participants	1011	7.2%
Adult Programs	240	43.48%	Adult Participants	2743	19.53%
General Interest Programs	65	11.78%	General Interest Participants	5541	39.46%
Total Programs	552		Total Participants	14043	



Solon Library Bills for June, 2024

Starting balance from Expenditure Report dated 6/7/24

		Monthly Avg
From Dues, Membership & Magazines (62100)	\$ (1,159.47)	
Zoom inv#INV258464848 (Visa)	\$ 17.11	June 2024 Visa to be paid in FY25
Cricut monthly subscription order#133243522(Visa)	\$ 10.59	June 2024 Visa to be paid in FY25
Total Spent	\$ -	\$ 100.00
Remaining Balance	\$ (1,159.47)	
From Travel and Conference (62400)	\$ 302.70	
Iowa League of Cities webinar (Visa)	\$ 25.00	June 2024 Visa to be paid in FY25
Total Spent	\$ -	\$ 62.50
Remaining Balance	\$ 302.70	
From Building Maintenance (63100)	\$ (5,449.31)	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Professional Window Cleaning, LLC inside & outside inv#3473	\$ 160.00	
Drea Electric, library balast replacement invoice	\$ 200.00	
Sam's Mainstreet Market, bleach (Visa)	\$ 9.25	June 2024 Visa to be paid in FY25
Total Spent	\$ 360.00	\$ 416.67
Remaining Balance	\$ (10,809.31)	
From Org Vehicle/Equipment Maint AC (63320)	\$ (3,399.85)	
CDW-G, 15 chromebook annual licenses inv#RL32460	\$ 628.35	
Google LLC, Google Workspace inv#4986956248 (Visa)	\$ 44.93	June 2024 Visa to be paid in FY25
Total Spent	\$ 628.35	\$ 466.67
Remaining Balance	\$ (4,028.20)	
From Utilities (63710)	\$ 4,769.31	
Alliant Energy	\$ 11.45	
Mid-American	\$ 13.65	
Total Spent	\$ 25.10	\$ 583.33
Remaining Balance	\$ 4,744.21	
From Telephone/Internet (63730)	\$ 1,249.65	
ICN inv#696884	\$ 188.00	
Southslope inv#10745727	\$ 180.36	
Total Spent	\$ 368.36	\$ 425.00
Remaining Balance	\$ 881.29	
From Data Bases (63731)	\$ 1,172.24	
Transparent Language Annual Subscription inv#35148	\$ 540.00	
EBSCO NovelList Plus annual subscription inv#1000233238-1	\$ 396.00	
Total Spent	\$ 936.00	\$ 208.33
Remaining Balance	\$ 236.24	
From Publishing (64140)	\$ (151.78)	
Solon Economist, Graduation 2024 Ad inv#1191	\$ 50.00	
Total Spent	\$ 50.00	\$ 50.00
Remaining Balance	\$ (201.78)	
From Educational Program (64340)	\$ 690.07	
Sam's Mainstreet Market, youth program supplies (Employee Reimbursement)	\$ 33.51	(SRP) Invoice to be paid in FY25
The Iowa Children's Museum, Cardboard Makerspace Program inv#4355	\$ 250.00	Summer Reading Program (SRP)
Science Center of Iowa, Mobile Planetarium programs inv#11383588	\$ 500.00	Summer Reading Program (SRP)
Solon Senior Support, May Chair Yoga inv#YogaMAY24	\$ 60.00	
United Methodist Church, FLC Rental for Mobile Planetarium inv#SRPSCI24	\$ 60.00	Summer Reading Program (SRP)
National Mississippi River Museum, Ocean Odyssey Program inv#11927317	\$ 561.20	(SRP) Invoice to be paid in FY25
Amazon, Teen program supplies (Visa)	\$ 46.08	June 2024 Visa to be paid in FY25
Amazon, Teen program supplies (Visa)	\$ 19.82	June 2024 Visa to be paid in FY25
Amazon, Youth program supplies (Visa)	\$ 48.24	June 2024 Visa to be paid in FY25
Amazon, Youth program supplies (Visa)	\$ 262.46	(SRP) June 2024 Visa to be paid in FY25
Amazon, Adult program supplies (Visa)	\$ 30.99	June 2024 Visa to be paid in FY25

Amazon, Adult program supplies (Visa)	\$ 22.79	June 2024 Visa to be paid in FY25
Amazon, Youth program supplies (Visa)	\$ 34.78	(SRP) June 2024 Visa to be paid in FY25
Amazon, Teen program supplies (Visa)	\$ 6.29	June 2024 Visa to be paid in FY25
Amazon, Youth program supplies (Visa)	\$ 23.12	June 2024 Visa to be paid in FY25
Amazon, Youth program supplies (Visa)	\$ 280.17	(SRP) June 2024 Visa to be paid in FY25
Etsy, Adult program supplies (Visa)	\$ 22.95	June 2024 Visa to be paid in FY25
Fun Express, Youth program supplies (Visa)	\$ 254.62	(SRP) June 2024 Visa to be paid in FY25
Fun Express, Youth program supplies (Visa)	\$ 76.91	(SRP) June 2024 Visa to be paid in FY25
Sam's Mainstreet Market, Youth program supplies (Visa)	\$ 3.38	June 2024 Visa to be paid in FY25
Zoetic Coffee, Teen program supplies (Visa)	\$ 10.00	June 2024 Visa to be paid in FY25
Total Spent	\$ 870.00	\$ 1,179.17
Remaining Balance	\$ (179.93)	

From Library Books (65020)	\$ (197.27)
Baker & Taylor Inv#2038282653	\$ 222.87
Baker & Taylor Inv#2038294928	\$ 82.56
Baker & Taylor Inv#2038307918	\$ 231.09
Baker & Taylor Inv#2038333325	\$ 207.93
Baker & Taylor Inv#2038347221	\$ 143.17
Center Point Large Print, standing order subscription Inv#2096478	\$ 2,301.12

Amazon, 1 adult book (Visa)	\$ 24.61	June 2024 Visa to be paid in FY25
Amazon, 3 youth books (Visa)	\$ 39.40	June 2024 Visa to be paid in FY25
Amazon, 1 youth book (Visa)	\$ 13.45	June 2024 Visa to be paid in FY25
Amazon, 1 youth book (Visa)	\$ 16.58	June 2024 Visa to be paid in FY25
Amazon, 1 adult book (Visa)	\$ 9.50	June 2024 Visa to be paid in FY25
Amazon, 1 adult book (Visa)	\$ 31.50	June 2024 Visa to be paid in FY25
Amazon, 1 adult book (Visa)	\$ 10.99	June 2024 Visa to be paid in FY25
Amazon, 1 adult book (Visa)	\$ 15.46	June 2024 Visa to be paid in FY25
Amazon, 1 adult book (Visa)	\$ 13.29	June 2024 Visa to be paid in FY25
Amazon, 3 youth books (Visa)	\$ 38.92	June 2024 Visa to be paid in FY25
Amazon, 2 youth books (Visa)	\$ 29.20	June 2024 Visa to be paid in FY25
Amazon, 1 youth book (Visa)	\$ 19.20	June 2024 Visa to be paid in FY25
The Daily Iowan, Iowa Women's Basketball Book (Visa)	\$ 35.00	June 2024 Visa to be paid in FY25
Daydreams Comics, 3 youth books (Visa)	\$ 33.05	June 2024 Visa to be paid in FY25
Total Spent	\$ 3,188.74	\$ 2,000.00
Remaining Balance	\$ (3,386.01)	

From Library Video Materials (65030)	\$ 1,767.71	
Baker & Taylor inv#H69226130	\$ 37.73	\$22.39 credit applied to this invoice (\$60.12)
Baker & Taylor inv#H69243930	\$ 48.98	
Baker & Taylor inv#H69285930	\$ 18.19	
Baker & Taylor inv#H69263260	\$ 24.49	
Midwest Tape inv#505504363	\$ 35.98	

Amazon, 1 DVD (Visa)	\$ 16.49	June 2024 Visa to be paid in FY25
Amazon, 1 DVD (Visa)	\$ 4.99	June 2024 Visa to be paid in FY25
Amazon, 1 DVD (Visa)	\$ 13.99	June 2024 Visa to be paid in FY25
Total Spent	\$ 165.37	\$ 404.17
Remaining Balance	\$ 1,602.34	

From Library Audio Materials (65040)	\$ 736.20
Baker & Taylor Inv#2038307918	\$ 24.75
Baker & Taylor Inv#2038333325	\$ 30.24
Total Spent	\$ 54.99
Remaining Balance	\$ 681.21

From Puzzles, Puppet Kits (65050)	\$ (27.48)
Total Spent	\$ -
Remaining Balance	\$ (27.48)

From Operating Supplies (65070)	\$ 1,976.88	
Office Express, paper towels, file folders, cardstock, monthly planner inv#62837	\$ 108.85	
Amazon, 4 rolls painters tape (Visa)	\$ 17.99	
		June 2024 Visa to be paid in FY25

Amazon, avery labels (Visa)	\$ 27.26	June 2024 Visa to be paid in FY25
Amazon, vinyl for cricut (Visa)	\$ 13.96	June 2024 Visa to be paid in FY25
ALDI, storage bags, plates, sponges (Visa)	\$ 14.17	June 2024 Visa to be paid in FY25
Target, first aid supplies (Visa)	\$ 35.63	June 2024 Visa to be paid in FY25
Total Spent	\$ 108.85	\$ 750.00
Remaining Balance	\$ 1,868.03	

From Postage and Shipping (65080) \$ (97.63)

USPS, ILL Return (Visa)	\$ 4.62	June 2024 Visa to be paid in FY25
USPS, ILL Return (Visa)	\$ 4.62	June 2024 Visa to be paid in FY25
USPS, ILL Return (Visa)	\$ 5.32	June 2024 Visa to be paid in FY25
USPS 2 ILL Returns (Visa)	\$ 8.54	June 2024 Visa to be paid in FY25
Total Spent	\$ -	\$ 75.00
Remaining Balance	\$ (97.63)	

From Supplies (65990) \$ (64.66)

Total Spent	\$ -	\$ 20.83
Remaining Balance	\$ (64.66)	

From Office Equipment (67250) \$ 2,777.57

Fun Express, Staff SRP tshirts inv#287164	\$ 40.38	Summer Reading Program (SRP)
Amazon, adjustable wood table for AWE computer (Visa)	\$ 79.99	June 2024 Visa to be paid in FY25
Amazon, 6 surge protectors (Visa)	\$ 41.99	June 2024 Visa to be paid in FY25
Total Spent	\$ 40.38	\$ 333.33
Remaining Balance	\$ 2,737.19	

Trust and Agency Capital Equip/Memorial Donation (T&A 67271)

T&A 67271, DEMCO Mini Discovery Activity Table, inv#7489102	\$ 3,881.27	Cost shared with ALA Accessibility Grant (\$1487.21)
Total Spent	\$ 3,881.27	
Remaining Balance	\$ (3,881.27)	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2023 to 6/30/2024	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 1.1 GENERAL FUND							
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	226,000.00	226,000.00	219,642.69	17,331.90	0.00	6,357.31	97.2
61100 FICA SOCIAL SECURITY	17,300.00	17,300.00	16,764.37	1,322.93	0.00	535.63	96.9
61200 FICA MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
61300 IPERS	21,335.00	21,335.00	20,647.84	1,549.76	0.00	687.16	96.8
61500 EMPLOYEE GROUP INSURANCE/ANNUI	16,000.00	16,000.00	57.00	0.00	0.00	15,943.00	0.4
62100 DUES, MEMBERSHIPS & MAGAZINE S	1,200.00	1,200.00	2,359.47	250.00	0.00	-1,159.47	196.6
62400 TRAVEL AND CONFERENCE	750.00	750.00	447.30	2.14	0.00	302.70	59.6
63100 BUILDING MAINTENANCE	10,000.00	14,000.00	16,009.31	560.00	0.00	-2,009.31	114.4
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	9,628.20	628.35	0.00	-4,028.20	171.9
63710 UTILITIES	7,000.00	7,000.00	2,255.79	25.10	0.00	4,744.21	32.2
63730 TELEPHONE/INTERNET	5,100.00	5,100.00	4,218.71	368.36	0.00	881.29	82.7
63731 DATA BASES	2,500.00	2,500.00	2,263.76	936.00	0.00	236.24	90.6
64080 INSURANCE	16,850.00	16,850.00	16,404.45	0.00	0.00	445.55	97.4
64140 PUBLISHING	600.00	600.00	801.78	50.00	0.00	-201.78	133.6
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	14,329.93	1,573.73	0.00	-179.93	101.3
65020 LIBRARY BOOKS	24,000.00	24,000.00	27,372.25	4,838.98	0.00	-3,372.25	114.1
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	3,247.66	165.37	0.00	1,602.34	67.0
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	4,318.79	1,022.54	0.00	681.21	86.4
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	1,227.48	0.00	0.00	-27.48	102.3
65070 OPERATING SUPPLIES	9,000.00	9,000.00	7,113.97	749.46	0.00	1,886.03	79.0
65080 POSTAGE AND SHIPPING	900.00	900.00	997.63	0.00	0.00	-97.63	110.8
65990 SUPPLIES	250.00	250.00	314.66	0.00	0.00	-64.66	125.9
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	1,312.81	113.50	0.00	2,687.19	32.8
LIBRARY SERVICES	393,585.00	397,585.00	371,735.85	31,488.12	0.00	25,849.15	93.5
Expenditures	393,585.00	397,585.00	371,735.85	31,488.12	0.00	25,849.15	93.5
Net Effect for GENERAL FUND	-393,585.00	-397,585.00	-371,735.85	-31,488.12	0.00	-25,849.15	
Grand Total Net Effect:	-393,585.00	-397,585.00	-371,735.85	-31,488.12	0.00	-25,849.15	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2023 to 6/30/2024	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 1.1 GENERAL FUND							
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	500.00	500.00	3,367.84	0.00	0.00	-2,867.84	673.6
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	3,000.00	3,000.00	0.00	-3,000.00	0.0
65020 LIBRARY BOOKS	5,000.00	5,000.00	219.01	0.00	0.00	4,780.99	4.4
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	8,288.00	7,225.00	0.00	-4,288.00	207.2
67271 CAPITAL EQUIP/MEMORIAL DONATIO	0.00	0.00	7,259.00	3,881.27	0.00	-7,259.00	0.0
67300 LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.0
67500 BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	22,133.85	14,106.27	0.00	-11,633.85	210.8
Expenditures	10,500.00	10,500.00	22,133.85	14,106.27	0.00	-11,633.85	210.8
Net Effect for GENERAL FUND	-10,500.00	-10,500.00	-22,133.85	-14,106.27	0.00	11,633.85	
Grand Total Net Effect:	-10,500.00	-10,500.00	-22,133.85	-14,106.27	0.00	11,633.85	

**Solon Public Library Foundation - Solon State Bank
Treasurer's Report
May 22, 2024**

Beginning Balance		\$ 18,964.38
Income:		\$ -
		\$ -
		\$ -
Expenses:		\$ -
	ck. #1278 Lily Smith- SPLF Conference	\$ 175.00
Ending Balance		<u>\$ 18,789.38</u>

**Solon Public Library Foundation - Greenstate
Treasurer's Report
May 22, 2024**

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

**Solon Public Library Foundation Scholarship Account
Treasurer's Report
May 22, 2024**

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

Portfolio Snapshot
Combined Account Portfolio

Solon Public Library Foundation

Period: 4/1/24-4/30/24

Summary As of: 4/30/24 Portfolio Performance

PORTFOLIO	\$82,424	SELECTED PERIOD (\$)	LAST QUARTER (\$)	YEAR TO DATE (\$)	LAST YEAR (\$)	SINCE START DATE (\$)
GAIN/LOSS		4/1/24 - 4/30/24	Q1,24	4/30/24	2023	8/29/22
Beginning Value		85,025	79,876	79,876	69,263	0
Net Contribution		0	0	0	0	70,000
Unrealized	\$9,190					
Change in Value		-2,601	5,148	2,547	10,614	12,424
Ending Value		82,424	85,025	82,424	79,876	82,424
Return		-3.06%	6.45%	3.19%	15.32%	10.25%

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
	4/30/24	82,424	100.00	4/1/24 - 4/30/24	Q1,24	4/30/24	2023	
	8/29/22	82,424	100.00	-3.06	6.45	3.19	15.32	10.25

Accounts are not custodied at Cambridge. The data is provided from various sources, please refer to the disclosure for detail.

Prepared by: Solon Public Library Foundation

Created on: 5/21/24.

Incomplete if presented without accompanying disclosure pages

Solon Public Library Purchasing Policy

About Library Purchasing Policy

Purchases of the Solon Public Library will follow fundamental principles of prudent procurement practices, applicable State law, and budgetary and administrative control requirements when purchases are made.

Purchases Less Than \$5,000

Any purchase of goods, services, work or improvements where the cost is estimated not to exceed \$5,000, and can be accommodated within the current fiscal year budget, shall be purchased at the best possible price considering needs, expected performance, prior experience, and delivery and service capability.

Purchases Between \$5,001 - \$25,000

Any purchase of goods, services, work or improvements where the cost is estimated to be more than \$5,000 but less than \$25,000 shall be based, whenever possible, on 2-3 competitive quotes. Quotes will be presented for Board approval prior to purchase.

Purchases In Excess of \$25,000

Generally, any purchase of goods, services, work or improvements where the cost is estimated to be in excess to be in excess of \$25,000 shall be based on competitive bids and purchased from the lowest responsible bidder. The competitive bid process shall be handled following City policies and procedures.

Exemptions from Competitive Bids

Contracts which, by their nature are not adapted to award by competitive bidding, are not subject to competitive bidding, including, but not limited to:

- Contracts for services involving a high degree of professional skill.
- Contracts for emergency expenditures when approved by the Board.

Contracts for Construction and Remodeling

Contracts for constructing a building, remodeling, repairing or improving an existing building, erecting an addition to an existing building, or purchasing the necessary equipment for the library shall follow the procedures set forth in Iowa State Law which includes:

- Iowa Administrative Code 193B-5.1 requires a registered architect to perform the planning and design of a public library building.
- The Iowa Construction Bidding Procedures Act combined rules for county, city and rural water government under one law. Libraries planning new construction should review Iowa Code Chapter 26, which sets requirements for sealed bid thresholds, the bidding process, and population-based competitive bid procedures, and more.

Library Board of Trustees will consult with the city attorney to ensure the project follows all appropriate laws.