

Agenda for Solon Library Board Meeting  
Monday, October 28, 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

- September 30, 2024

Citizen's Speak

Committee reports

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

Directors Report

Approval of Bills

- October 2024

Review of Foundation report (September 2024)

Old Business

- Feedback on Joint Library Boards Meeting held on Tuesday, October 22
- Integrated Library System (ILS) vendor search update

New Business

- Policy Review: Interlibrary Loan Policy
- Draft of FY26 Budget
- Board Continuing Education Suggestion:

**New Workday Learning (transition from IA Learns) Accounts Overview:**

The Department of Administrative Services made help documents on how to access completed hours that transferred from IA Learns. Log in to Workday Learning and review them here:

- [Using Workday Learning: All Completed Hours](#)
- [Using Workday Learning: Endorsement Tracker](#)

It's also worth noting that the link to log in is different than the link to activate or create an account. Once your account is created, you'll need a different link to login next time. Here are both of those links:

- [Create or activate a Workday Learning account](#)

- [Log in to Workday Learning](#) (this is the one to bookmark!)

We also have a help guide for enrolling in courses. Feel free to take a look at that if needed!

### Using Workday Learning: Search and Enroll

Next Meeting: **Monday, November 25, 2024 at 6:30 pm**

Adjourn

# The Solon Public Library Board

## DRAFT Meeting Minutes September 30, 2024

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by Sandy Lawrence at 6:27 p.m.

### Present

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

### Absent

Jen Fetzer

### Approval of Agenda

The agenda was unanimously approved. (Steve/Bill)

### Approval of Minutes

The minutes of the August 26, 2024 meeting were unanimously approved. (Janet/Matthew)

### Citizen's Speak and Correspondence

Citizen speak: None

Correspondence: None

### Committee Reports

- **Building:** No report
- **Finance:** No report
- **Johnson County Liaison:** No report
- **City of Solon Liaison:** No report
- **Board of Trustees Continuing Education:** No report

### Library Director's Report

A written report is included in the Board packet. Liz wished to highlight her participation in an interview with Teri Finneman Ph.d. The associate professor was gathering information on how local newspapers are partnering with university journalism programs with the goal to provide a blueprint for other communities. Liz also reported on a tour done by several people from the State Library of Iowa and an IMLS Program Officer. The tour of five local libraries was to demonstrate how each benefited from IMLS funds.

# The Solon Public Library Board

Liz also wished to bring to our attention the upcoming meeting with legislators being held at the Coralville Library on December 2, 2024 5:30pm

## Approval of Bills

The bills for September 2024 were unanimously approved. (Char/Matthew)

## Review of Foundation Report

The August report was reviewed.

## Old Business

- **Joint Library Board Meeting:** The Library Board will be hosting this year on October 22 at 6:00pm. Refreshments and beverages were decided upon.

## New Business:

- **Policy Review: Personnel Policy:** After some discussion the Personnel Policy was unanimously approved. (Janet/Char)
- **Integrated Library System (ILS) Vender Search:** The current Autographics VERSO System has proved to be not a good fit for the Solon Library's needs. The library is currently looking for a more compatible system.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration.

## Next Months Agenda:

- **Integrated Library System Search Update**
- **First Draft 2026 Budget**
- **CD Maturing**

## Adjournment

The meeting was adjourned at 6:57 p.m. (Steve/Bill)

## Next Meeting

Regular Meeting: Monday, October 28, 2024 at 6:30 p.m.

## Submitted by

Char Cosgrove

## Director's Report October 2024

In October I attended regular meetings with the City Council, City Department Zoom meetings, and the Friends of the Library meeting. The Solon Public Library Foundation meeting was canceled due to members' schedule conflicts. Our annual Joint Boards Meeting was held on October 22nd with 13 people in attendance representing our Board of Trustees (hosts), The Friends of Solon Public Library, and the SPL Foundation. I also attended a Space Planning Workshop provided by the State Library of Iowa held at the Coralville Public Library. It was an informative day of learning about maximizing library space to meet community needs, increasing collection circulation utilizing marketing strategies, and systematically inspecting, maintaining, planning, and budgeting for library building longevity.

The Friends hosted their annual Halloween Costume Sale the first weekend of October and continue to sell costumes for a free will donation throughout the month. National Friends of the Library Week is in October, and we appreciate everything our Friends group does to support our Library. The Friends Landscaping Committee and the local Master Gardeners partnership continues to enhance the exterior grounds of the Library. They are hoping to create a butterfly garden off the lower patio to attract pollinators and provide educational opportunities for our community.

October is Domestic Violence Awareness Month and we created some book displays with resources from our partners at the Domestic Violence Intervention Program (DVIP).

Focusing on our Strategic Plan's objective to Celebrate Diversity, Lily provided weekly Tuesday storytimes celebrating Hispanic Heritage Month, Disability Employment Awareness, Indigenous People's Day, and LGBTQ History Month. Each time there are new participants joining the fun of early literacy. They also provide engaging early out Thursday activities each week. This month included LEGO challenges with a zip line, shrinky dink backpack charms, Disney musical bingo, Robots and LEGO coding, and Play Dough Monster creation and Stop Motion videos. Participants enjoyed special snacks at their final session of the 6-week Fall Drawing Club. They created a group mural that is on display above our circulation desk. We look forward to hosting young artists again in the spring. Lily also hosted an evening LEGO Night for All-Ages to the delight of many of our library families.

Christian hosts our teens at Switch & Social gatherings each Tuesday afternoon. He also partnered with the local Archery Club to present Intro to Archery, and will be hosting the upcoming After Hours Teen Halloween Party with Lily on Thursday, 10/31. He continues to receive weekly submissions to the annual Teen Reading Challenge. We are thrilled this program compliments the school's language arts reading requirements. Christian has been a member of our library staff for just over 2 months and he has learned our library procedures very quickly. We are very happy to have him on our team designing programs for our teens and assisting our community at the circulation desk.

Alexis hosted Quilting 101 with a local quilter. All participants completed a quilt square hot pad. Community creativity was on display this month with the 4th Annual Great Pumpkin Decorating Contest! Be sure to check out Megan's video on social media highlighting the pumpkins submitted by people of all ages. Participation grows each year and Alexis added a "patron favorite" category encouraging all library visitors to vote for their favorite pumpkin creation. 37 pumpkins were submitted and 160 people participated by voting for their favorite entry! October Tech Talk program assisted patrons with using our Libby app to borrow eBooks, audio books and magazines with their library card.

Our Fun For All Night at the Community Center welcomed 33 attendees for gym games, popcorn donated by Theisens in Coralville, and the movie Nightmare Before Christmas. Megan and Brodie collaborated on the Winter Activity Guide and published this latest edition last week. This is the 8th seasonal activity guide published since Megan created this concept for a reliable source of information about seasonal events throughout the community. Megan's creativity and dedication to effective communication across all platforms available ensures that each person has the opportunity to be an informed citizen who knows their community (another key objective of our Strategic Plan).

Megan continues to oversee all of our library technology needs. She recently became aware that the Windows 10 browser will become obsolete next fall, and she has evaluated all of our computers for compatibility with Windows 11 and beyond. Our refurbished HP patron computers are not compatible with anything beyond Windows 10. Megan was able to find a set of 10 refurbished HP Windows 11 computers through TechSoup, and has been systematically swapping out the old model with the new with no disruption to our patrons' use of the computers. Luckily, the majority of our staff computers and laptops are compatible with Windows 11, and Megan has been updating each of them over the last couple weeks.

Megan has also been instrumental in the search for a new ILS (integrated library catalog system). We are considering two promising vendors: Apollo and Atrium as a replacement to our current Verso system. Sherri has watched several hours of catalog instruction videos on the new systems and has provided valuable feedback. Staff members have also experimented with the trial systems to assist with the evaluation process. We hope to have a decision made by early November to ensure we can transition our data to a new system prior to our Verso annual renewal in February 2025.

We will close out this month with the Iowa Haunted Corridor program provided by local author and researcher Katie Hopkins on Tuesday, 10/29. Thank you to our Friends of the Library Group who will be providing staff lunches for our Staff Safety Training day. We are working on completing our Annual Survey by the October 31 deadline. This is a team effort by our library and city staff to complete all of the required questions accurately.

Looking ahead to November, Alexis will be hosting our quarterly trivia at 2:30 pm and 6:30 pm on Friday, 11/1 to share the fun with those who prefer to not come out after dark and have some free time in the afternoon. Christian will engage our teens with Trading Card Game Day on 11/7 and Super Smash Bros. Ultimate Tourney 11/21.

Thanks to our recent parking lot and sidewalk construction projects, the library is once again an election site for the City of Solon residents. We look forward to providing an accessible, neutral voting location for our community members on Tuesday, November 5th. Megan created a voting information bulletin board display and links to online voting information resources on our website and the Johnson County Auditor's Office provided very helpful voting information on bookmarks for our patrons.

Sincerely,

Liz King  
Director, Solon Public Library

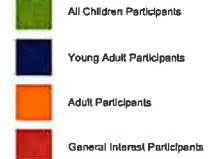
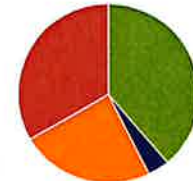
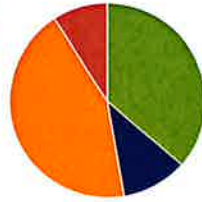
# Solon Public Library

## July, 2024 - September, 2024

### July

#### Overview

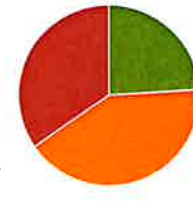
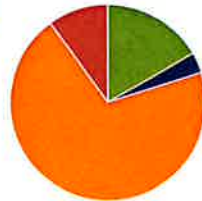
All Children Programs	20	36.36%	All Children Participants	569	38.79%
Young Adult Programs	6	10.91%	Young Adult Participants	56	3.82%
Adult Programs	24	43.64%	Adult Participants	353	24.06%
General Interest Programs	5	9.09%	General Interest Participants	489	33.33%
<b>Total Programs</b>	<b>55</b>		<b>Total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



### August

#### Overview

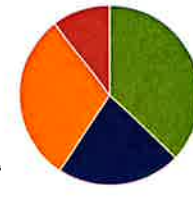
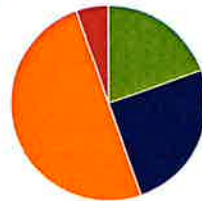
All Children Programs	5	16.67%	All Children Participants	138	23.88%
Young Adult Programs	1	3.33%	Young Adult Participants	1	0.17%
Adult Programs	21	70%	Adult Participants	239	41.35%
General Interest Programs	3	10%	General Interest Participants	200	34.8%
<b>Total Programs</b>	<b>30</b>		<b>Total Participants</b>	<b>578</b>	



### September

#### Overview

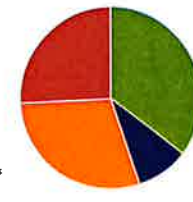
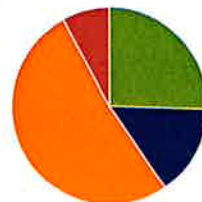
All Children Programs	11	19.64%	All Children Participants	389	37.12%
Young Adult Programs	14	25%	Young Adult Participants	233	22.23%
Adult Programs	28	50%	Adult Participants	317	30.25%
General Interest Programs	3	5.36%	General Interest Participants	109	10.4%
<b>Total Programs</b>	<b>56</b>		<b>Total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



### Year in Review

#### Overview

All Children Programs	36	25.53%	All Children Participants	1096	35.43%
Young Adult Programs	21	14.89%	Young Adult Participants	290	9.38%
Adult Programs	73	51.77%	Adult Participants	909	29.39%
General Interest Programs	11	7.8%	General Interest Participants	798	25.8%
<b>Total Programs</b>	<b>141</b>		<b>Total Participants</b>	<b>3093</b>	





	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	Video Chair Yoga	Adult (Ages 19+)	In Person	Adults	18	0
4	Chair Yoga	Adult (Ages 19+)	In Person	Adults	23	0
5	Chair Yoga	Adult (Ages 19+)	In Person	Adults	19	0
6	Chair Yoga	Adult (Ages 19+)	In Person	Adults	26	0
7	Chair Yoga	Adult (Ages 19+)	In Person	Adults	22	0
8	Chair Yoga	Adult (Ages 19+)	In Person	Adults	19	0
9	Video Chair Yoga	Adult (Ages 19+)	In Person	Adults	24	0
10				<b>Total Chair Yoga</b>	<b>173</b>	
11	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	8	0
12	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	8	0
13	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	11	0
14	Coffee Craft & Conversations	Adult (Ages 19+)	In Person	Adults	8	0
15				<b>Total Coffee &amp; Conversations</b>	<b>35</b>	
16	Book Club: The Beekeeper of Aleppo	Adult (Ages 19+)	Combo in Person / Live Virtual	Adults	9	1
17	Car Seat Safety Inspection	Adult (Ages 19+)	In Person	Adults	9	0
18	Cookbook Club: Pasta	Adult (Ages 19+)	In Person	Adults	7	0
19	DIY Night: Painting Bricks	Adult (Ages 19+)	In Person	Adults	8	0
20	Game Night	Adult (Ages 19+)	In Person	Adults	2	0
21	KNIT LIT: A Killer Stitch	Adult (Ages 19+)	In Person	Adults	3	0
22	Outreach SRV	Adult (Ages 19+)	In Person	Adults	10	0
23	Tech Talk: Transparent Language	Adult (Ages 19+)	In Person	Adults	6	0
24				<b>Total Adult Participation</b>	<b>263</b>	
25	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Babies	4	0
26	Saturday Storytime	Children (Ages 0-5)	In Person	Storytime	0	0
27	Storytime: Bookmobile	Children (Ages 0-5)	In Person	Storytime	22	0
28	Storytime: Fire Truck	Children (Ages 0-5)	In Person	Storytime	54	0
29	Storytime: Public Works	Children (Ages 0-5)	In Person	Storytime	72	0
30	Storytime: Squad Car	Children (Ages 0-5)	In Person	Storytime	49	0
31				<b>Total Storytime</b>	<b>197</b>	
32	BAM POW: Build It! Tiny Cardboard Maker's Space	Children (Ages 6-11)	In Person	Youth	27	0
33	BAM POW: Make It! Perler Bead Magnets	Children (Ages 6-11)	In Person	Youth	47	0
34	BAM POW: Play It! Glow Stick Party Games	Children (Ages 6-11)	In Person	Youth	44	0
35	BAM POW: Watch It! The Emperor's New Groove (G	Children (Ages 6-11)	In Person	Youth	53	0
36				<b>Total BAM POW Early Out</b>	<b>171</b>	
37	Sewing 101 for Kids	Children (Ages 6-11)	In Person	Youth	17	0
38	Fun For All Night	General Interest	In Person	Off Site	40	0
39	Coloring Challenge	General Interest	Passive Program	All Ages	53	0
40	Let's Go LEGO!	General Interest	Passive Program	All Ages	16	0
41	6th Grade Class Visit Group 1	Young Adult (Ages 12-18)	In Person	Teens	22	0
42	6th Grade Class Visit Group 2	Young Adult (Ages 12-18)	In Person	Teens	23	0
43	6th Grade Class Visit Group 3	Young Adult (Ages 12-18)	In Person	Teens	21	0
44	6th Grade Class Visit Group 4	Young Adult (Ages 12-18)	In Person	Teens	24	0
45	6th Grade Class Visit Group 5	Young Adult (Ages 12-18)	In Person	Teens	24	0
46	Drawing Club (Fall Session)	Young Adult (Ages 12-18)	In Person	Youth	14	0
47	Drawing Club (Fall Session)	Young Adult (Ages 12-18)	In Person	Youth	16	0
48	Drawing Club (Fall Session)	Young Adult (Ages 12-18)	In Person	Youth	19	0
49	Drawing Club (Fall Session)	Young Adult (Ages 12-18)	In Person	Youth	18	0
50	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	6	0
51	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	6	0
52	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	8	0
53	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	12	0
54	Teen Reading Challenge	Young Adult (Ages 12-18)	Passive Program	Teens	20	0
55				<b>Total Teens</b>	<b>233</b>	



	A	B	C	D	F	G	H
1	Date	Start Time	End Time	Duration (minutes)	Room	Attendees	Organizer Type
2	9/5/2024	6:00 PM	9:30 PM	210	Community Meeting Room	15	Patrons
3	9/8/2024	5:30 PM	9:00 PM	210	Community Meeting Room	10	Patrons
4	9/9/2024	5:30 PM	7:30 PM	120	Community Meeting Room	10	Non-Profit Organizations
5	9/11/2024	1:30 PM	3:00 PM	90	Community Meeting Room	0	Patrons
6	9/15/2024	12:30 PM	3:30 PM	180	Community Meeting Room	25	Patrons
7	9/22/2024	1:30 PM	3:30 PM	120	Community Meeting Room	15	Patrons
8	9/28/2024	8:30 AM	1:00 PM	270	Community Meeting Room	50	Patrons
9							
10	9/3/2024	10:00 AM	12:15 PM	135	Study Room 1	1	Patrons
11	9/3/2024	4:00 PM	5:30 PM	90	Study Room 1	3	Patrons
12	9/4/2024	9:00 AM	12:00 PM	180	Study Room 1	4	Non-Profit Organizations
13	9/4/2024	3:45 PM	4:15 PM	30	Study Room 1	4	Patrons
14	9/4/2024	4:45 PM	5:15 PM	30	Study Room 1	4	Patrons
15	9/5/2024	2:30 PM	4:00 PM	90	Study Room 1	3	Patrons
16	9/6/2024	12:45 PM	2:00 PM	75	Study Room 1	2	Patrons
17	9/9/2024	12:00 PM	3:00 PM	180	Study Room 1	1	Patrons
18	9/10/2024	9:00 AM	3:00 PM	360	Study Room 1	2	Non-Profit Organizations
19	9/10/2024	4:30 PM	7:00 PM	150	Study Room 1	1	Patrons
20	9/12/2024	2:15 PM	2:45 PM	30	Study Room 1	3	Patrons
21	9/12/2024	3:00 PM	4:00 PM	60	Study Room 1	1	Patrons
22	9/13/2024	3:30 PM	4:30 PM	60	Study Room 1	3	Patrons
23	9/14/2024	10:00 AM	2:00 PM	240	Study Room 1	1	Patrons
24	9/16/2024	9:30 AM	6:45 PM	555	Study Room 1	0	Patrons
25	9/17/2024	9:30 AM	6:45 PM	555	Study Room 1	1	Patrons
26	9/18/2024	9:00 AM	10:00 AM	60	Study Room 1	1	Patrons
27	9/18/2024	12:45 PM	2:00 PM	75	Study Room 1	1	Patrons
28	9/18/2024	4:00 PM	5:00 PM	60	Study Room 1	2	Patrons
29	9/19/2024	2:30 PM	3:00 PM	30	Study Room 1	1	Patrons
30	9/20/2024	9:00 AM	10:30 AM	90	Study Room 1	1	Patrons
31	9/20/2024	10:30 AM	12:00 PM	90	Study Room 1	1	Patrons
32	9/24/2024	1:00 PM	2:00 PM	60	Study Room 1	2	Patrons
33	9/25/2024	3:00 PM	4:00 PM	60	Study Room 1	1	Patrons
34	9/26/2024	3:00 PM	5:00 PM	120	Study Room 1	1	Patrons
35	9/27/2024	3:00 PM	4:00 PM	60	Study Room 1	3	Patrons
36	9/28/2024	1:00 PM	3:15 PM	135	Study Room 1	1	Patrons
37	9/28/2024	4:00 PM	4:45 PM	45	Study Room 1	2	Patrons
38	9/30/2024	11:30 AM	12:00 PM	30	Study Room 1	2	Patrons
39							
40	9/4/2024	10:00 AM	11:00 AM	60	Study Room 2	1	Patrons
41	9/4/2024	3:45 PM	6:30 PM	165	Study Room 2	1	Patrons
42	9/5/2024	3:00 PM	3:15 PM	15	Study Room 2	4	Patrons
43	9/5/2024	3:15 PM	4:00 PM	45	Study Room 2	1	Patrons
44	9/10/2024	9:00 AM	4:00 PM	420	Study Room 2	1	Patrons
45	9/11/2024	3:00 PM	3:30 PM	30	Study Room 2	1	Patrons
46	9/17/2024	3:00 PM	4:30 PM	90	Study Room 2	1	Patrons
47	9/17/2024	6:00 PM	6:45 PM	45	Study Room 2	4	Patrons
48	9/18/2024	9:00 AM	1:00 PM	240	Study Room 2	2	Patrons
49	9/18/2024	1:00 PM	6:45 PM	345	Study Room 2	1	Patrons
50	9/19/2024	4:00 PM	4:30 PM	30	Study Room 2	2	Patrons
51	9/23/2024	1:30 PM	4:00 PM	150	Study Room 2	1	Patrons
52	9/25/2024	5:00 PM	5:30 PM	30	Study Room 2	3	Patrons
53	9/28/2024	9:00 AM	9:30 AM	30	Study Room 2	1	Patrons
54							
55	9/3/2024	6:30 PM	8:15 PM	105	Zoom	10	Patrons



# Patron PC Logins by Day and Hour

Dates: Sunday September 1, 2024 - Monday September 30, 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
Sun Sep 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Sep 3	0	1	1	0	0	2	1	0	1	1	0	7	1	1	0	2	1	0
Wed Sep 4	0	0	0	0	0	0	4	8	0	0	0	12	1	0	8	0	0	
Thu Sep 5	0	1	0	0	2	17	15	6	1	0	0	42	4	0	17	1	0	
Fri Sep 6	0	0	1	1	2	2	1	3	1	0	0	10	1	0	3	1	0	
Sat Sep 7	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	
Sun Sep 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Sep 9	0	1	1	0	0	0	1	3	2	2	0	10	1	0	3	1	0	
Tue Sep 10	0	2	2	0	0	0	1	0	3	1	1	10	1	0	3	1	0	
Wed Sep 11	0	0	2	0	0	0	0	0	1	1	0	4	0	0	2	0	0	
Thu Sep 12	0	2	0	2	1	13	18	4	0	0	0	40	4	0	18	1	0	
Fri Sep 13	0	0	1	0	0	0	0	5	0	0	0	6	1	0	5	0	0	
Sat Sep 14	0	2	0	0	0	0	2	1	0	0	0	5	1	0	2	0	0	
Sun Sep 15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Sep 16	0	0	2	1	1	0	1	0	2	0	0	7	1	0	2	0	0	
Tue Sep 17	0	2	0	0	1	0	0	1	1	0	0	5	1	0	2	0	0	
Wed Sep 18	2	2	0	1	0	0	5	4	3	0	0	17	2	0	5	1	0	
Thu Sep 19	0	0	0	0	2	14	6	3	1	0	0	26	2	0	14	0	0	
Fri Sep 20	0	0	2	0	0	0	4	2	0	0	0	8	1	0	4	0	0	
Sat Sep 21	1	1	2	0	0	0	1	0	0	0	0	5	1	0	2	0	0	
Sun Sep 22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Sep 23	0	0	0	1	0	0	4	1	1	0	0	7	1	0	4	0	0	
Tue Sep 24	0	3	1	2	0	1	1	4	2	0	0	14	1	0	4	1	0	
Wed Sep 25	0	0	0	1	0	0	3	2	1	0	0	7	1	0	3	0	0	
Thu Sep 26	0	0	0	1	1	21	16	3	3	3	1	46	4	0	21	1	0	
Fri Sep 27	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	
Sat Sep 28	0	0	2	0	0	4	0	0	1	0	0	7	1	0	4	0	0	
Sun Sep 29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Sep 30	0	1	1	1	0	0	1	0	1	0	0	5	1	0	1	0	0	
<b>Total</b>	<b>3</b>	<b>19</b>	<b>18</b>	<b>12</b>	<b>10</b>	<b>78</b>	<b>87</b>	<b>51</b>	<b>21</b>	<b>3</b>	<b>0</b>	<b>302</b>						
Average	0.1	0.6	0.6	0.4	0.3	2.6	2.9	1.7	0.7	0.1	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	3	2	2	2	21	18	8	3	1	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 Devi	0.4	0.9	0.8	0.7	0.6	5.5	4.8	2.1	0.9	0.3	0							

Generated on Tuesday October 8, 2024 with CYBRARIAN™ View (2024.1.2)

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

F08 Total PHYSICAL circulation by material type

63,341

?

LAST YEAR'S ANSWER: 60,201

FLAG [+](#) NOTE [↻](#) HISTORY

YEAR	RESPONSE
2022	55,125
2021	45,855
2020	39,018
2019	69,801
2018	73,644

F10 Total physical circulation of all materials cataloged as "children's"

40,444

?

LAST YEAR'S ANSWER: 37,756

FLAG [+](#) NOTE [↻](#) HISTORY

YEAR	RESPONSE
2022	34,286
2021	28,047
2020	20,500
2019	39,432
2018	48,510

F24 Total successful retrieval of Electronic Information.

1,353

?

LAST YEAR'S ANSWER: 1,016

FLAG [+](#) NOTE [↻](#) HISTORY

YEAR	RESPONSE
2022	1,219
2021	725
2020	545
2019	1,024
2018	1,039

F25 Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).

78,832

?

LAST YEAR'S ANSWER: 73,900

FLAG [+](#) NOTE [↻](#) HISTORY

YEAR	RESPONSE
2022	65,948
2021	56,901
2020	48,034
2019	77,048
2018	79,058



F13

Total use of e-books

7,043

LAST YEAR'S ANSWER: 6.756

FLAG NOTE HISTORY

YEAR	RESPONSE
2022	6,140
2021	6,192
2020	4,937
2019	4,044
2018	2,838

F17

Total use of downloadable audio recordings

7,697

LAST YEAR'S ANSWER: 6,604

FLAG NOTE HISTORY

YEAR	RESPONSE
2022	4,500
2021	3,679
2020	3,904
2019	3,132
2018	2,568

F20

Total use of electronic serials

751

LAST YEAR'S ANSWER: 339

FLAG NOTE HISTORY

YEAR	RESPONSE
2022	182
2021	262
2020	164
2019	70
2018	0

F21

Total use of downloadable materials

15,491

LAST YEAR'S ANSWER: 13,699

FLAG NOTE HISTORY

YEAR	RESPONSE
2022	10,823
2021	11,046
2020	9,016
2019	7,247
2018	5,414

?

F25

Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).

78,832



LAST YEAR'S ANSWER: 73,900

FLAG NOTE HISTORY

YEAR	RESPONSE
2022	65,948
2021	56,901
2020	48,034
2019	77,048
2018	79,058

F26

Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)

16,844



LAST YEAR'S ANSWER: 14,715

FLAG NOTE HISTORY

YEAR	RESPONSE
2022	12,042
2021	11,771
2020	9,561
2019	8,271
2018	6,453



F27

Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F25 + F26).

80,185

?

LAST YEAR'S ANSWER: 74,916

FLAG  NOTE  HISTORY

YEAR	RESPONSE
2022	67,167
2021	57,626
2020	48,579
2019	78,072
2018	80,097

F28

ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.

759

?

LAST YEAR'S ANSWER: 719

FLAG  NOTE  HISTORY

YEAR	RESPONSE
2022	646
2021	434
2020	330
2019	264
2018	290

F31

ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.

438

?

LAST YEAR'S ANSWER: 255

FLAG  NOTE  HISTORY

YEAR	RESPONSE
2022	269
2021	296
2020	254
2019	194
2018	228

F35 Door count annually

72,597

LAST YEAR'S ANSWER: 69,228

FLAG NOTE HISTORY

YEAR	RESPONSE
2022	41,715
2021	10,568
2020	60,242
2019	90,289
2018	67,022

F44

Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library.

29,022

LAST YEAR'S ANSWER: 26,281

FLAG NOTE HISTORY

YEAR	RESPONSE
2022	23,027
2021	20,408
2020	13,227
2019	17,002

F42 Total number of wireless sessions annually

5,263

LAST YEAR'S ANSWER: 5,229

FLAG NOTE HISTORY

YEAR	RESPONSE
2022	6,426
2021	3,625
2020	3,555
2019	5,600
2018	4,800

**Solon Library Bills for October, 2024**

Starting balance from Expenditure Report dated 10/17/2024

		Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ 591.30</b>	
Zoom inv#274643677 (Visa)	\$ 17.11	
Cricut monthly subscription order#143424981(Visa)	\$ 10.59	
Total Spent	\$ 27.70	\$ 100.00
<b>Remaining Balance</b>	<b>\$ 563.60</b>	
 <b>From Travel and Conference (62400)</b>	 <b>\$ 656.90</b>	
Total Spent	\$ -	\$ 62.50
<b>Remaining Balance</b>	<b>\$ 656.90</b>	
 <b>From Building Maintenance (63100)</b>	 <b>\$ 9,381.25</b>	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Amazon, rubbermaid garbage can for janitor closet (Visa)	\$ 50.57	
Amazon, rolling garbage can dolly for janitor closet (Visa)	\$ 49.97	
Amazon, fuller brush sweeper (Visa)	\$ 79.99	
ALDI, floor cleaner (Visa)	\$ 4.65	
Total Spent	\$ 185.18	\$ 416.67
<b>Remaining Balance</b>	<b>\$ 4,196.07</b>	
 <b>From Org Vehicle/Equipment Maint AC (63320)</b>	 <b>\$ 4,324.92</b>	
Amazon, USB type-C to A cable 5 pack (Visa)	\$ 9.49	
Amazon, 10 pack HDMI to VGA adapters (Visa)	\$ 69.99	
Google LLC, Google Workspace inv#5073750131 (Visa)	\$ 44.94	
TechSoup, 10 refurbished patron desktop Windows 11 computers (Visa)	\$ 2,750.00	Capital Expenditure, replacement for Windows 11 compatibility
Total Spent	\$ 2,874.42	\$ 466.67
<b>Remaining Balance</b>	<b>\$ 1,450.50</b>	
 <b>From Utilities (63710)</b>	 <b>\$ 2,921.54</b>	
Alliant Energy	\$ 11.78	
Mid-American	\$ 14.54	
Total Spent	\$ 26.32	\$ 583.33
<b>Remaining Balance</b>	<b>\$ 2,895.22</b>	
 <b>From Telephone/Internet (63730)</b>	 <b>\$ 3,392.89</b>	
ICN inv#708422	\$ 188.00	
Southslope inv#10833483	\$ 183.04	
Total Spent	\$ 371.04	\$ 425.00
<b>Remaining Balance</b>	<b>\$ 3,021.85</b>	
 <b>From Data Bases (63731)</b>	 <b>\$ 1,825.68</b>	
World Trade Press AtoZ the USA, AtoZ World Travel Renewal inv#681178	\$ 405.80	
Total Spent	\$ 405.80	\$ 208.33
<b>Remaining Balance</b>	<b>\$ 1,419.88</b>	
 <b>From Publishing (64140)</b>	 <b>\$ 325.00</b>	
Total Spent	\$ -	\$ 50.00
<b>Remaining Balance</b>	<b>\$ 325.00</b>	
 <b>From Educational Program (64340)</b>	 <b>\$ 8,165.66</b>	
Solon Senior Support, September Chair Yoga, inv#YogaSEP24	\$ 60.00	
Cecelia Proffitt, Speaker's fee for Care Center Piano Program inv#11012024	\$ 125.00	
Dairy Queen, Teen program supplies Employee Reimbursement	\$ 10.00	
Stuff, Inc. Youth program supplies Employee Reimbursement	\$ 8.48	
Amazon, Adult program supplies (Visa)	\$ 7.99	
Amazon, Adult program supplies (Visa)	\$ 4.49	
Amazon, Adult program supplies (Visa)	\$ 9.99	
Amazon, Adult program supplies (Visa)	\$ 21.59	
Casey's General Store, Teen program supplies (Visa)	\$ 10.00	
GeekCity, Teen program supplies (Visa)	\$ 10.00	
HyVee, Teen program supplies (Visa)	\$ 7.47	
Menards, Youth program supplies (Visa)	\$ 29.94	
Michaels, Youth program supplies (Visa)	\$ 41.97	
Sam's Mainstreet Market, Teen program supplies (Visa)	\$ 3.49	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$ 16.13	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$ 18.27	

Sam's Mainstreet Market, Youth program supplies (Visa) \$ 10.45  
 Scheels, Teen program supplies (Visa) \$ 10.00  
 Total Spent \$ 405.26 \$ 1,179.17  
**Remaining Balance \$ 7,760.40**

**From Library Books (65020) \$ 18,530.69**

Baker & Taylor Inv#2038567702 \$ 254.06 Adult books 205.89  
 Baker & Taylor Inv#2038585120 \$ 195.29 Adult books 178.36  
 Baker & Taylor Inv#2038591525 \$ 29.07 Adult Books  
 Baker & Taylor Inv#2038603561 \$ 65.52 Adult books  
 Baker & Taylor Inv#2038606846 \$ 93.22 Adult books 81.24  
 Baker & Taylor Inv#2038609630 \$ 1,179.71 Youth books  
 Cengage Learning, Thorndike Large Print, inv#85741476 \$ 485.50 Adult 26 LP books  
 Stuff, Inc. 3 Youth books Employee Reimbursement \$ 13.22  
 Stuff, Inc. 1 Adult book Employee Reimbursement \$ 4.74  
 Amazon, 1 adult book (Visa) \$ 0.85 Patron request  
 Amazon, 1 adult book (Visa) \$ 12.99 Program speaker book  
 Amazon, 3 adult books (Visa) \$ 32.97  
 Amazon, 1 adult book (Visa) \$ 14.99 Patron request  
 Amazon, 1 adult book (Visa) \$ 29.28 Romance  
 Amazon, 1 adult book (Visa) \$ 26.83  
 Amazon, 2 adult books (Visa) \$ 23.98 Patron request, series  
 Amazon, 3 youth books (Visa) \$ 39.42  
 Amazon, 10 youth books (Visa) \$ 158.29  
 Amazon, 1 adult book (Visa) \$ 7.78 Replacement  
 Amazon, 4 adult books (Visa) \$ 32.40 Patron requests  
 Amazon, 1 adult book (Visa) \$ 11.41 Replacement  
 Amazon, 1 adult book (Visa) \$ 21.49 Patron requests  
 Amazon, 2 youth books (Visa) \$ 22.27  
 Daydreams Comics, 2 youth books (Visa) \$ 22.03  
 Daydreams Comics, 2 youth books (Visa) \$ 19.48  
 Total Spent \$ 2,796.79 \$ 2,000.00  
**Remaining Balance \$ 15,733.90**

**From Library Video Materials (65030) \$ 3,378.75**

Midwest Tape inv#506089171 \$ 48.23  
 Midwest Tape inv#506120590 \$ 52.48  
 Midwest Tape inv#506151425 \$ 22.49  
 Midwest Tape inv#506193507 \$ 47.23  
 Midwest Tape inv#506193748 \$ 62.23  
 Amazon, 1 DVD set (Visa) \$ 20.29  
 Amazon, 1 DVD set (Visa) \$ 14.96  
 Amazon, 2 DVDs (Visa) \$ 34.91  
 Total Spent \$ 302.82 \$ 404.17  
**Remaining Balance \$ 3,075.93**

**From Library Audio Materials (65040) \$ 3,820.39**

Baker & Taylor Inv#2038585120 \$ 27.49  
 Baker & Taylor Inv#2038603561 \$ 21.99  
 Baker & Taylor Inv#2038606846 \$ 46.73  
 Amazon, 2 youth audio CD books (Visa) \$ 50.68  
 Total Spent \$ 146.89 \$ 416.67  
**Remaining Balance \$ 3,673.50**

**From Puzzles, Puppet Kits (65050) \$ 925.75**

Amazon, LOT tool kit (Visa) \$ 59.99 LOT = Library of Things  
 Amazon, LOT 20 ukulele picks (Visa) \$ 6.59  
 Amazon, LOT tripod mount adapter (Visa) \$ 6.99  
 Amazon, Cricut storage bag (Visa) \$ 15.99  
 Demco, 8 media storage pouches inv#7536648 (Visa) \$ 152.79  
 Total Spent \$ 242.35 \$ 100.00  
**Remaining Balance \$ 683.40**

**From Operating Supplies (65070) \$ 7,619.77**

Office Express, manila folders inv#78905 \$ 35.33  
 Office Express, trash can liners, post-it pads inv#81025 \$ 112.83  
 Office Express, black Brother toner cartridge inv#82829 \$ 81.33  
 Office Express, black Brother toner cartridge, paper, tape inv#84485 \$ 79.50  
 ALDI, dish soap (Visa) \$ 2.22  
 Demco, book processing supplies inv#7536648 (Visa) \$ 98.27  
 Demco, book processing supplies, bookmarks inv#7546146 (Visa) \$ 88.94  
 Plasticards, Inc. dba Rainbow Printing, 2000 new library cards inv#00161787 \$ 784.00  
 Amazon, 1000 plastic bags for Holds (Visa) \$ 33.99

Amazon, 100 colored lanyards (Visa) \$ 49.99  
 Total Spent \$ 1,366.40 \$ 75.00  
 Remaining Balance \$ 6,253.37

**From Postage and Shipping (65080) \$ 326.66**  
 USPS, ILL return (Visa) \$ 5.82  
 Total Spent \$ 5.82 \$ 75.00  
 Remaining Balance \$ 320.84

**From Supplies (65990) \$ 250.00**  
 Total Spent \$ 20.83 \$ 20.83  
 Remaining Balance \$ 250.00

**From Office Equipment (67250) \$ 2,513.03**  
 Gordon Flesch Co. Printer Lease inv#I00933338 (July Lease) \$ 171.63 Missed invoice in July  
 Gordon Flesch Co. Printer Lease inv#I00958634 \$ 171.63  
 Office Express, handheld one-hole punch inv#78905 \$ 8.89  
 Demco, 2 sets headphones, inv#7536648 (Visa) \$ 37.18  
 Amazon, kids adjustable table for AWE computer (Visa) \$ 67.99  
 Amazon, 4 MaxGear brochure holders (Visa) \$ 28.49  
 Amazon, 20 command large caddies (Visa) \$ 159.80  
 Amazon, rolling podium (Visa) \$ 179.00  
 Amazon 100 pack zip ties (Visa) \$ 5.99  
 Total Spent \$ 830.60 \$ 333.33  
 Remaining Balance \$ 1,682.43

**Trust & Agency Library Books 031-4411-65020 \$ 5,000.00**  
 ABDO, Discovering the United States Set of 50 state books inv#0050521 (Visa) \$ 1,272.40  
 Total Spent \$ 1,272.40  
 Remaining Balance \$ 3,727.60

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2024 to 10/31/2024

	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	244,232.00	244,232.00	71,838.07	8,844.62	0.00	172,393.93	29.4
61100 FICA SOCIAL SECURITY	18,684.00	18,684.00	5,483.87	675.14	0.00	13,200.13	29.4
61300 IPERS	23,056.00	23,056.00	6,293.03	834.94	0.00	16,762.97	27.3
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	608.70	27.70	0.00	591.30	50.7
62400 TRAVEL AND CONFERENCE	750.00	750.00	93.10	22.14	0.00	656.90	12.4
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	631.41	102.05	0.00	9,368.59	6.3
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	1,275.08	233.43	0.00	4,324.92	22.8
63710 UTILITIES	3,000.00	3,000.00	104.78	26.32	0.00	2,895.22	3.5
63730 TELEPHONE/INTERNET	4,500.00	4,500.00	1,478.15	371.04	0.00	3,021.85	32.8
63731 DATA BASES	2,850.00	2,850.00	1,024.32	0.00	0.00	1,825.68	35.9
64080 INSURANCE	27,740.00	27,740.00	0.00	0.00	0.00	27,740.00	0.0
64140 PUBLISHING	600.00	600.00	275.00	275.00	0.00	325.00	45.8
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	5,984.34	2,102.11	0.00	8,165.66	42.3
65020 LIBRARY BOOKS	24,000.00	24,000.00	5,469.31	3,088.03	0.00	18,530.69	22.8
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	1,471.25	369.30	0.00	3,378.75	30.3
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	1,179.61	1,088.89	0.00	3,820.39	23.6
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	274.25	25.39	0.00	925.75	22.9
65070 OPERATING SUPPLIES	9,000.00	9,000.00	1,380.23	242.03	0.00	7,619.77	15.3
65080 POSTAGE AND SHIPPING	600.00	600.00	273.34	82.51	0.00	326.66	45.6
65990 SUPPLIES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
67250 OFFICE EQUIPMENT	3,500.00	3,500.00	986.97	380.56	0.00	2,513.03	28.2
<b>LIBRARY SERVICES</b>	<b>420,007.00</b>	<b>420,007.00</b>	<b>106,124.81</b>	<b>18,791.20</b>	<b>0.00</b>	<b>313,882.19</b>	<b>25.3</b>
Expenditures	420,007.00	420,007.00	106,124.81	18,791.20	0.00	313,882.19	25.3
<b>Grand Total Net Effect:</b>	<b>-420,007.00</b>	<b>-420,007.00</b>	<b>-106,124.81</b>	<b>-18,791.20</b>	<b>0.00</b>	<b>-313,882.19</b>	



EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2024 to 10/31/2024

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 031 - TRUST & AGENCY LIBRARY

Expenditures

Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR

64340 EDUCATIONAL PROGRAM	500.00	500.00	0.00	0.00	0.00	500.00	0.0
65020 LIBRARY BOOKS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
65030 LIBRARY VIDEO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
65040 LIBRARY AUDIO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
67270 OTHER CAPITAL EQUIPMENT	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
67500 BUILDING	0.00	0.00	95.80	0.00	0.00	-95.80	0.0

TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	95.80	0.00	0.00	10,404.20	0.9
--------------------------------	-----------	-----------	-------	------	------	-----------	-----

Expenditures	10,500.00	10,500.00	95.80	0.00	0.00	10,404.20	0.9
--------------	-----------	-----------	-------	------	------	-----------	-----

Grand Total Net Effect:	-10,500.00	-10,500.00	-95.80	0.00	0.00	-10,404.20	
-------------------------	------------	------------	--------	------	------	------------	--

**Solon Public Library Foundation - Solon State Bank  
Treasurer's Report  
September 24, 2024**

Beginning Balance		\$ 8,889.38
Income:		
Expenses:		
Ending Balance		<u>\$ 8,889.38</u>

**Solon Public Library Foundation - Greenstate  
Treasurer's Report  
September 24, 2024**

Beginning Balance		\$ 5.54
Income:		
Expenses:		
	Savings Balance	<u>\$ 5.54</u>
	CD Balance	<u>\$ 10,000.00</u>

**Solon Public Library Foundation Scholarship Account  
Treasurer's Report  
September 24, 2024**

Beginning Balance		\$ 1,000.00
Income:	CFIC Endowment Fund	\$ 1,000.00
Expenses:		
Ending Balance		<u>\$ 2,000.00</u>

**Portfolio Snapshot**  
 Combined Account Portfolio

Solon Public Library Foundation

Period: 8/1/24-8/31/24

Summary As of: 8/31/24 Portfolio Performance

		SELECTED PERIOD (\$)	LAST QUARTER (\$)	YEAR TO DATE (\$)	LAST YEAR (\$)	SINCE START DATE (\$)
<b>PORTFOLIO</b>	<b>\$90,471</b>	<b>8/1/24 - 8/31/24</b>	<b>Q2,24</b>	<b>8/31/24</b>	<b>2023</b>	<b>8/29/22</b>
<b>GAIN/LOSS</b>						
Beginning Value		88,429	85,025	79,876	69,263	0
Net Contribution		0	0	0	0	70,000
Change in Value	\$16,804	2,043	2,669	10,595	10,614	20,471
Ending Value		90,471	87,693	90,471	79,876	90,471
<b>Return</b>		<b>2.31%</b>	<b>3.14%</b>	<b>13.26%</b>	<b>15.32%</b>	<b>13.61%</b>

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
XXXXXXXX0115	8/29/22	90,471	100.00	2.31	3.14	13.26	15.32	13.61

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: 9/23/24.

Incomplete if presented without accompanying disclosure pages

## **DRAFT Solon Public Library Interlibrary Loan Policy**

### **About Interlibrary Loan Policy**

The purpose of this policy is to explain the process for borrowing and lending library materials with other Iowa libraries through the Interlibrary Loan Program supported by the State Library of Iowa.

### **Interlibrary Loan Policy**

1. The Solon Public Library participates in the statewide Interlibrary Loan Program (ILL). This is a reciprocal system: to be able to borrow materials from other libraries, we have to be willing to loan our materials when requested.
2. The loan period for ILL items is one month and can be extended, when requested.
3. Loans will only be made for ~~books~~ **items** that are at least 6 months past the original publishing date. This rule applies to both items that we are lending and those that we might wish to borrow.
4. Solon Public Library does not currently charge a mailing fee to our patrons for this service. The State Library of Iowa provides IA Shares delivery service between all Iowa public libraries. We cover the cost of mailing to any libraries not included in the IA Shares delivery service.
5. ILL service is available to all patrons in Solon or Johnson County patron groups with a valid Solon Public Library card. Any Open Access patrons are directed to request ILL loans from their home library.
6. We will not request to borrow a ~~book~~ **an item** that we already own, unless the patron needs it for a book club and our copy is not available.
7. The patron is responsible for any late or damage fees assessed by the lending library.
8. Solon Public Library Circulation Policy regarding lost or damaged items applies to ILL items. A patron's account will be frozen if they have lost or damaged an ILL item resulting in \$10.00 fees or greater.