

Agenda for Solon Library Board Meeting

Monday, July 27, 2026 @ 6:30 pm

In-person: Solon Public Library community meeting room, 320 W. Main St, Solon, IA

Join via Zoom: <https://us02web.zoom.us/j/83152914636>

Call to order

Approval of the agenda

Approval of the minutes

- Regular Board Meeting June 29, 2026

Citizen's Speak

Correspondence

Committee reports

- Building: Walkthrough with Public Works report
- Finance
- Johnson County Liaison
- City Liaison
- Board of Trustees Continuing Education
- 25th Anniversary Celebration Committee

Directors Report

Approval of Bills

- July 2026

Review of Foundation report: July 2026

Old Business

- Open Board Position (City resident)
- Strategic plan update
- Teen & Adult Services Positions
- Policy Review/Approval: [Internet Use Policy](#) and [Public Computer and Technology Use Policy](#)

New Business

- Discussion and possible action regarding HF2490 Public Meetings & Records
- Board Continuing Education Suggestion: [State Library of Iowa Continuing Education: Boardroom Series \(November 2025\) The Top Five: Self-Evaluation. Available on YouTube.](#)

Next Meeting: **Monday, August 31, 2026 at 6:30 pm**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes June 29, 2026

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, Megan Richardson (Interim Director) Janet Salathiel, Char Cosgrove, Steve Fisher, Matthew Hanes

Absent

Bill Christensen, Matt Macke (City Liaison)

Approval of Agenda

The agenda was unanimously approved (Matthew/Janet)

Approval of Minutes

The minutes were unanimously approved (Steve/Matthew)

Citizen's Speak and Correspondence

Citizen Speak: No Report

Correspondence: No Report

Committee Reports

- **Building:** Megan is scheduling a building walk-through with Public Works in order to get an idea of current and future needs of the Library. She is also looking for a new window washer and someone to do pest control.
- **Finance:** No Report
- **Johnson County Liaison:** No Report
- **City of Solon Liaison:** City Administrator Cami Rasmussen attended the meeting and was able to give an overview of the upcoming activities of the City Council. The only meeting in July will be on July 1st. Cami let us know that Solon was selected by the Cattlemen Association to be a part of a film on small towns and community events. In the case of Solon the Hay Bale Toss will be featured. She also was asking various board members in Solon to help cover the final shift of the beer tent on July 18th. The City Council's August meeting will be on the 5th.
- **Board of Trustees Continuing Education:** No Report

The Solon Public Library Board

- **25th Anniversary Celebration Committee:** Char reported how the Committee had a successful evening at a Music On Main event. She also asked board members to consider helping at the Beef Day Parade on July 18th. Megan will email a link to the Sign Up Genius.

Library Director's Report: Megan highlighted how Lily and Mykle have done a fantastic job with all the summer programs. Lily did a fabulous job with the summer reading kick-off party and carrying out the majority of the summer programs. Mykle has given the adult members programs that are fun (mocktails) and health promoting (blood pressure check program). Megan also shared the impressive data on the community of all ages participating in the summer reading program. She also wanted to report on the Norma Jean Warner trust of \$941.69 given to the Library. To find out more about this trust and how it came to be, there is information available at the Library.

Approval of Bills

The bills for June 2026 were unanimously approved. (Char/Janet)

Review of Foundation Report

The May and June reports were reviewed.

Old Business

- **Open Board Position:** Cami reported that the Mayor has received the information on a possible city candidate.
- **Strategic Plan Update:** Megan created a timeline for completion of the updated strategic plan for this fall.

New Business

- **Teen and Adult Services Positions:** Both positions were proposed for filling with unanimous approval.
 - Teen Services position (Steve/Char)
 - Adult Services position (Matthew/Janet)
- **Policy Review/ Approval: Internet Use & Public Computer and Technology Policy**
This involves merging two policies into one. It was found that combining the policy would reduce redundancies. The Board asked to have further review and to put the policy on next month's Agenda.
- **Board of Trustees Continuing Education:** Items were listed for Board consideration.

Closed Session: Interim Director Evaluation

Open 7:02 pm (Janet/Matthew)

The Solon Public Library Board

Closed 7:19 pm (Steve/Janet)

Salary Increase:

The board unanimously approved a salary for Megan Richardson with an increase of a 3% COLA and 2% Merit. (Steve/Char)

Adjournment: The meeting was adjourned at 7:21 pm (Matthew/Char)

Next Meeting

Regular Meeting: July 27, 2026

Submitted by

Char Cosgrove

Library Building Walk-Through with Public Works

July 2, 2026

Outdoor/Exterior

- Solar Panels
 - Public Works will contact Rabe Hardware to schedule service and cleaning
- Parking Lot
 - Public Works will schedule crack filling and seal coat
 - Public Works will repaint parking lot lines this fall
- Window Washing
 - Public Works set up bi-monthly exterior service with Clearly Clean Window Washing to begin late July or August 2026
 - Former company has not returned since April 2025
- Pest Control
 - Currently scheduled for one outdoor treatment annually
 - Seeking more regular treatment to include indoors
 - Ants, spiders, silver fish, house centipedes

Indoor

- LED Bulb Replacement
 - Remaining lights inside the main library space need to be replaced
 - Public Works will schedule for Friday work
- Plumbing Fixtures
 - Restrooms
 - Significant leakage around seals (toilets and urinals)
 - Kitchen Sink
 - Significant leakage around seal
 - Public Works suggests replacing seals, we can request estimates for replacement of fixtures for future planning
- Carpet
 - Discuss options for replacing carpet, requests estimates for future planning
- Paint/Drywall Repairs
 - Cracking and peeling drywall in multiple places throughout main library space
 - Discuss options for future planning

As we celebrate the 25th anniversary of this building it is important that we continue to plan for updating worn out fixtures, carpet, and paint. These will require significant budgeting.

Director's Report July 2026

In July I attended regular meetings with the City Council, City Administrator, and the 25th Anniversary Committee. The Friends of the Library do not meet in July, their next meeting will take place in August as they prepare for Halloween costume sales and hosting the Annual Joint Board Meeting on Thursday, October 15 at 6 PM. The Foundation did not meet in July, but they have been recruiting new members plan to welcome a few new board members at their August meeting.

The new furniture has all arrived, thanks to the support of the Foundation, Solon Beef Days, and other local donors we have refreshed seating in the teen and adult reading areas. We have all noticed an increase in adults utilizing the new seating throughout the day. This new seating meets a direct goal in our 2023 Strategic Plan, Visit a Comfortable Place.

Our incredible staff has been hard at work with the Summer Reading program which comes to an end this Friday, July 31. Mykle hosted a variety of programs for adults including DIY painting with guest, Austina Scott, and CPR and AED Training with Johnson County Ambulance this month. Lily's been the heart of the summer programs for youth, teens, and all-ages. Lily had a great turnout for magical gardens, a record number of attendees for make your own slime, and two full sessions for the stingrays from the National Mississippi River Museum. Our Communications Specialist, Victor, has been making sure our community is aware of the programs and highlighting all of the fun at the library. Our summer clerks, Cora and Luran, have once again been an integral part of the summer making it possible to host the programs and provide patron support. We are grateful to all of our local sponsors who help make summer reading a reality, with their generous support we are able to have guest programs, amazing prizes, and so many happy readers!

Solon Beef Days was one for the memories! The 25th Anniversary Committee had a fun float to celebrate the Library. Our float included myself, Lily, Mykle, Victor, Cora (Trixie), and Luran for staff along with volunteers, Sandy, Char, Janet, Susan, Rene, and volunteer drivers Tom & Rhonda Roskos (and grandkids). Public Works provided the trailer and straw bales, and even helped us load up Bernard! We threw out 97 pounds of candy and dozens of past summer reading t-shirts. Thank you to the Friends of the Library for sponsoring the parade candy. Lily and Mykle provided bubbles and LEGO derby activities at kids' corner in the afternoon and I was happy to volunteer with Char for the last shift in the beer tent.

This weekend was the start of the Johnson County Fair with the Johnson County Libraries hosting a booth. We had such great success last year that we are repeating the process with a comfortable library space, free books, stickers, and bookmarks. Each library provided supplies for the space and staffing.

Sherri continues to dedicate her time to cataloging all of our materials, serving patrons with a friendly face on Saturday mornings, and keeping our catalog records up-to-date. We celebrated Sherri's 25 years of service to the Library and our community on Friday, July 24. Sherri's contributions are priceless and we appreciate everything that she does.

Sincerely,

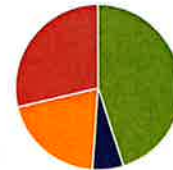
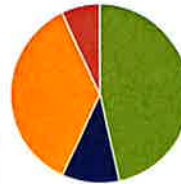
Megan Richardson

Interim Library Director

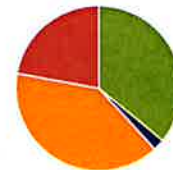
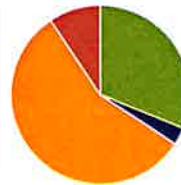
Solon Public Library

July, 2025 - June, 2026

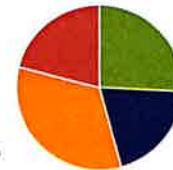
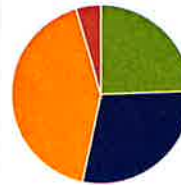
July					
Overview					
All Children Programs	27	46.55%	All Children Participants	784	45.08%
Young Adult Programs	6	10.34%	Young Adult Participants	106	6.1%
Adult Programs	21	36.21%	Adult Participants	349	20.07%
General Interest Programs	4	6.9%	General Interest Participants	500	28.75%
Total Programs	58		Total Participants	1739	



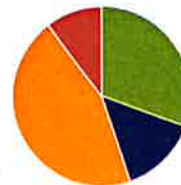
August					
Overview					
All Children Programs	10	31.25%	All Children Participants	213	36.04%
Young Adult Programs	1	3.13%	Young Adult Participants	13	2.2%
Adult Programs	18	56.25%	Adult Participants	234	39.59%
General Interest Programs	3	9.38%	General Interest Participants	131	22.17%
Total Programs	32		Total Participants	591	



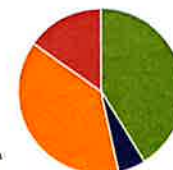
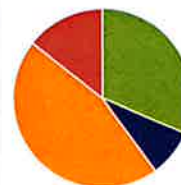
September					
Overview					
All Children Programs	11	24.44%	All Children Participants	216	25.78%
Young Adult Programs	13	28.89%	Young Adult Participants	167	19.93%
Adult Programs	19	42.22%	Adult Participants	278	33.17%
General Interest Programs	2	4.44%	General Interest Participants	177	21.12%
Total Programs	45		Total Participants	838	



October					
Overview					
All Children Programs	15	30.61%	All Children Participants	336	28.84%
Young Adult Programs	7	14.29%	Young Adult Participants	66	5.67%
Adult Programs	22	44.9%	Adult Participants	408	35.02%
General Interest Programs	5	10.2%	General Interest Participants	355	30.47%
Total Programs	49		Total Participants	1165	



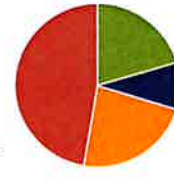
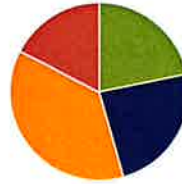
November					
Overview					
All Children Programs	11	31.43%	All Children Participants	238	41.25%
Young Adult Programs	3	8.57%	Young Adult Participants	31	5.37%
Adult Programs	18	45.71%	Adult Participants	221	38.3%
General Interest Programs	5	14.29%	General Interest Participants	87	15.08%
Total Programs	35		Total Participants	577	



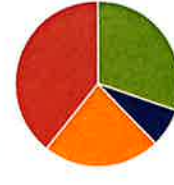
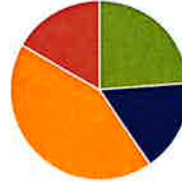
Solon Public Library

July, 2025 - June, 2026

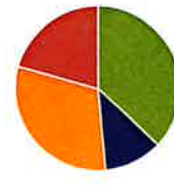
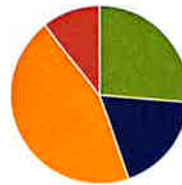
December					
Overview					
All Children Programs	10	21.74%	All Children Participants	200	20.47%
Young Adult Programs	11	23.91%	Young Adult Participants	90	9.21%
Adult Programs	17	36.96%	Adult Participants	225	23.03%
General Interest Programs	8	17.39%	General Interest Participants	462	47.29%
Total Programs	46		Total Participants	977	



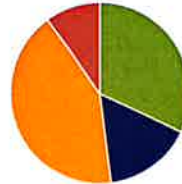
January					
Overview					
All Children Programs	10	23.81%	All Children Participants	284	30.15%
Young Adult Programs	7	16.67%	Young Adult Participants	71	7.54%
Adult Programs	18	42.86%	Adult Participants	217	23.04%
General Interest Programs	7	16.67%	General Interest Participants	370	39.28%
Total Programs	42		Total Participants	942	



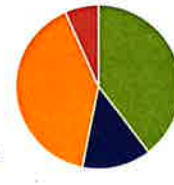
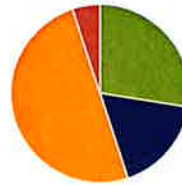
February					
Overview					
All Children Programs	10	26.32%	All Children Participants	269	37.1%
Young Adult Programs	7	18.42%	Young Adult Participants	83	11.45%
Adult Programs	17	44.74%	Adult Participants	223	30.78%
General Interest Programs	4	10.53%	General Interest Participants	150	20.69%
Total Programs	38		Total Participants	725	



March					
Overview					
All Children Programs	16	32%	All Children Participants	305	35.71%
Young Adult Programs	8	16%	Young Adult Participants	106	12.41%
Adult Programs	21	42%	Adult Participants	294	34.43%
General Interest Programs	5	10%	General Interest Participants	149	17.45%
Total Programs	50		Total Participants	854	



April					
Overview					
All Children Programs	11	27.5%	All Children Participants	303	39.66%
Young Adult Programs	7	17.5%	Young Adult Participants	103	13.48%
Adult Programs	20	50%	Adult Participants	308	40.31%
General Interest Programs	2	5%	General Interest Participants	50	6.54%
Total Programs	40		Total Participants	764	



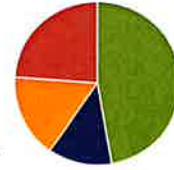
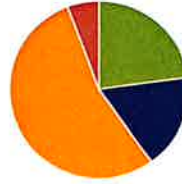
Solon Public Library

July, 2025 - June, 2026

May

Overview

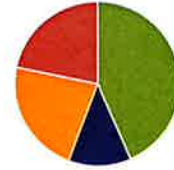
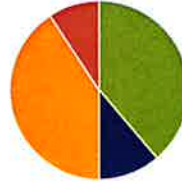
All Children Programs	8	22.86%	All Children Participants	913	47.18%
Young Adult Programs	6	17.14%	Young Adult Participants	244	12.61%
Adult Programs	19	54.29%	Adult Participants	316	16.33%
General Interest Programs	2	5.71%	General Interest Participants	462	23.88%
Total Programs	35		Total Participants	1935	



June

Overview

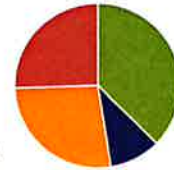
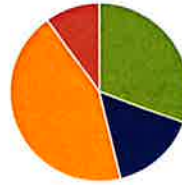
All Children Programs	21	38.89%	All Children Participants	686	43.47%
Young Adult Programs	6	11.11%	Young Adult Participants	193	12.23%
Adult Programs	22	40.74%	Adult Participants	356	22.56%
General Interest Programs	5	9.28%	General Interest Participants	343	21.74%
Total Programs	54		Total Participants	1578	



Year in Review

Overview

All Children Programs	160	30.53%	All Children Participants	4747	37.42%
Young Adult Programs	82	15.65%	Young Adult Participants	1273	10.04%
Adult Programs	230	43.89%	Adult Participants	3429	27.03%
General Interest Programs	52	9.92%	General Interest Participants	3236	25.51%
Total Programs	524		Total Participants	12685	



Solon Public Library

Jun-26

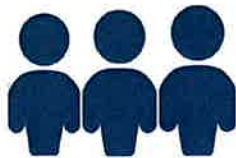
In June, you had 121 bookings overall with a cumulative attendance of 1307 patrons.

Change from prior month



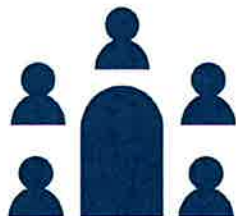
121 ↑ 8.04%

Total Bookings



1307 ↓ -0.83%

Total Attendance



10.8 ↓ -8.47%

Average Attendance

57 ↑ 7.55%
Internal Bookings

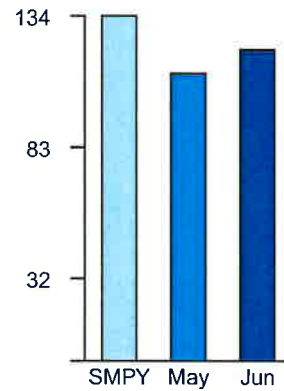
63 ↑ 8.62%
Patron Bookings

1 ↑ 0%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

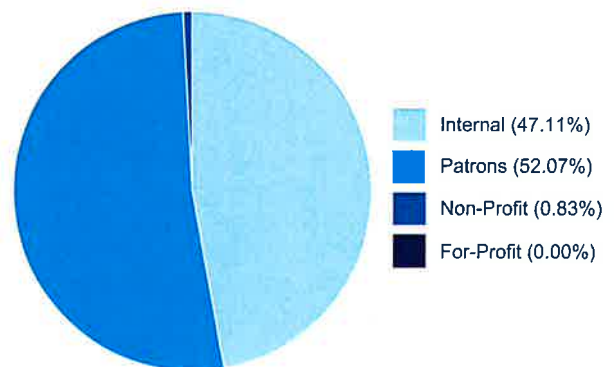
Booking Breakdown

Total Monthly Bookings



*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage





Trend Summary - Meeting Room Bookings
Solon Public Library
Month Ending Jun-26

	Prior Month Compare					Same Month Prior Year Compare					Year-To-Date			Year-Over-Year	
	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jun-25	Change	%		2026	2025	Change	%	
Total Booking Information															
Total Bookings	119	143	159	154	112	121	134	-13	-9.7%		808	669	139	20.78%	
Total Attendance	787	975	1114	1201	1318	1307	1227	80	6.52%		6702	5736	966	16.84%	
Average Attendance Per Booking	6.6	6.8	7	7.8	11.8	10.8	9.2	1.6	17.39%		8.3	8.6	-0.3	-3.49%	
Booking Breakdowns															
Internal	77	73	88	73	53	57	66	-9	-13.64%		421	372	49	13.17%	
Patrons	41	67	68	80	58	63	64	-1	-1.56%		377	280	97	34.64%	
Non-Profit Organizations	1	3	3	1	1	1	4	-3	-75%		10	17	-7	-41.18%	
For-Profit Organizations	0	0	0	0	0	0	0	0	-		0	0	0	-	
Total Booking Information															
Total Bookings	121	9	8.04%	134	-13	-9.7%	134	-13	-9.7%		808	669	139	20.78%	
Total Attendance	1307	-11	-0.83%	1227	80	6.52%	1227	80	6.52%		6702	5736	966	16.84%	
Average Attendance Per Booking	10.8	-1	-8.47%	9.2	1.6	17.39%	9.2	1.6	17.39%		8.3	8.6	-0.3	-3.49%	
Booking Breakdowns															
Internal	57	4	7.55%	66	-9	-13.64%	66	-9	-13.64%		421	372	49	13.17%	
Patrons	63	5	8.62%	64	-1	-1.56%	64	-1	-1.56%		377	280	97	34.64%	
Non-Profit Organizations	1	0	0%	4	-3	-75%	4	-3	-75%		10	17	-7	-41.18%	
For-Profit Organizations	0	0	-	0	0	-	0	0	-		0	0	0	-	



Solon Public Library - Library Programs
Month Ending June-2026

Ages	Programs	%	Attendance	%	Views	%
All Children	21	38.89%	686	43.47%	0	-
Children (ages 0-5)	16	29.63%	473	29.97%	0	-
Children (ages 6-11)	5	9.26%	213	13.5%	0	-
Young Adult (ages 12-18)	6	11.11%	193	12.23%	0	-
Adult (ages 19+)	22	40.74%	356	22.56%	0	-
General Interest	5	9.26%	343	21.74%	0	-
Total	54	100%	1578	100%	0	-

Types	Programs	%	Attendance	%	Views	%
In Person	49	90.74%	1356	85.93%	0	-
Live Virtual	0	0%	0	0%	0	-
Passive Programs	4	7.41%	207	13.12%	0	-
Combo In Person/Live Virtual	1	1.85%	15	0.95%	0	-
Combo Live Virtual / Content R	0	0%	0	0%	0	-
Content Recordings	0	0%	0	0%	0	-
Total	54	100%	1578	100%	0	-

Patron PC Logins by Day and Hour

Dates: Monday June 1, 2026 - Tuesday June 30, 2026 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
Mon Jun 1	4	2	0	0	0	0	5	0	0	1	0	12	1	0	5	0	0	2
Tue Jun 2	0	2	5	0	0	5	5	1	0	2	0	20	2	0	5	1	0	2
Wed Jun 3	0	0	0	0	2	8	4	1	1	0	0	16	2	0	8	0	0	3
Thu Jun 4	1	0	1	2	4	5	1	0	0	0	0	14	1	0	5	1	0	2
Fri Jun 5	0	1	0	3	1	0	1	0	0	0	0	6	1	0	3	0	0	1
Sat Jun 6	0	3	1	0	0	0	0	0	0	0	0	4	0	0	3	0	0	1
Sun Jun 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jun 8	0	1	1	1	0	5	0	0	0	0	0	8	1	0	5	0	0	2
Tue Jun 9	1	8	5	0	0	4	0	0	1	1	0	20	2	0	8	1	0	3
Wed Jun 10	1	0	2	1	1	1	1	0	1	1	0	8	1	0	2	1	1	1
Thu Jun 11	0	0	1	3	0	6	4	2	1	1	2	19	2	0	6	1	0	2
Fri Jun 12	2	2	0	4	1	0	0	0	0	0	0	9	1	0	4	0	0	1
Sat Jun 13	0	0	1	0	2	2	2	0	0	0	0	7	1	0	2	0	0	1
Sun Jun 14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jun 15	2	0	4	2	3	1	2	0	1	0	0	15	1	0	4	1	0	1
Tue Jun 16	0	0	3	4	3	2	0	0	1	0	0	13	1	0	4	0	0	2
Wed Jun 17	1	0	1	0	0	0	0	1	3	0	0	6	1	0	3	0	0	1
Thu Jun 18	0	1	2	2	1	0	1	0	0	0	0	7	1	0	2	0	0	1
Fri Jun 19	0	0	0	0	0	1	4	2	0	0	0	7	1	0	4	0	0	1
Sat Jun 20	0	0	3	0	1	0	0	0	0	0	0	4	0	0	3	0	0	1
Sun Jun 21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jun 22	1	1	2	7	0	2	0	2	1	0	0	16	2	0	7	1	0	2
Tue Jun 23	3	1	5	3	0	3	2	0	0	0	0	17	2	0	5	1	0	2
Wed Jun 24	0	1	3	0	3	1	2	0	0	0	0	10	1	0	3	0	0	1
Thu Jun 25	0	1	2	1	1	2	0	0	0	0	0	7	1	0	2	0	0	1
Fri Jun 26	0	0	0	1	1	2	0	0	0	0	0	4	0	0	2	0	0	1
Sat Jun 27	0	1	1	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0
Sun Jun 28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jun 29	1	2	0	1	2	0	0	0	0	0	0	6	1	0	2	0	0	1
Tue Jun 30	0	1	0	0	1	3	5	1	2	2	0	15	1	0	5	1	0	2
Total	17	28	43	35	27	53	39	10	12	8	0	272						
Average	0.6	0.9	1.4	1.2	0.9	1.8	1.3	0.3	0.4	0.3	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	4	8	5	7	4	8	5	2	3	2	0							
Median	0	0.5	1	0	0.5	1	0	0	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Dev	1	1.5	1.6	1.7	1.1	2.2	1.8	0.6	0.7	0.6	0							

June 2026 Monthly Statistics

[illegible]

Solon Library Bills for July 2026			
Starting balance from FY27 Budget Amounts			
		Monthly Avg	
From Dues, Membership & Magazines (62100)	\$ 2,500.00		
Zoom inv#355779071 (Visa)	\$ 18.18	June	June 2026 Visa to be paid FY27
Crcut monthly subscription order#196413967 (Visa)	\$ 10.69	June	June 2026 Visa to be paid FY27
Science Center of Iowa, Adventure Pass renewal, Inv#11595804	\$ 250.00	July	
Cricut monthly subscription order#199084298	\$ 10.69	July	
Our Iowa Magazine subscription (visa)	\$ 24.98	July	
Zoom inv#359767077 (Visa)	\$ 18.18	July	
North Liberty Library, Book Page Subscription share (invoice)	\$ 87.60	July	
Total Spent	\$ 420.32	\$ 187.50	
Remaining Balance	\$ 2,079.68		
From Travel and Conference (62400)	\$ 750.00		
Mileage reimbursement for travel, JoCo Library Directors, Costco, Menards	\$ 69.58	June	FY27
Iowa Library Association, Leadership Institute registration (Visa)	\$ 400.00	June	June 2026 Visa to be paid FY27
Mileage reimbursement for travel, Coralville PL	\$ 9.10	July	
Total Spent	\$ 478.68	\$ 62.50	
Remaining Balance	\$ 271.32		
From Building Maintenance (63100)	\$ 10,000.00		
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves	
Summit Fire Protection, Inv4193404	\$ 200.00	July	
Total Spent	\$ 200.00	\$ 416.67	
Remaining Balance	\$ 4,800.00		
From Org Vehicle/Equipment Maint AC (63320)	\$ 6,400.00		
Google LLC, Google Workspace inv#5578926923 (Visa)	\$ 144.21	June	June 2026 Visa - FY27
Amazon, thermal paste (Visa)	\$ 5.49	June	June 2026 Visa to be paid FY27
Google LLC, Google Workspace inv#5608508342 (Visa)	\$ 190.32	July	
hSoup, 1 refurbished desktop (teen), 2 refurbished monitors (teen & Circ 1) (Visa)	\$ 637.00	July	
Bitdefender, additional security subscription (Visa)	\$ 85.59	July	
Amazon, ethernet cable (Visa)	\$ 23.09	July	
Cybrarian, annual software subscription, Inv#09-098366	\$ 699.00	July	
Total Spent	\$ 1,784.70	\$ 533.33	
Remaining Balance	\$ 4,615.30		
From Utilities (63710)	\$ 3,000.00		
Alliant Energy			
Mid-American	\$ 14.66		
Total Spent	\$ 14.66	\$ 250.00	
Remaining Balance	\$ 2,985.34		
From Telephone/Internet (63730)	\$ 4,500.00		
ICN inv#751033	\$ 188.00		
Southslope inv#11294045	\$ 185.00		
Total Spent	\$ 373.00	\$ 375.00	
Remaining Balance	\$ 4,127.00		
From Data Bases (63731)	\$ 2,500.00		
OverDrive Annual Consortium Subscription inv#CD0649726225467	\$ 1,175.22	July	
Total Spent	\$ 1,175.22	\$ 237.50	
Remaining Balance	\$ 1,324.78		
From Publishing (64140)	\$ 800.00		
Total Spent	\$ -	\$ 66.67	
Remaining Balance	\$ 800.00		

From Educational Program (64340)	\$ 14,150.00		
Iowa Children's Museum, SRP Kick-off Party Inv#4710	\$ 250.00	June	FY27 Invoice
National Mississippi River Museum Inv#12190539	\$ 730.12	June	FY27 Invoice
Hy-Vee, condiments for SRP Kick-Off (Visa)	\$ 28.88	June	June 2026 Visa to be paid FY27
Costco, hotdogs and buns for SRP Kick-Off (Visa)	\$ 163.45	June	June 2026 Visa to be paid FY27
Amazon, Hawaiian Leis (Visa)	\$ 8.99	June	June 2026 Visa to be paid FY27
Amazon, xtra small craft bags (visa)	\$ 17.98	June	June 2026 Visa to be paid FY27
Amazon, SRP kick-off supplies (Visa)	\$ 46.46	June	June 2026 Visa to be paid FY27
Amazon, SRP kick-off supplies (Visa)	\$ 26.59	June	June 2026 Visa to be paid FY27
Theisen's, SRP Kick-Off Popcorn (Visa)	\$ 35.88	June	June 2026 Visa to be paid FY27
Hy-Vee, SRP grand prizes (Visa)	\$ 124.57	June	June 2026 Visa to be paid FY27
Amazon, SRP grand Prizes (Visa)	\$ 136.59	June	June 2026 Visa to be paid FY27
Amazon, SRP small Prizes (Visa)	\$ 987.49	June	June 2026 Visa to be paid FY27
Amazon, SRP small Prizes (Visa)	\$ 61.99	June	June 2026 Visa to be paid FY27
Scheels, SRP grand Prizes (Visa)	\$ 122.82	June	June 2026 Visa to be paid FY27
Menards, SRP Kick-Off supplies (Visa)	\$ 26.90	June	June 2026 Visa to be paid FY27
Aero Rental, hot dog hut (Visa)	\$ 61.18	June	June 2026 Visa to be paid FY27
Amazon, teen crayons and pencil cases (Visa)	\$ 11.66	June	June 2026 Visa to be paid FY27
Amazon, SRP Prizes (Visa)	\$ 51.98	June	June 2026 Visa to be paid FY27
Sam's Mainstreet Market, Teen program supplies (Visa)	\$ 15.67	June	June 2026 Visa to be paid FY27
Sam's Mainstreet Market, Adult program supplies (Visa)	\$ 2.13	June	June 2026 Visa to be paid FY27
Aldi, salt and flour, program supplies (Visa)	\$ 8.64	June	June 2026 Visa to be paid FY27
Sam's Mainstreet Market, ice SRP kick-off (Visa)	\$ 11.94	June	June 2026 Visa to be paid FY27
Hy-Vee, jello for playdough, programming supplies (Visa)	\$ 37.55	June	June 2026 Visa to be paid FY27
COSTCO, SRP small prizes (Visa)	\$ 626.55	June	June 2026 Visa to be paid FY27
Amazon, SRP Prizes (Visa)	\$ 13.64	June	June 2026 Visa to be paid FY27
Solon Senior Support, June Chair Yoga, Inv#yogaJUNE26	\$ 60.00	June	FY27 Invoice
Goodwill, cups and glasses (Visa)	\$ 14.34	July	
Amazon, SRP Prizes (Visa)	\$ 201.99	July	
HyVee, teen program supplies (Visa)	\$ 59.98	July	
Dollar Tree, plates & table cloths, teen program (Visa)	\$ 20.00	July	
Amazon, nerf, jewelry, teen program supplies (Visa)	\$ 523.34	July	
Amazon, jewelry supplies, teen program (Visa)	\$ 75.10	July	
Amazon, travel stamps, all-ages program (Visa)	\$ 9.99	July	
Thai Spice, all-ages program (Visa)	\$ 30.01	July	
La Regia, all-ages program (Visa)	\$ 9.66	July	
Global Mart Grocery Store, all-ages program (Visa)	\$ 28.19	July	
Furaha Market, all-ages program (Visa)	\$ 13.98	July	
Baklava n More Bakery, all-ages program (Visa)	\$ 29.75	July	
La Bendicion Pupuseria, all-ages program (Visa)	\$ 32.10	July	
World Food Market, all-ages program (Visa)	\$ 13.98	July	
Uncle Sang's, all-ages program (Visa)	\$ 64.10	July	
Asia +, all-ages program (Visa)	\$ 66.99	July	
Lenoch & Cilek, safety glasses, programs (Visa)	\$ 61.95	July	
COSTCO, SRP small prizes (Visa)	\$ 373.08	July	
Amazon, cookie cutters (Visa)	\$ 63.94	July	
Amazon, SRP small Prizes (Visa)	\$ 964.42	July	
Amazon, SRP small Prizes (Visa)	\$ 21.99	July	
Aldi, cookies, teen program (Visa)	\$ 13.95	July	
Casey's, pizza, teen program (Visa)	\$ 34.45	July	
HyVee, ice cream making supplies (Visa)	\$ 67.11	July	
Walmart, succulents (Visa)	\$ 51.22	July	
Michael's, miniatures (Visa)	\$ 73.98	July	
Amazon, foam (Visa)	\$ 156.75	July	
Aldi, storage bags (Visa)	\$ 38.42	July	
Sam's Mainstreet Market, conditioner (Visa)	\$ 17.65	July	
Aldi, grocery items, teen program (Visa)	\$ 106.61	July	
Aldi, mocktail ingredients, adult program (Visa)	\$ 66.38	July	
Walmart, mocktail ingredients, adult program (Visa)	\$ 84.06	July	
Sam's Mainstreet Market, ice (visa)	\$ 4.58	July	
Amazon, compostable containers (visa)	\$ 26.39	July	
Austina Scott, painting program for adult DIY, Inv07142026AS	\$ 397.00	July	
Total Spent	\$ 7,487.08	\$ 1,179.17	
Remaining Balance	\$ 6,662.92		

From Library Books (65020)		\$ 27,250.00		
Ingram Inv#97187519	\$ 42.93	June	FY27 Invoice	
Amazon, 1 ebook (Visa)	\$ 6.41	June	June 2026 Visa to be paid FY27	
Amazon, 1 ebook return (Visa)	\$ (6.41)	June	June 2026 Visa to be paid FY27	
Amazon, 1 Adult book (Visa)	\$ 16.50	June	June 2026 Visa to be paid FY27	
Amazon, 1 Adult book (Visa)	\$ 11.97	June	June 2026 Visa to be paid FY27	
Amazon, 1 Adult book (Visa)	\$ 16.50	June	June 2026 Visa to be paid FY27	
Amazon, 2 Adult books (Visa)	\$ 29.40	June	June 2026 Visa to be paid FY27	
Amazon, 4 Adult books (Visa)	\$ 51.73	June	June 2026 Visa to be paid FY27	
Amazon, 7 adult books (visa)	\$ 89.12	June	June 2026 Visa to be paid FY27	
Amazon, 1 Adult book (Visa)	\$ 18.70	June	June 2026 Visa to be paid FY27	
Amazon, 2 Adult books, 1 Youth book (Visa)	\$ 40.61	June	June 2026 Visa to be paid FY27	
Amazon, 1 Youth book (Visa)	\$ 6.18	June	June 2026 Visa to be paid FY27	
Amazon, refund (Visa)	\$ (192.87)	June	June 2026 Visa to be paid FY27	
Amazon, 1 Youth book (Visa)	\$ 8.45	June	June 2026 Visa to be paid FY27	
Amazon, 1 Youth book (Visa)	\$ 10.98	June	June 2026 Visa to be paid FY27	
Amazon, 1 Youth book (Visa)	\$ 20.77	June	June 2026 Visa to be paid FY27	
Amazon, 1 Youth book (Visa)	\$ 8.48	June	June 2026 Visa to be paid FY27	
Amazon, 1 Youth book (Visa)	\$ 11.99	June	June 2026 Visa to be paid FY27	
Amazon, youth books (visa)	\$ 343.78	June	June 2026 Visa to be paid FY27	
Amazon, 1 Youth book (Visa)	\$ 22.10	June	June 2026 Visa to be paid FY27	
Amazon, youth books (visa)	\$ 148.18	June	June 2026 Visa to be paid FY27	
Amazon, youth books (visa)	\$ 52.28	June	June 2026 Visa to be paid FY27	
Amazon, youth books (visa)	\$ 18.99	June	June 2026 Visa to be paid FY27	
Amazon, youth books (visa)	\$ 51.84	June	June 2026 Visa to be paid FY27	
Amazon, youth books (visa)	\$ 14.99	June	June 2026 Visa to be paid FY27	
Amazon, youth books (visa)	\$ 8.99	June	June 2026 Visa to be paid FY27	
Amazon, youth books (visa)	\$ 30.12	June	June 2026 Visa to be paid FY27	
Amazon, youth books (visa)	\$ 155.80	June	June 2026 Visa to be paid FY27	
Amazon, youth books (visa)	\$ 6.28	July		
Amazon, youth books (visa)	\$ 12.81	July		
Amazon, youth books (visa)	\$ 8.97	July		
Amazon, 1 adult book (visa)	\$ 12.00	July	Romance	
Amazon, 1 Adult book (Visa)	\$ 10.45	July	Patron request	
Amazon, 1 Adult book (Visa)	\$ 21.00	July	Patron request	
Amazon, 1 Adult book (Visa)	\$ 9.99	July	Sci/Fi replacement	
Amazon, 1 Adult book (Visa)	\$ 11.32	July	Patron request	
Amazon, 3 Adult books (Visa)	\$ 27.72	July	Romance, patron requests	
Amazon, 1 Adult book (Visa)	\$ 8.16	July	Romance, replacement	
Amazon, 2 Adult books (Visa)	\$ 35.75	July	2nd copies	
Amazon, 2 Adult books (Visa)	\$ 22.71	July	Patron request	
Amazon, 1 Adult book (Visa)	\$ 13.35	July	Patron request	
Amazon, 1 Adult book (Visa)	\$ 14.24	July		
Amazon, 1 Adult book (Visa)	\$ 19.58	July	2nd copy	
Amazon, 1 Adult book, 1 Youth book (Visa)	\$ 26.76	July		
Amazon, 1 Adult book (Visa)	\$ 15.95	July	Romance	
Ingram Inv#97929427	\$ 206.32	July	11 adult books	
Ingram Inv#97581795	\$ 232.99	July	13 adult books	
Ingram Inv#97778507	\$ 95.34	July	2 adult, 2 youth books	
Ingram Inv#97793361	\$ 43.49	July	2 adult books	
Ingram Inv#97640807	\$ 27.97	July	1 adult book	
Ingram Inv#97640806	\$ 56.01	July	3 adult books	
Ingram Inv#98065755	\$ 42.93	July		
Total Spent	\$ 2,020.60	\$ 2,083.33		
Remaining Balance	\$ 25,229.40			
From Library Video Materials (65030)		\$ 3,800.00		
Midwest Tape, 3 dvd Inv#508978646	\$ 77.22	June		
Amazon, DVD player replacement cord (Visa)	\$ 9.99	July		
Amazon, 1 adult dvd (Visa)	\$ 14.43	July	Replacement	
Midwest Tape, 1 adult dvd inv#509108665	\$ 24.74	July		
Midwest Tape, 1 youth dvd inv#509108664	\$ 14.99	July		
Midwest Tape, 1 adult dvd inv#509059272	\$ 25.49	July		
Midwest Tape, 1 adult dvd inv#509120036	\$ 22.49	July		

Midwest Tape, 3 dvd inv#509161170	\$ 62.72	July	
Midwest Tape, 3 dvd inv#509161172	\$ 73.47	July	
Total Spent	\$ 325.54	\$ 316.67	
Remaining Balance	\$ 3,474.46		
From Library Audio Materials (65040)	\$ 7,200.00		
Overdrive, 5 ebooks, inv06497CO26213047	194.98	July	
Overdrive, 7 audiobooks, Inv06497CO26213044	577.16	July	
Total Spent	\$ 772.14	\$ 500.00	
Remaining Balance	\$ 6,427.86		
From Puzzles, Puppet Kits (65050)	\$ 1,200.00		LOT = Library of Things
Amazon, 3D Printing Pen Replacement for LOT (Visa)	\$ 31.99	June	June 2026 Visa to be paid FY27
Amazon, 2 Independence Day theme puzzles (Visa)	\$ 21.99	July	Patron Requests
Total Spent	\$ 53.98	\$ 100.00	
Remaining Balance	\$ 1,146.02		
From Operating Supplies (65070)	\$ 6,000.00		
Demco, book/supply cart, inv#7820047	\$ 701.78	June	FY27 invoice
Amazon, foaming hand soap dispensers and refill (Visa)	\$ 29.82	June	June 2026 Visa to be paid FY27
Amazon, Shredder & cleaning supplies (Visa)	\$ 76.12	June	June 2026 Visa to be paid FY27
Amazon, planner (Visa)	\$ 24.69	June	June 2026 Visa to be paid FY27
Amazon, Avery labels (Visa)	\$ 34.38	June	June 2026 Visa to be paid FY27
Southpaw Print Co, Staff Shirts (Visa)	\$ 71.00	June	June 2026 Visa to be paid FY27
Amazon, ink cartridges (Visa)	\$ 132.99	June	June 2026 Visa to be paid FY27
Amazon, floor cleaner (Visa)	\$ 14.89	June	June 2026 Visa to be paid FY27
Menards, spray paint (Visa)	\$ 21.92	June	June 2026 Visa to be paid FY27
Office Express, copy paper, ink cartridges, can liners inv#176893	\$ 347.30	June	FY27 invoice
ALA, training materials, posters (Visa)	\$ 196.85	July	
Amazon, urinal screen (Visa)	\$ 25.21	July	
Amazon, disinfecting wipes (Visa)	\$ 11.28	July	
Office Express, calendars, colored paper, post its, rubber bands, inv#179469	\$ 175.54	July	
Total Spent	\$ 1,863.77	\$ 666.67	
Remaining Balance	\$ 4,136.23		
From Postage and Shipping (65080)	\$ 900.00		
USPS, ILL shipment (Visa)	\$ 4.96	June	June 2026 Visa to be paid FY27
Total Spent	\$ 4.96	\$ 75.00	
Remaining Balance	\$ 895.04		
From Supplies (65990)	\$ 275.00		
Kurthcakes, cupcakes for Sherri's 25th anniversary Inv#0723202601	\$ 104.00	June	FY27 Invoice
Dairy Queen, for staff SRP kick-off (Visa)	\$ 22.36	June	June 2026 Visa to be paid in FY27
Kathy Richardson, food for Sherri's 25th anniversary Inv#7022026	\$ 150.00	July	
Total Spent	\$ 276.36	\$ 20.83	
Remaining Balance	\$ (1.36)		
From Office Equipment (67250)	\$ 4,000.00		
Amazon, monitor stand (Visa)	\$ 9.98	June	June 2026 Visa to be paid FY27
Gordon Flesch Co. extra copies inv#IN15664707	\$ 35.52	June	FY27 Invoice
Gordon Flesch contract, inv#I585545	\$ 196.43	July	
Total Spent	\$ 241.93	\$ 291.67	
Remaining Balance	\$ 3,758.07		

Trust & Agency			NOTES
Trust & Agency Education Program 031-4411-64340	\$ 3,000.00	Budget	\$2500 for 25th Anniversary Committee expenses
Friends of the Library	\$414	Donation to	Anniversary Committee for Parade Candy
Total Available	\$ 3,414.32		
Kurthcakes, cupcakes for anniversary celebration inv#00926202601	\$ 324.60		FY27 Invoice (Anniversary Committee Expense)
Menards, bottled water & fun pops	\$ 46.34	July	Anniversary Committee (Music on Main)
Sam's Mainstreet Market, ice	\$ 4.58	July	Anniversary Committee (Music on Main)
Costco, parade candy	\$ 443.32	July	Anniversary Committee
Total Spent	\$ 818.84		
Remaining Balance	\$ 2,595.48		
Trust & Agency Library Books 031-4411-65020	\$ 5,000.00	Month	
Total Spent	\$ -		
Remaining Balance	\$ 5,000.00		

Solon Public Library Foundation - Solon State Bank
Treasurer's Report
July 22, 2026

Beginning Balance			\$	13,213.38
Income:				
	\$	-	\$	-
	\$	-	\$	-
	\$	-	\$	-
Expenses:				
	Ck. #1287 K-Log Inc.-Library Furniture		\$	5,820.24
			\$	-
Ending Balance			\$	<u>7,393.14</u>

Solon Public Library Foundation - Greenstate
Treasurer's Report
July 22, 2026

Beginning Balance			\$	5.54
Income:				
Expenses:				
	Savings Balance		\$	<u>5.54</u>
	CD- renewed 8/12/25		\$	<u>10,891.05</u>

Solon Public Library Foundation Scholarship Account
Treasurer's Report
July 22, 2026

Beginning Balance			\$	1,668.00
Income:				
	\$	-	\$	-
Expenses:				
	\$	-	\$	-
	\$	-	\$	-
	\$	-	\$	-
Ending Balance			\$	<u>1,668.00</u>



Statement of Activity
Solon Public Library Foundation Education Endowment Fund
April 01, 2026 through June 30, 2026

Beginning Balance	\$32,245.84
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Income

Donations	\$100.00
Interest and Dividends	\$205.82
Realized Gain - Loss	\$440.41
Unrealized Gain - Loss	\$3,267.24
Total Fund Income	\$4,013.47

Expenses

Administrative Fee	\$104.21
Grant Expense	\$0
Investment Mgmt Fee	\$28.54
Online Payment Processing	\$3.20
Total Fund Expenses	\$135.95

Ending Balance	\$36,123.36
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Activity Detail

Donations

<u>Date</u>	<u>Donor</u>	<u>Amount</u>
2026-05-18	Anonymous	\$100.00
Total Donations		\$100.00

Grants

<u>Date</u>	<u>Description</u>	<u>Amount</u>
n/a	n/a	\$n/a
Total Grants		\$0.00



Portfolio Snapshot
Combined Account Portfolio

Christine M Steinbrech

Period: 6/1/26-6/30/26

SummaryAs of: 6/30/26Portfolio Performance

PORTFOLIO	\$106,423	6/1/26 - 6/30/26	LAST QUARTER (\$)	YEAR TO DATE (\$)	6/30/26	LAST YEAR (\$)	SINCE START DATE (\$)
GAIN/LOSS			Q1,26			2025	8/29/22
Realized	\$574	106,487	105,840	105,840	105,840	92,099	0
Unrealized	\$20,934	0	-3,000	-3,000	-3,000	0	67,000
		-64	-5,531	3,583	3,583	13,741	39,423
		106,423	97,309	106,423	106,423	105,840	106,423
Return		-0.06%	-5.27%	3.45%		14.92%	12.37%

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
XXXXXX0115	8/29/22	6/30/26 106,423	6/30/26 100.00	6/1/26 - 6/30/26 -0.06	Q1,26 -5.27	6/30/26 3.45	2025 14.92	12.37

Solon Public Library Strategic Plan Timeline Tracker

7/21/2026

A	B	C	D	E	F
1	Year	Month	Objective	Staff Member(s)	Date
2	2023				
3		January	Solon History information organization project phase 1 completed (LSR3, G4, O1)	Megan/Liz	Jan-23
4		February	Library brochures made available at City Hall, Community Center, and local businesses (LSR2, G4, O2)	Megan	Feb-23
5		March	Teen programming evaluated with participant feedback on schedule, frequency, and content (LSR3, G3, O1)	Madison	
6		April	Library Emergency Action Plan completed (LSR2, G3, O1)	Liz	TBD
7		May	Community Summer Activity Guide published (LSR2, G2, O1)	Megan	4/25/2023
8			Six all-ages summer reading programs promoted removing "family" from the program titles to encourage participation by all (LSR3, G1, O1)	Megan/Lily/Alexis	6/1/2023
9			Meeting with Solon Senior Advocates to solicit needs for library resources and programs (LSR3, G2, O2)	Liz	Ongoing
10		June	2023 Discover Solon Guide copies acquired and made available to new community members (LSR2, G4, O1)	Liz	7/1/2023
11		July	Passive programming implemented in Teen/YA area of Library (LSR3, G3, O2)	Madison	
12		August	Library programming schedule and use of space evaluated (LSR1, G1, O2)	Lily, Madison	Ongoing
13			Solon History information organization project phase 2 completed (LSR3, G4, O1)	Megan	10/7/2023
14		September	List of community spaces available for programs and gatherings compiled with community partners. (LSR1, G1, O1)	Megan	7/19/2023

Initial list created 2021. Updated list ready 7/20/23

Solon Public Library Strategic Plan Timeline Tracker

7/21/2026

A	B	C	D	E	F
Year	Month	Objective	Staff Member(s)	Date	Description of Action
1					LGBTQ 101 Program; Teen culture programs: Lunar New Year, Festival of Colors, Midwestern Day; Teen/YA Displays for Black History Month, Women's History Month, AAPI Month, Hispanic Heritage Month, Disability Awareness. Statement of Inclusion created for the library. Teen-Adult Korean Lotus Lantern Program April 2024. October 2024 Heritage Theme Storytimes
15	October	Celebrating diversity and uniqueness in all aspects of identity incorporated into monthly programs and displays (LSR3, G1, O2)	Lily, Madison	3/25/2023	Staff is continually evaluating collections, displays and floor space usage.
16	November	Library collections and facility usage evaluated (LSR2, G2, O2)		Ongoing	
17	December				
18	2024				
19	January	Monthly schedule created to promote resources for health, social, and/or economic topics. (LSR2, G1, O1)	Lily, Madison, Megan		List of resource topics created, Food Resources bulletin board June-July 2023, Family and Youth Resources Board August-September 2023. October 2024 partnered with DVIP for a Domestic Violence Awareness bulletin board. April 2024 Mental Health Resources bulletin board. May 2024 partnered with Johnson County Prevention for Substance Abuse Prevention bulletin board.
20		Meeting with Solon Retirement Village to solicit needs for library resources and programs (LSR3, G2, O2)	Alexis	3/17/2023	Met with Scott Maiers and other staff to gather info and create partnerships programs. Will provide monthly programs at Assisted Care Center, Books for monthly checkout, etc. Quarterly Intergenerational Storytimes. Alexis continues to build outreach programming with Solon Retirement Village. Monthly programs and book deliveries.
21	February	Library Disaster Response Plan/Policy approved (LSR2, G3, O2)	Board of Trustees	TBD	
22		Solon History information organization project phase 3 completed (LSR3, G4, O1)	Megan		Planned workday on 11/10/23 during Veteran's Day closure. Will continue to move and organize History collection on the bookshelves.
23	March	Professional analysis of space utilization completed (LSR1, G2, O2)	Liz	11/7/2023	Applied for Space Utilization Grant 11/7/23 through IowaGrants.gov (State Library of Iowa). 1/23/24: Notified that we received one of the grants for \$3000. Contacted consultant Shana L. Stuart. She will visit library for initial assessment 1/29/24 and attend the Board of Trustees meeting that evening. Shana Stuart to present final report at April 29 Board Meeting.

Solon Public Library Strategic Plan Timeline Tracker

7/21/2026

	A	B	C		D	E	F
1	Year	Month	Objective	Staff Member(s)	Date	Description of Action	
24			Update physical binder and online Community Resources (LSR2, G1 and G4)	Megan	3/21/2024	Updated physical binder and online Community Resources, will continue to maintain with relevant info. 3/21/24 (And Ongoing) More community resources updated and added on our website. 9/2024	
25			Meeting with Solon Senior Support to solicit needs for library resources and programs (LSR3, G2, O2)	Liz	Ongoing	Partner with Solon Senior Support to provide home deliveries of Library materials since City of Solon will not allow staff to make deliveries for liability reasons. Solicit feedback and suggestions from Seniors at weekly coffee & conversations program. Megan met with Jill Weetman (Solon Senior Support) to provide assistance with newsletter, social media, and marketing items. 9/2024	
26		April	Timeline created to add additional community organizations to Community Activity Guide (LSR2, G2, O2)	Megan	11/4/2023	Began adding community events in the Fall 23 Guide, Megan created guideline for events and organizations to be included which was shared with City Administrator. Cami will have one week to review community events in guide prior to publication each quarter.	
27		May	Online resources and genealogy databases evaluated (LSR3, G4, O2)	Megan	1/23/2024	Megan attended EBSCO webinar about My Heritage genealogy database. Will be sending follow-up questions to further evaluate this potential resource.	
28		May	Visit a Comfortable Place	Liz/Public Works	5/22/2024	ALA LTC Accessibility Grant Parking Lot Project completed to provide ADA compliant parking spaces, including 2 van accessible spaces and one regular ADA compliant spot, and two reserved spots for persons with limited mobility	
29		June					
30		July	2024 Discover Solon Guide copies acquired and made available to new community members (LSR2, G4, O1)	Liz	7/1/2024	Catherine from Solon Economist delivered copies of the updated 2024 Discover Solon Guide for Library staff to share with new patrons. Additional copies delivered 9/2024	
31		August					

Solon Public Library Strategic Plan Timeline Tracker

7/21/2026

A	B	C	D	E	F
Year	Month	Objective	Staff Member(s)	Date	Description of Action
1					
32	September	Monthly displays started to highlight available community resources on a variety of topics according to schedule set in January 2024 (LSR2, G1, O2)	Madison/Lily/Megan		Food resources bulletin board June-July 23, Family/youth resources August 23. October partner with DVIP for domestic violence resources. Mental Health resources March/April 2024. Johnson County Prevention for May 2024. Library Adventure Pass July 2024. Voting Resources September & October 2024. Food Resources November 2024 - April 2025. Solon Parks Info - May 2025. Johnson County Gun Safety Materials August 2025. Voting Information September 2025. New City Recreation Department Display area September 2025. Display made more permanent with cork tiles in January 2026.
33		Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1)			
34	October				
35	November				
36	December				
37	2025				
38	January				Weekly newspapers (print editions) provided Monday - Saturday. Online subscriptions also available to patrons in the library.
39	February				
40	March				
41	April				
42	May				
43	June				
44	July				
45	August				
46	September	Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1)	Liz/Public Works		ALA LTC Accessibility Grant implemented to install automatic door opener buttons on each restroom door completed 9/25/25
47	October				Visit a Comfortable Space: New Dividing Partition Wall installed in the Community Meeting Room to provide option for concurrent small group meetings. Completed 10/30/25.
48	November				
49	December				
50	2026				
51	January				Celebrate Diversity: Hosting all ages international food programs (Spring Roll Class with Thai Spice Program in October, 2025 and Rice Bowl Class with Polimen Bosco Foods in January 2026)

Solon Public Library Strategic Plan Timeline Tracker

7/21/2026

A	B	C	D	E	F
Year	Month	Objective	Staff Member(s)	Date	Description of Action
1					
52	February	Professional building consultant hired to evaluate library expansion needs (LSR1, G3, O2)			Be an informed Citizen/Know Your Community: Iowa Water with State Geologist Keith Schilling, PhD on 2/16/26,
53	March				Be an informed Citizen/Know Your Community: Dr. Lulu Merle Johnson Exhibit Project Display March 2026
54	April				Be an informed Citizen/Know Your Community: 25th Anniversary Display to celebrate the Library building. Highlights the start of the Library and through the years. On display and history included in the column. Anniversary committee did display and writes paragraph. April & May 2026
55	May				Visit a Comfortable Space: New furniture ordered for Teen Space, some items have arrived. Rearranged collections, made space for a comfortable teen area. May 2026
56	June				Celebrate Diversity: Snacks around the World, all-ages program hosted for SRP. June 2026
57	July				Visit a Comfortable Space: New furniture for adult reading area ordered and arrived. July 2026.
58	August				
59	September	Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1)			
60	October				
61	November				
62	December				
63	2027				
64	January				
65	February				
66	March				
67	April				
68	May				
69	June				
70	July				
71	August				
72	September	Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1)			
73	October				
74	November				
75	December				

Solon Public Library
DRAFT Internet and Technology Policy

About the Internet and Technology Policy

The Library is committed to digital equity. The Library provides public access to computers, Internet, and other devices to augment the community's educational and informational resources for library visitors of all ages. The Internet and technology are available for use within the Library.

Responsibilities of Patrons

1. The public has access to technology and electronic devices for in-library use. Internet resources and computer access through the Library are provided equally to all. Children have access to the same resources as adults. It is the right and responsibility of guardians and caregivers to guide their children in the selection of resources compatible with their family's values and beliefs.
2. The Library cannot act in place of guardian/caregiver and urges guardians/caregivers to work with their own children in their use of Internet resources. Guardians/caregivers should be aware that the Internet is an unregulated global network and is neither a secure nor a private environment.
3. The Library is not responsible for security of personal information shared on or with non-library sites and users are encouraged to use caution before sharing personal information (name, address, password, telephone number, school or work, credit card number, etc.) online. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites.
4. The Library cannot guarantee the accuracy and/or authenticity of information discovered online, and staff assumes no responsibility for the quality, accuracy or currency of Internet resources.
5. Users must not incur any costs to the Solon Public Library through access to fee-for-service information providers, online shopping, or any other Internet use.
6. The Library is not responsible for damage incurred to a patron's personal storage devices or personal laptops or for any loss of data, damage or liability that may occur from patron use of the Library's Internet services.
7. The Library's technology equipment is for public use and patrons should log off any personal online accounts after using Library technology and save any work created during the session to a personal device or account. Once Library computers are restarted, any data saved on the computers is deleted and the computers revert to the default Library settings.
8. Use of the Library's wireless network or of a Library computer implies agreement with the Library's Internet Use Policy on file.
9. Users must comply with all local, state and federal laws while using the Internet. Users found to have violated any laws, including but not limited to those concerning privacy, obscenity, fraud or copyright, while using Library facilities or equipment will have their Internet privileges revoked.
10. The library does not filter Internet content. Staff may, however, ask users to refrain from printing or displaying certain content on screens open to public sight in order to ensure the secure and comfortable environment of the Library.

Solon Public Library
DRAFT Internet and Technology Policy

11. Computer use records are confidential and the library does not retain them.

Loss of Internet and/or Technology Privileges: Use of the Library's network or computers in an illegal, disruptive, or destructive manner, or failure to abide by Library policies or procedures, may result in the loss of Internet and/or Technology privileges.

Staff Assistance: Library staff may be able to answer basic computer questions. Patrons may also request individual training or attend free technology-related computer assistance offered by Library staff.

Wireless Access at the Library: Unfiltered, wireless Internet access is provided free of charge to anyone using their personal laptop computer or device equipped with functioning wireless network connection. The Library assumes no responsibility for wireless users' equipment or software and cannot guarantee the security of your files or transmissions.

Time Limits: Computer use time limits may be imposed based on demand and computer availability.

Internet User Agreement: Patron must agree to these terms to connect to the Library Internet.

Responsibilities of Patrons:

1. The consumption of food and drink is not allowed by the computers.
2. Disruptive behavior or abuse to equipment may result in termination of a patron's privilege to use library equipment.
3. Illegal acts involving library computers may also be subject to prosecution by local, state, or federal authorities. It is against the law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2). Under copyright law, illegal duplication or sharing of copyrighted materials is prohibited.
4. Use of the Internet on any SPL device implies agreement with the SPL Internet Use Agreement.

Solon Public Library Internet Use Policy

old

About the Internet

The Internet is a global electronic network of information. The Internet and its resources may contain information that is inaccurate, controversial, or offensive. The Solon Public Library has no control over, and assumes no responsibility for, the content of the Internet. The Library provides Internet access as another resource for information and entertainment.

Access to the Internet

1. The Solon Public Library does not prevent access to any resources freely available on the Internet. Parents or guardians, not the Library or its staff, are responsible for the information selected and/or accessed by their children. The Library will not be responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.
2. All patrons using the library's Internet-enabled computers must agree to the Internet User Agreement before use.
3. The library also provides internet access through an unsecured wireless network. Any information accessed or transmitted has the possibility of being intercepted by others without users' knowledge. There is also a possibility data stored locally on a user's device could be accessed by others if not properly secured.
4. The library does not assume any responsibility for the safety of personal devices or the data on it. Virus and security protection is the sole responsibility of the wireless user.

Rules for Internet Access

1. Use of the Library's wireless network or of a Library computer implies agreement with the Library's Internet Use Policy on file.
2. Users must comply with all local, state and federal laws while using the Internet. Users found to have violated any laws, including but not limited to those concerning privacy, obscenity, fraud or copyright, while using Library facilities or equipment will have their Internet privileges revoked.
3. The library does not filter Internet content. Staff may, however, ask users to refrain from printing or displaying certain content on screens open to public sight in order to ensure the secure and comfortable environment of the Library.
4. Users must not incur any costs to the Solon Public Library through access to fee-for-service information providers, online shopping, or any other Internet use.
5. Computer use records are confidential and the library does not retain them.

Loss of Internet Privileges: Use of the Library's network or computers in an illegal, disruptive, or destructive manner, or failure to abide by Library policies or procedures, may result in the loss of Internet privileges.

Internet User Agreement: Patron must agree to these terms to connect to the Library Internet.

Responsibilities of Patrons:

Adopted April 2015, reviewed and updated July 29, 2019, reviewed and updated July 26, 2021, reviewed and updated May 20, 2024

**Solon Public Library
Internet Use Policy**

1. The consumption of food and drink is not allowed by the computer stations.
2. Disruptive behavior or abuse to equipment may result in termination of a patron's privilege to use library equipment.
3. Illegal acts involving library computers may also be subject to prosecution by local, state, or federal authorities. It is against the law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2). Under copyright law, illegal duplication or sharing of copyrighted materials is prohibited.
4. Use of the Internet on any SPL device implies agreement with the SPL Internet Use Agreement.

Solon Public Library
Public Computer and Technology Use Policy

old

About the Public Computers and Technology

The Solon Public Library provides audiovisual equipment, computers, and other technology for use within the Library.

Responsibilities of Patrons

1. Patrons may log into the public computers using their library card login information or request a guest pass at the circulation desk.
2. Using Library equipment assumes responsibility for loss or damage to the equipment or to media used in conjunction with equipment. Limited instruction in the use of equipment may be available.
3. Users may not incur any costs to the Solon Public Library through access to fee-for-service information providers, shopping online, or any other Internet use.
4. Users may not change the configuration of software or hardware on the public computers.
5. The consumption of food and drink is not allowed by the computer stations.
6. Given the public setting, patrons are asked to respect the sensibilities of others when accessing potentially offensive information and images. Disruptive behavior or abuse to equipment may result in termination of a patron's privilege to use library equipment.
7. Illegal acts involving library computers may also be subject to prosecution by local, state, or federal authorities. It is against the law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2). Under copyright law, illegal duplication or sharing of copyrighted materials is prohibited.
8. Use of the Internet on any SPL device implies agreement with the SPL Internet Use Policy.
9. The library holds no responsibility for the privacy of data entered onto or saved on devices, or data sent over wireless. The library's wireless is an open network. *unsecured wireless network.*
10. The library's technology equipment is for public use and patrons should log off any personal online accounts after using the library technology and save any work created during the session to a personal device or account. Once library computers are restarted, any data saved on the computers is deleted and the computers revert to the default settings.
11. Users agree to abide by library procedures regarding reservations, time limits, and checking out of equipment.
12. The library tries to keep equipment in good working order, but is not responsible for loss of data due to equipment malfunctioning.

Time Limits

There is a 60-minute time limit on the use of the computer. Library staff reserve the right to adjust time limits on the use of computers based on demand.

Solon Public Library
Public Computer and Technology Use Policy

Printing

There is a fee for printing and/or making copies at the library. Current fees are posted at the library.

INTERNET & TECHNOLOGY POLICY

North Liberty's
For example

I. Purpose Statement

The North Liberty Library (NLL) is committed to digital equity. The library provides public access to computers, tablets, Internet and other devices in order to augment the community's educational and informational resources for library visitors of all ages.

II. Responsibilities of Patrons

- A. The public has access to technology and electronic devices - some devices are for in-library use only while other devices may be checked out. Internet resources and computer access through the library are provided equally to all. Children have access to the same resources as adults. It is the right and responsibility of guardians and caregivers to guide their children in the selection of resources compatible with their family's values and beliefs.
- B. The library cannot act in place of guardian/caregiver and urges guardians/caregivers to work with their own children in their use of Internet resources. Guardians/caregivers should be aware that the Internet is an unregulated global network and is neither a secure nor a private environment.
- C. The library is not responsible for security of personal information shared on or with non-library sites and users are encouraged to use caution before sharing personal information (name, address, password, telephone number, school or work, credit card number, etc.) online. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. Customers handling financial transactions or other confidential activities do so at their own risk and should know that the internet may be subject to outside intervention. It should be noted that library staff may monitor Internet use in the usual performance of job duties.
- D. The library cannot guarantee the accuracy and/or authenticity of information discovered online, and staff assumes no responsibility for the quality, accuracy or currency of Internet resources. Patrons who find information or subject matter that is erroneous, out of date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.
- E. Users may not incur any costs to the NLL through access to fee-for-service information providers, shopping online or any other Internet use.
- F. The NLL is not responsible for damage incurred to a patron's personal storage devices or personal laptops or for any loss of data, damage or liability that may occur from patron use of the library's Internet services.
- G. The library's technology equipment is for public use and patrons should log off any personal online accounts after using library technology and save any work created during the session to a personal device or account. Once library computers are restarted, any data saved on the computers is deleted and the computers revert to the default library settings.

III. Time Limits

- A. Computers and other devices are available for one session daily up to 60 minutes.
- B. Patrons may request an extension of computer time based on availability.
- C. Arrangements for extended use for proctored exams or job searching/resume work may also be made.

III. Staff Assistance

- A. Library staff may be able to answer basic computer questions. Patrons may also request individual training or attend free technology-related computer assistance offered by NLL staff.
- B. Due to liability, the staff does not repair personal computers or devices and is unable to check personal systems for viruses, malware or other damages to the computer or device.

IV. Ethical Use

- A. Staff reserves the right to end a session if there is suggestion of misconduct, misuse, or illegal use of library computers and personal devices accessing the library's wireless service.
- B. Violations of this policy may result in the suspension or loss of Internet/computer privileges and/or lead to financial responsibility.
- C. Illegal acts involving library computers or personal devices accessing the library's wireless service may also be subject to prosecution by local, state or federal authorities. It is against Iowa law to download or provide child pornography or display pornography where it may be seen by children (Iowa Code, chapter 728.2).

V. Wireless Access at the Library

- A. Unfiltered, wireless Internet access is provided free of charge to anyone using their personal laptop computer or device equipped with functioning wireless or wired network connection.
- B. The Library assumes no responsibility for wireless users' equipment or software and cannot guarantee the security of your files or transmissions.

Reviewed/Approved by the Library Board of Trustees, June 2025

From the State Library of Iowa:

HF2490: Updates to Public Meetings & Records Laws

On May 15, Governor Reynolds signed House File 2490 into law, which makes changes to Iowa Code Chapters 21 and 22 relating to public meetings and records. The new law takes effect July 1, 2026.

It's important to understand some new requirements for public meeting notices, which include public library board meetings. HF2490 stipulates that as of July 1, public meeting notices now require:

- Advising news media who have filed a request with the governing body for notice of a public meeting.
- Posting the meeting notice in a prominent and conspicuous place which is annually designated by the governmental body. The meeting notice must also be posted in a place that it is visible at all times.
- Posting the notice on the primary website or other primary internet presence maintained by the governmental body.
- Ensuring that any amendments to the tentative agenda are marked "AMENDED," identify the changes, and also follow the notice requirements.



Additional requirements in HF2490 involve public records requests and confidential records, which are less likely to affect public libraries but may be good to review for awareness.

Read the full text of HF2490 below. Directors and trustees should plan to discuss the updated requirements at an upcoming library board meeting:

[HF2490 Public Meetings & Records](#)