

Agenda for Solon Library Board Meeting  
Monday, June 29, 2026 @ 6:30 pm

Call to order

Approval of the agenda

Approval of the minutes

- Regular Board Meeting May 18, 2026

Citizen's Speak

Correspondence

Committee reports

- Building
- Finance
- Johnson County Liaison
- City Liaison
- Board of Trustees Continuing Education
- 25th Anniversary Celebration Committee

Directors Report

Approval of Bills

- June 2026

Review of Foundation report: May & June 2026

Old Business

- Open Board Position (City resident)
- Strategic plan update

New Business

- Teen & Adult Services Positions
- Policy Review/Approval: [Internet Use Policy](#) and [Public Computer and Technology Use Policy](#)
- Board Continuing Education Suggestion: Participate in Libby Reads, July 9-July 23, 2026 as everyone reads the same book and contributes to an online discussion forum, virtual author Q & A, and more. Experience Libby, the virtual (global) book club community, and learn more about the programs offered [here](#).

Closed Session: Director Evaluation

Next Meeting: **Monday, July 27, 2026 at 6:30 pm**

Adjourn

# The Solon Public Library Board

## DRAFT Meeting Minutes May 18, 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 (Steve/Janet)

### Approval of Minutes

The minutes were unanimously approved (Matthew/Janet)

### Citizen's Speak and Correspondence

Citizen Speak: No Report

Correspondence: No Report

### Committee Reports

- **Building:** No update on LED replacement. E&J has not begun the job.
- **Finance:** No Report
- **Johnson County Liaison:** No Report
- **City of Solon Liaison:** City Administrator Cami Rasmussen sent a message with an update for the Library Board Meeting. A Library Budget Amendment will be for salaries related to janitorial hours. The janitorial wages will be adjusted for FY27 fiscal year to avoid confusion on the expenditure report after July 1st. The next All Staff Meeting will be held June 23rd.
- **Board of Trustees Continuing Education:** No Report
- **25th Anniversary Celebration Committee:** No Report, their next meeting will be May 27th

## The Solon Public Library Board

**Library Director's Report:** Megan highlighted the hiring of Victor who is filling Megan's past position. Victor is coming to us from the Iowa City Library and is a welcome addition to the staff. The new T-shirts for the three library boards and staff are being distributed. These shirts are to be worn while promoting the Library at events. The staff is very happy to have Cora and Lauren back as seasonal help. Megan reminded the board that the Summer Reading Kick-off is May 29, 2026.

### Approval of Bills

The bills for May 2026 were unanimously approved. (Char/Matthew)

### Review of Foundation Report

Report not available. Their next meeting is May 27, 2026.

### Old Business

- **Open Board Position:** No update
- **Discussion & Possible Action for FY26 Budget and Budget Amendment:** A Library Budget Amendment has been put in place to correct a janitorial salary concern.

### New Business

- **Strategic Plan Update:** After a recent meeting with Becky Heil, the State Library of Iowa consultant, Megan discussed the process and how to best proceed. Our accreditation needs to be renewed for FY28, which means the application is due by February 28, 2027. Part of this application is having a current strategic plan, our plan ends with the calendar year 2027, which requires us to update or create a new strategic plan for accreditation. Megan recommended completing an update to our strategic plan.
- **Policy Review Approval: Display & Bulletin Board Policy**  
After an overview of the policy it was decided no improvement was needed. (Janet/Matthew)
- **Directors Evaluation Process/Timeline:** Evaluation forms were made available to the board. The board has two weeks to complete the evaluations. They can be emailed to Sandy or returned to the Library.
- **Board of Trustees Continuing Education:** Items were listed for Board consideration.

**Adjournment:** The meeting was adjourned at 6:55 p.m. (Steve/Char)

### Next Meeting

Regular Meeting: June 29, 2026

**Submitted by** Char Cosgrove

## Director's Report June 2026

In June I attended regular meetings with the City Council, the Friends of the Library, all city staff, city administrator, 25<sup>th</sup> Anniversary Committee, and Johnson County Fair planning committee. The Friends are very happy with the garage sale turnout and record sales. The Foundation did not hold an official meeting in June due to membership numbers, they are looking for ways to increase membership and build a board again.

The 25<sup>th</sup> Anniversary Committee hosted a table at the June 24<sup>th</sup> Music on Main event. We provided freeze pops, bottles of water, and library information to community members as we spread the word of the anniversary celebration to come in September.

Summer Reading officially started with our kick-off on May 29 with approximately 450 attendees. We're incredibly thankful to Lily for their planning for the kick-off (and all of summer reading), all of the volunteers, and community organizations who support our summer. We couldn't have the success without all of you dedicating your time to the library, thank you! Mykle hosted a special Mocktails After Hours program with a small group of attendees enjoying fun drink recipes. Mykle also hosted University of Iowa Pharmacy College students for a blood pressure check program, many of our yoga patrons took part in this heart health initiative. Lily continues to carry out the majority of summer programming as Christian's last day was June 12. Snacks Around the World was a successful all-ages program with patrons enjoying a large variety of snacks and celebrating diversity in our community.

Our newest staff member, Victor, has made training a breeze and is settling in to his role very well. Victor has been sending our email newsletter, newspaper column, and social media posts out with great details to communicate all of the summer reading programs happening.

Our Seasonal Library Clerks, Cora and Luran, are doing a fabulous job helping us keep up with circulation desk tasks and preparing for programs. We're so thankful to have them back for the third summer!

As of June 25, 2026 we have 136 littles, 222 kids, 82 teens, and 179 adults participating in Summer Reading. We're on track for another successful summer reading program serving our community of readers. This means our days are filled with readers of all ages turning in completed slips and collecting their prizes.

In July we're excited for Magical Gardens, CPR and AED training, Make Your Own Slime, Cooking Competition, and Ocean Odyssey (to name a few) programs. I'm thankful that everyone will get a mini-break for Independence Day with the library closed on Friday, July 3 and Saturday, July 4. We can all use the rest as we reach the middle of summer reading programs. The summer reading program continues through July 31.

We're incredibly grateful to the Norma Jean Warner trust for a gift of \$941.69. Norma and her spouse Waldo had no children and in an extraordinary gift donated the bulk of their wealth to charities throughout the state. She noted that donations should be made to public libraries in towns of less than 7000 inhabitants. We plan to combine her gift with the generous donation from Solon Beef Days to assist in purchasing the new adult reading furniture. We believe this will continue with our efforts to meet our strategic goal of Visit a Comfortable Space, and create a welcoming area for adults to enjoy the library.

I am also happy to share that I applied and was accepted into the Iowa Library Association's Leadership Institute for 2026. This three-day institute will take place August 4-6, 2026 in Ankeny.

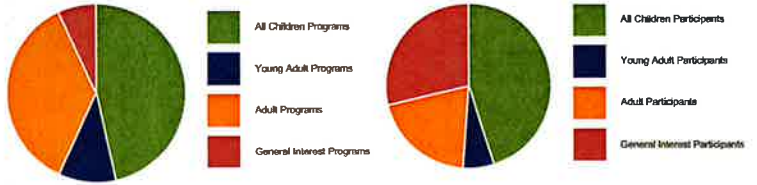
Sincerely,

Megan Richardson  
Interim Library Director  
Solon Public Library

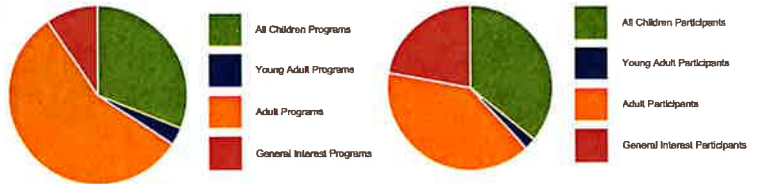
# Solon Public Library

## July, 2025 - May, 2026

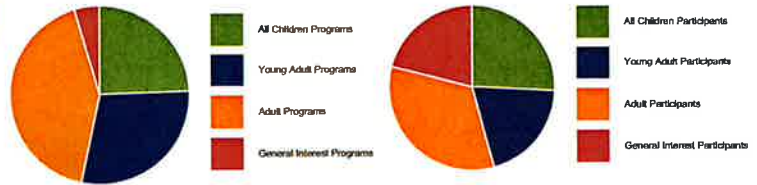
July					
Overview					
All Children Programs	27	46.55%	All Children Participants	784	45.08%
Young Adult Programs	6	10.34%	Young Adult Participants	106	6.1%
Adult Programs	21	36.21%	Adult Participants	349	20.07%
General Interest Programs	4	6.9%	General Interest Participants	500	28.75%
<b>Total Programs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



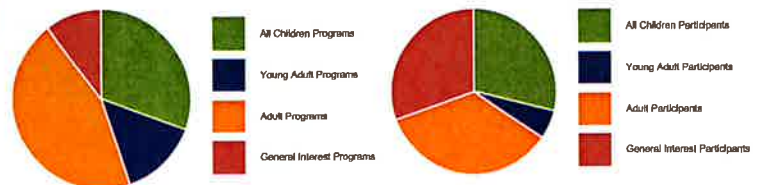
August					
Overview					
All Children Programs	10	31.25%	All Children Participants	213	36.04%
Young Adult Programs	1	3.13%	Young Adult Participants	13	2.2%
Adult Programs	18	56.25%	Adult Participants	234	39.59%
General Interest Programs	3	9.38%	General Interest Participants	131	22.17%
<b>Total Programs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



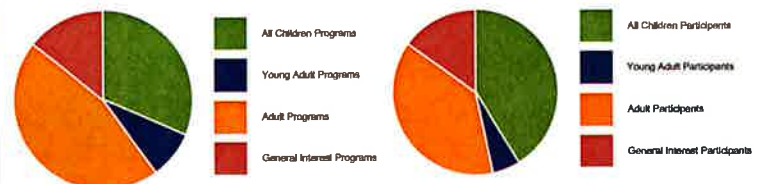
September					
Overview					
All Children Programs	11	24.44%	All Children Participants	216	25.78%
Young Adult Programs	13	28.89%	Young Adult Participants	167	19.93%
Adult Programs	19	42.22%	Adult Participants	278	33.17%
General Interest Programs	2	4.44%	General Interest Participants	177	21.12%
<b>Total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



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%
<b>Total Programs</b>	<b>49</b>		<b>Total Participants</b>	<b>1165</b>	



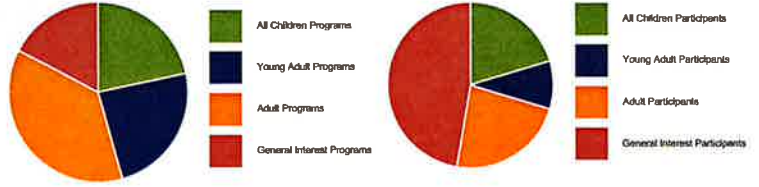
November					
Overview					
All Children Programs	11	31.43%	All Children Participants	238	41.25%
Young Adult Programs	3	8.57%	Young Adult Participants	31	5.37%
Adult Programs	16	45.71%	Adult Participants	221	38.3%
General Interest Programs	5	14.29%	General Interest Participants	87	15.08%
<b>Total Programs</b>	<b>35</b>		<b>Total Participants</b>	<b>577</b>	



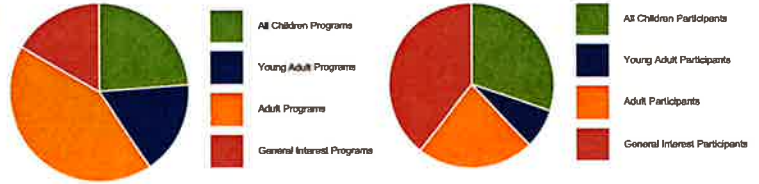
# Solon Public Library

## July, 2025 - May, 2026

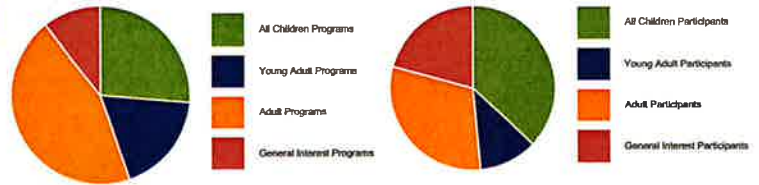
December					
Overview					
All Children Programs	10	21.74%	All Children Participants	200	20.47%
Young Adult Programs	11	23.91%	Young Adult Participants	90	9.21%
Adult Programs	17	36.96%	Adult Participants	225	23.03%
General Interest Programs	8	17.39%	General Interest Participants	462	47.29%
Total Programs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



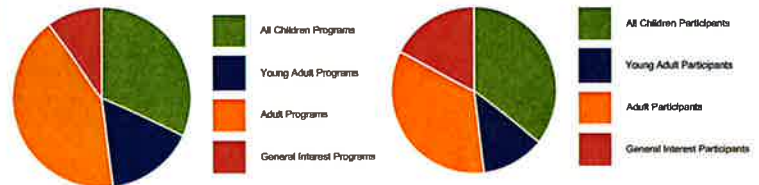
January					
Overview					
All Children Programs	10	23.81%	All Children Participants	284	30.15%
Young Adult Programs	7	16.67%	Young Adult Participants	71	7.54%
Adult Programs	18	42.86%	Adult Participants	217	23.04%
General Interest Programs	7	16.67%	General Interest Participants	370	39.28%
Total Programs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



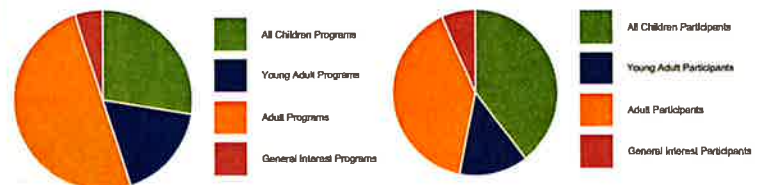
February					
Overview					
All Children Programs	10	26.32%	All Children Participants	269	37.1%
Young Adult Programs	7	18.42%	Young Adult Participants	83	11.45%
Adult Programs	17	44.74%	Adult Participants	223	30.76%
General Interest Programs	4	10.53%	General Interest Participants	150	20.69%
Total Programs	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	



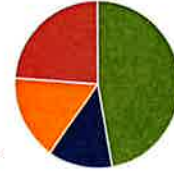
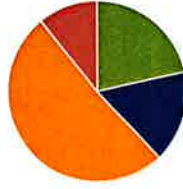
April					
Overview					
All Children Programs	11	27.5%	All Children Participants	303	39.66%
Young Adult Programs	7	17.5%	Young Adult Participants	103	13.48%
Adult Programs	20	50%	Adult Participants	308	40.31%
General Interest Programs	2	5%	General Interest Participants	50	6.54%
Total Programs	40		Total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



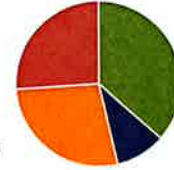
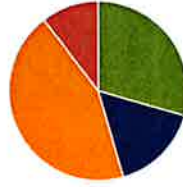
# Solon Public Library

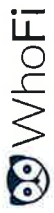
## July, 2025 - May, 2026

May					
Overview					
All Children Programs	8	21.62%	All Children Participants	913	47.18%
Young Adult Programs	6	16.22%	Young Adult Participants	244	12.61%
Adult Programs	19	51.35%	Adult Participants	316	16.33%
General Interest Programs	4	10.81%	General Interest Participants	462	23.88%
Total Programs	37		Total Participants	1935	



Year in Review					
Overview					
All Children Programs	139	29.45%	All Children Participants	4061	36.56%
Young Adult Programs	76	16.1%	Young Adult Participants	1080	9.72%
Adult Programs	208	44.07%	Adult Participants	3073	27.67%
General Interest Programs	49	10.38%	General Interest Participants	2893	26.05%
Total Programs	472		Total Participants	11107	





Solon Public Library  
Month Ending May-2026

Library Programs

Ages	Programs	%	Attendance	%	Views	%
All Children	8	21.62%	913	47.18%	0	-
Children (ages 0-5)	4	10.81%	130	6.72%	0	-
Children (ages 6-11)	4	10.81%	783	40.47%	0	-
Young Adult (ages 12-18)	6	16.22%	244	12.61%	0	-
Adult (ages 19+)	19	51.35%	316	16.33%	0	-
General Interest	4	10.81%	462	23.88%	0	-
Total	37	100%	1935	100%	0	-

Types	Programs	%	Attendance	%	Views	%
In Person	33	89.19%	1888	97.57%	0	-
Live Virtual	0	0%	0	0%	0	-
Passive Programs	3	8.11%	31	1.6%	0	-
Combo In Person/Live Virtual	1	2.7%	16	0.83%	0	-
Combo Live Virtual / Content R	0	0%	0	0%	0	-
Content Recordings	0	0%	0	0%	0	-
Total	37	100%	1935	100%	0	-

Solon Public Library  
May-26

In May, you had 112 bookings overall with a cumulative attendance of 1318 patrons.

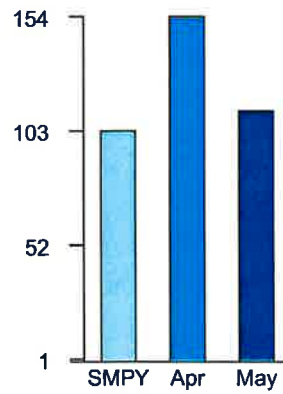
Change from prior month



112 ↓ -27.27%

Total Bookings

Total Monthly Bookings



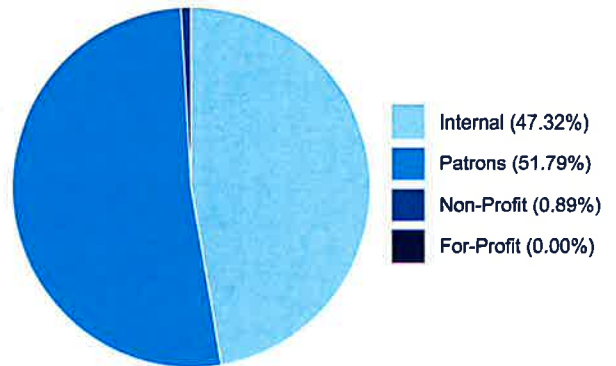
\*SMPY: Same Month Prior Year



1318 ↑ 9.74%

Total Attendance

Booking Breakdowns By Percentage



11.8 ↑ 51.28%

Average Attendance

53 ↓ -27.4%  
Internal Bookings

58 ↓ -27.5%  
Patron Bookings

1 ↑ 0%  
Non-Profit Bookings

0 ↑ -  
For-Profit Bookings

Booking Breakdown



# Patron PC Logins by Day and Hour

Dates: Friday May 1, 2026 - Sunday May 31, 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
Fri May 1	0	1	0	1	0	1	0	3	0	0	0	6	1	0	3	0	0	1
Sat May 2	1	0	1	1	0	0	0	0	0	0	0	3	0	0	1	0	0	1
Sun May 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 4	2	2	0	1	0	3	0	2	1	0	0	11	1	0	3	1	0	1
Tue May 5	1	0	0	3	0	0	5	0	0	0	0	9	1	0	5	0	0	2
Wed May 6	3	0	0	0	0	0	4	2	1	0	0	10	1	0	4	0	0	1
Thu May 7	0	0	0	1	7	7	7	2	1	0	0	25	2	0	7	1	0	3
Fri May 8	0	3	1	1	0	0	2	1	0	0	0	8	1	0	3	0	0	1
Sat May 9	1	1	0	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0
Sun May 10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 11	0	0	0	0	0	0	4	3	3	2	0	12	1	0	4	0	0	2
Tue May 12	0	1	2	0	0	1	6	2	0	0	0	12	1	0	6	0	0	2
Wed May 13	0	0	0	1	1	1	3	6	4	1	0	17	2	0	6	1	0	2
Thu May 14	0	0	0	0	3	5	8	3	0	1	0	20	2	0	8	0	0	3
Fri May 15	0	2	1	1	1	1	0	1	0	0	0	7	1	0	2	1	0	1
Sat May 16	0	0	2	0	0	1	1	0	0	0	0	4	0	0	2	0	0	1
Sun May 17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 18	1	0	2	1	1	0	3	3	0	1	0	12	1	0	3	1	1	1
Tue May 19	1	0	2	0	0	0	7	5	1	0	0	16	2	0	7	0	0	2
Wed May 20	1	0	0	0	0	0	3	2	1	0	0	7	1	0	3	0	0	1
Thu May 21	0	0	0	0	5	6	5	4	1	0	0	21	2	0	6	0	0	3
Fri May 22	0	1	1	0	0	0	1	0	0	0	0	3	0	0	1	0	0	1
Sat May 23	0	0	2	0	2	0	0	0	0	0	0	4	0	0	2	0	0	1
Sun May 24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue May 26	0	0	0	0	0	2	8	1	2	2	0	15	1	0	8	0	0	2
Wed May 27	1	0	0	0	0	2	3	4	1	0	0	11	1	0	4	0	0	1
Thu May 28	0	0	3	2	7	18	7	7	2	0	0	46	4	0	18	2	0	5
Fri May 29	0	0	1	0	0	0	9	0	0	0	0	10	1	0	9	0	0	3
Sat May 30	0	0	0	1	1	0	0	0	0	0	0	2	0	0	1	0	0	0
Sun May 31	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>12</b>	<b>11</b>	<b>19</b>	<b>13</b>	<b>29</b>	<b>47</b>	<b>89</b>	<b>48</b>	<b>18</b>	<b>7</b>	<b>0</b>	<b>293</b>						
Average	0.4	0.4	0.6	0.4	0.9	1.5	2.9	1.5	0.6	0.2	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	3	3	3	3	7	18	9	7	4	2	0							
Median	0	0	0	0	0	0	3	1	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi:	0.7	0.7	0.9	0.7	1.9	3.5	2.9	1.9	1	0.6	0							

May 2026 Monthly Statistics

Monthly Statistic	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Items Cataloged	200	167	128	157	168	76	241	241	160	207	136	160	1800
Items Deleted	460	401	144	290	129	27	194	194	649	891	768	20	3973
Patron Computer Use	261	267	237	342	253	237	326	326	328	289	372	293	3205
Interlibrary Loan - BORROWED	51	44	69	48	58	58	81	81	58	82	34	64	647
Interlibrary Loan - LENDED	43	23	59	61	36	62	58	58	56	54	47	43	542
Community ZOOM Meeting Room	0	0	0	0	0	0	0	0	0	0	0	0	0
Use of Community Meeting Room	54	39	49	72	55	47	47	47	53	73	81	59	629
Website Visits	2668	2441	2018	2301	2368	2085	2791	2791	2217	2494	2487	3106	26976
Bridges: Number of Checkouts	1353	1436	1448	1538	1486	1440	1696	1696	1417	1695	1525	1584	16618
Bridges: Number of Users	287	295	294	315	308	302	325	325	311	332	328	323	332
Kanopy: Videos Streamed	77	52	32	8	28	38	36	36	32	45	46	57	451
Kanopy: Users	7	7	6	5	6	6	7	7	6	7	6	6	7
Facebook Followers	1819	1827	1831	1862	1871	1881	1905	1905	1935	1943	1966	2022	2022
Facebook Posts	132	53	58	76	65	66	65	65	41	71	49	46	722
Instagram Followers	656	658	660	666	668	673	683	683	687	691	700	702	702
Instagram Posts	83	45	37	60	51	53	58	58	26	56	40	37	546
Newsletter Subscribers	1903	1906	1814	1820	1825	1825	1831	1831	1835	1839	1850	1843	1906
Notary Appointments	2	4	3	3	2	2	9	9	4	3	4	6	42
YouTube Followers	68	67	67	67	68	68	68	68	68	68	70	70	70
YouTube Views	80	99	84	139	82	82	72	72	71	45	87	85	926
WiFi Usage	292	257	319	295	304	238	264	264	283	304	270	279	3105
Number of items repaired	128	114	54	67	47	49	46	46	22	22	12	30	591
\$ Value Saved	2114.42	1751.48	825.06	1131.17	755.06	783.52	765.03	380.53	380.55	404.71	210.63	588.8	9710.43
Monthly Circulation	5168	3822	3319	3415	3069	2919	3727	3727	3069	3307	3337	3090	40696
Monthly Door Count	8082	5737	5666	6524	5776	5102	5307	5307	4854	5585	6317	5950	70014
Reference Questions	114	123	80	91	114	65	89	89	77	76	123	93	1101
Adventure Pass	11	4	0	1	0	0	0	0	2	4	1	1	24

## Solon Library Bills for June, 2026

		Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ (10.94)</b>	
Friends of the Grimes Public Library, Iowa Adventure Pass renewal	\$ 250.00	
Zoom inv#355779071 (Visa)	\$ 18.18	June 2026 Visa to be paid FY27
Crcut monthly subscription order#196413967 (Visa)	\$ 10.69	June 2026 Visa to be paid FY27
Total Spent	\$ 278.87	\$ 100.00
<b>Remaining Balance</b>	<b>\$ (289.81)</b>	
<b>From Travel and Conference (62400)</b>	<b>\$ 529.44</b>	
Mileage reimbursement for travel, JoCo Library Directors, Costco, Menards	\$ 69.58	FY27
Iowa Library Association, Leadership Institute registration (Visa)	\$ 400.00	June 2026 Visa to be paid FY27
Total Spent	\$ 469.58	\$ 62.50
<b>Remaining Balance</b>	<b>\$ 59.86</b>	
<b>From Building Maintenance (63100)</b>	<b>\$ 5,544.11</b>	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Mt Vernon Ace Hardware, toilet seat Inv410537	\$ 34.99	
Solon Heating & Air, Air Conditioner Service Inv506013	\$ 244.52	
Total Spent	\$ 279.51	\$ 416.67
<b>Remaining Balance</b>	<b>\$ 264.60</b>	
<b>From Org Vehicle/Equipment Maint AC (63320)</b>	<b>\$ (99.08)</b>	
Google LLC, Google Workspace inv#5578926923 (Visa)	\$ 144.21	June 2026 Visa to be paid FY27
Amazon, thermal paste (Visa)	\$ 5.49	June 2026 Visa to be paid FY27
Total Spent	\$ 149.70	\$ 466.67
<b>Remaining Balance</b>	<b>\$ (248.78)</b>	
<b>From Utilities (63710)</b>	<b>\$ (200.35)</b>	
Alliant Energy	\$ 51.56	
Mid-American	\$ 14.58	
Total Spent	\$ 66.14	\$ 583.33
<b>Remaining Balance</b>	<b>\$ (266.49)</b>	
<b>From Telephone/Internet (63730)</b>	<b>\$ 419.60</b>	
ICN inv#749089	\$ 188.00	
Southslope inv#11269660	\$ 184.36	
Total Spent	\$ 372.36	\$ 425.00
<b>Remaining Balance</b>	<b>\$ 47.24</b>	
<b>From Data Bases (63731)</b>	<b>\$ 1,411.76</b>	
Transparent Language annual subscription inv#36900	\$ 567.00	
Total Spent	\$ 567.00	\$ 208.33
<b>Remaining Balance</b>	<b>\$ 844.76</b>	
<b>From Publishing (64140)</b>	<b>\$ 471.70</b>	
Total Spent	\$ -	\$ 50.00
<b>Remaining Balance</b>	<b>\$ 471.70</b>	
<b>From Educational Program (64340)</b>	<b>\$ (13.72)</b>	
Solon Senior Support, June Chair Yoga Inv#YogaJune26	\$ 60.00	FY27 Invoice
Iowa Children's Museum, SRP Kick-off Party Inv#4710	\$ 250.00	FY27 Invoice
National Mississippi River Museum Inv#12190539	\$ 730.12	FY27 Invoice

Hy-Vee, condiments for SRP Kick-Off (Visa)	\$ 28.88	June 2026 Visa to be paid FY27
Costco, hotdogs and buns for SRP Kick-Off (Visa)	\$ 163.45	June 2026 Visa to be paid FY27
Amazon, Hawaiian Leis (Visa)	\$ 8.99	June 2026 Visa to be paid FY27
Amazon, xtra small craft bags (visa)	\$ 17.98	June 2026 Visa to be paid FY27
Amazon, SRP kick-off supplies (Visa)	\$ 46.46	June 2026 Visa to be paid FY27
Amazon, SRP kick-off supplies (Visa)	\$ 26.59	June 2026 Visa to be paid FY27
Theisen's, SRP Kick-Off Popcorn (Visa)	\$ 35.88	June 2026 Visa to be paid FY27
Hy-Vee, SRP grand prizes (Visa)	\$ 124.57	June 2026 Visa to be paid FY27
Amazon, SRP grand Prizes (Visa)	\$ 136.59	June 2026 Visa to be paid FY27
Amazon, SRP small Prizes (Visa)	\$ 987.49	June 2026 Visa to be paid FY27
Amazon, SRP small Prizes (Visa)	\$ 61.99	June 2026 Visa to be paid FY27
Scheels, SRP grand Prizes (Visa)	\$ 122.82	June 2026 Visa to be paid FY27
Menards, SRP Kick-Off supplies (Visa)	\$ 26.90	June 2026 Visa to be paid FY27
Aero Rental, hot dog hut (Visa)	\$ 61.18	June 2026 Visa to be paid FY27
Amazon, teen crayons and pencil cases (Visa)	\$ 11.66	June 2026 Visa to be paid FY27
Amazon, SRP Prizes (Visa)	\$ 51.98	June 2026 Visa to be paid FY27
Sam's Mainstreet Market, Teen program supplies (Visa)	\$ 15.67	June 2026 Visa to be paid FY27
Sam's Mainstreet Market, Adult program supplies (Visa)	\$ 2.13	June 2026 Visa to be paid FY27
Aldi, salt and flour, program supplies (Visa)	\$ 8.64	June 2026 Visa to be paid FY27
Sam's Mainstreet Market, ice SRP kick-off (Visa)	\$ 11.94	June 2026 Visa to be paid FY27
Hy-Vee, jello for playdough, programming supplies (Visa)	\$ 37.55	June 2026 Visa to be paid FY27
COSTCO, SRP small prizes (Visa)	\$ 626.55	June 2026 Visa to be paid FY27
Amazon, SRP Prizes (Visa)	\$ 13.64	June 2026 Visa to be paid FY27
Total Spent	\$ 3,669.65	\$ 1,179.17
<b>Remaining Balance</b>	<b>\$ (3,683.37)</b>	

**From Library Books (65020) \$ 2,078.20**

Ingram Inv#96718829	\$ 144.89	
Ingram Credit Memo #96464002	\$ (11.70)	
Ingram Inv#96718830	\$ 26.25	
Ingram Inv#96776517	\$ 43.50	
Ingram Inv#96812565	\$ 316.40	
Ingram Inv#96954357	\$ 43.50	
Ingram Inv#97000970	\$ 25.68	
Ingram Inv#96916844	\$ 73.29	
Ingram Inv#97056936	\$ 26.25	
Center Point Large Print Inv#2254641	\$ 1,186.56	
Ingram Inv#97187519	\$ 42.93	FY27 Invoice
Amazon, 1 ebook (Visa)	\$ 6.41	June 2026 Visa to be paid FY27
Amazon, 1 ebook return (Visa)	\$ (6.41)	June 2026 Visa to be paid FY27
Amazon, 1 Adult book (Visa)	\$ 16.50	June 2026 Visa to be paid FY27
Amazon, 1 Adult book (Visa)	\$ 11.97	June 2026 Visa to be paid FY27
Amazon, 1 Adult book (Visa)	\$ 16.50	June 2026 Visa to be paid FY27
Amazon, 2 Adult books (Visa)	\$ 29.40	June 2026 Visa to be paid FY27
Amazon, 4 Adult books (Visa)	\$ 51.73	June 2026 Visa to be paid FY27
Amazon, 7 adult books (visa)	\$ 89.12	June 2026 Visa to be paid FY27
Amazon, 1 Adult book (Visa)	\$ 18.70	June 2026 Visa to be paid FY27
Amazon, 2 Adult books, 1 Youth book (Visa)	\$ 40.61	June 2026 Visa to be paid FY27
Amazon, 1 Youth book (Visa)	\$ 6.18	June 2026 Visa to be paid FY27
Amazon, refund (Visa)	\$ (192.87)	June 2026 Visa to be paid FY27
Amazon, 1 Youth book (Visa)	\$ 8.45	June 2026 Visa to be paid FY27
Amazon, 1 Youth book (Visa)	\$ 10.98	June 2026 Visa to be paid FY27
Amazon, 1 Youth book (Visa)	\$ 20.77	June 2026 Visa to be paid FY27
Amazon, 1 Youth book (Visa)	\$ 8.48	June 2026 Visa to be paid FY27
Amazon, 1 Youth book (Visa)	\$ 11.99	June 2026 Visa to be paid FY27
Amazon, youth books (visa)	\$ 343.78	June 2026 Visa to be paid FY27
Amazon, 1 Youth book (Visa)	\$ 22.10	June 2026 Visa to be paid FY27
Amazon, youth books (visa)	\$ 148.18	June 2026 Visa to be paid FY27

Amazon, youth books (visa)	\$	52.28		June 2026 Visa to be paid FY27
Amazon, youth books (visa)	\$	18.99		June 2026 Visa to be paid FY27
Amazon, youth books (visa)	\$	51.84		June 2026 Visa to be paid FY27
Amazon, youth books (visa)	\$	14.99		June 2026 Visa to be paid FY27
Amazon, youth books (visa)	\$	8.99		June 2026 Visa to be paid FY27
Amazon, youth books (visa)	\$	30.12		June 2026 Visa to be paid FY27
Amazon, youth books (visa)	\$	155.80		June 2026 Visa to be paid FY27

Total Spent \$ 2,913.13 \$ 2,000.00

**Remaining Balance \$ (834.93)**

**From Library Video Materials (65030) \$ (20.90)**

Midwest Tape, 1 adult dvd Inv#508880319 \$ 26.99

Midwest Tape, 4 dvd Inv#508934699 \$ 131.20

Midwest Tape, 3 dvd Inv#508978646 \$ 77.22

June FY27 invoice

Total Spent \$ 235.41 \$ 404.17

**Remaining Balance \$ (256.31)**

**From Library Audio Materials (65040) \$ 106.54**

OverDrive, 1 eBook Inv#06497CO26174976 \$ 37.64

OverDrive, 1 Audiobook Inv#06497CO26174979 \$ 56.24

Total Spent \$ 93.88 \$ 416.67

**Remaining Balance \$ 12.66**

**From Puzzles, Puppet Kits (65050) \$ (33.24)**

Amazon, 3D Printing Pen Replacement for LOT (Visa) \$ 31.99

June 2026 Visa to be paid FY27

Total Spent \$ 31.99 \$ 100.00

**Remaining Balance \$ (65.23)**

**From Operating Supplies (65070) \$ 2,578.94**

Office Express, due date stamps, toilet paper, kleenex, post its Inv#172338 \$ 176.59

Demco, book/supply cart, inv#7820047 \$ 701.78

FY27 invoice

Amazon, foaming hand soap dispensers and refill (Visa) \$ 29.82

June 2026 Visa to be paid FY27

Amazon, Shredder & cleaning supplies (Visa) \$ 76.12

June 2026 Visa to be paid FY27

Amazon, planner (Visa) \$ 24.69

June 2026 Visa to be paid FY27

Amazon, Avery labels (Visa) \$ 34.38

June 2026 Visa to be paid FY27

Southpaw Print Co, Staff Shirts (Visa) \$ 71.00

June 2026 Visa to be paid FY27

Amazon, ink cartridges (Visa) \$ 132.99

June 2026 Visa to be paid FY27

Amazon, floor cleaner (Visa) \$ 14.89

June 2026 Visa to be paid FY27

Menards, spray paint (Visa) \$ 21.92

June 2026 Visa to be paid FY27

Office Express, copy paper, ink cartridges, can liners inv#176893 \$ 347.30

FY27 invoice

Total Spent \$ 1,631.48 \$ 750.00

**Remaining Balance \$ 947.46**

**From Postage and Shipping (65080) \$ 366.08**

USPS, ILL shipment (Visa) \$ 4.96

June 2026 Visa to be paid FY27

Total Spent \$ 4.96 \$ 75.00

**Remaining Balance \$ 361.12**

**From Supplies (65990) \$ 194.29**

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

Total Spent \$ 126.36 \$ 20.83

**Remaining Balance \$ 67.93**

**From Office Equipment (67250) \$ 554.47**

Gordon Flesch Co. Printer Lease inv#I577072 \$ 196.43

Amazon, monitor stand (Visa)	\$	9.98			June 2026 Visa to be paid FY27
Gordon Flesch Co. extra copies inv#IN15664707	\$	35.52			FY27 Invoice
Total Spent	\$	241.93	\$	333.33	
<b>Remaining Balance</b>	<b>\$</b>	<b>312.54</b>			

<b>Trust &amp; Agency</b>			
<b>Trust &amp; Agency Education Program 031-4411-64340</b>	<b>\$</b>	<b>500.00</b>	<b>Budget</b>
		<b>\$200</b>	<b>June</b>
<b>Total Available</b>	<b>\$</b>	<b>1,728.22</b>	

**NOTES**

Donations to 2026 SRP (Local Sponsor:



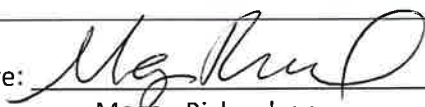
Solon Public Library  
 320 W. Main Street  
 Solon, IA 52333  
 319-624-2678  
 Email: ysl@solon.lib.ia.us

Purchase Order# 6252026  
 K-Log Order #: 1623297

To:	Ship To:
K-Log, Inc.	Solon Public Library
1224 W. 27th Street Zion, IL 60099	320 W. Main St Solon, IA 52333
1-800-872-6611	319-624-2678

Date	Requisitioned By	Payment Terms
6/25/2026	Megan Richardson	Net 30

Quantity	Description	Unit Price	Total
3	Butler Guest Chair in Bonded Leather Item #: OFVE-BL Bonded Leather Color: Espresso	\$373.00	\$1,119.00
2	Caria Oversize Right-Side Tablet Arm Chair Item #: RSL-631 Standard Fabric Color: Woven Herbal Caster Option: Standard Glides Tablet Arm Color: Canyon Cherry Power Module Option: Custom - With Power Module Leg Color: Brushed Steel	\$1,438.00	\$2,876.00
1	Motivator Motion Stool w/ Vinyl Seat Series #: ABLA-V Size SKU15 in. to 19 in. H Seat (ABLA-S) Vinyl Seat ColorApple Green	\$218.00	\$218.00
1	Motivator Motion Stool w/ Vinyl Seat Series #: ABLA-V Size SKU15 in. to 19 in. H Seat (ABLA-S) Vinyl Seat ColorBlue	\$218.00	\$218.00
		Subtotal	\$4,431.00
		Tax	0.00
		Shipping	\$842.22
		<b>Total</b>	<b>\$5,273.22</b>

Signature:   
 Megan Richardson  
 Interim Library Director, Solon Public Library

Date: 6/25/2026  
 June 25<sup>th</sup>, 2026

320 West Main  
 Solon, Iowa 52333  
 319.624.2678  
 www.solon.lib.ia.us

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2025 to 6/30/2026

	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	257,665.00	257,665.00	268,670.01	10,745.56	0.00	-11,005.01	104.3
61100 FICA SOCIAL SECURITY	19,711.00	19,711.00	20,534.82	822.04	0.00	-823.82	104.2
61300 IPERS	24,324.00	24,324.00	24,349.07	961.28	0.00	-25.07	100.1
61500 EMPLOYEE GROUP INSURANCE/ANNUI	16,617.00	16,617.00	0.00	0.00	0.00	16,617.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	2,250.00	2,250.00	2,509.95	250.00	0.00	-259.95	111.6
62400 TRAVEL AND CONFERENCE	750.00	750.00	220.56	0.00	0.00	529.44	29.4
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	4,490.88	34.99	0.00	5,509.12	44.9
63320 ORG VEHICLE/EQUIPMENT MAINT AC	6,400.00	6,400.00	6,499.08	0.00	0.00	-99.08	101.5
63710 UTILITIES	3,000.00	3,000.00	3,251.91	51.56	0.00	-251.91	108.4
63730 TELEPHONE/INTERNET	4,500.00	4,500.00	3,888.76	184.36	0.00	611.24	86.4
63731 DATA BASES	2,850.00	2,850.00	1,438.24	0.00	0.00	1,411.76	50.5
64080 INSURANCE	20,752.00	20,752.00	33,206.43	690.00	0.00	-12,454.43	160.0
64140 PUBLISHING	800.00	800.00	328.30	0.00	0.00	471.70	41.0
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	14,204.56	0.00	0.00	-54.56	100.4
65020 LIBRARY BOOKS	25,000.00	25,000.00	23,391.49	519.34	0.00	1,608.51	93.6
65030 LIBRARY VIDEO MATERIALS	3,800.00	3,800.00	3,847.89	26.99	0.00	-47.89	101.3
65040 LIBRARY AUDIO MATERIALS	6,000.00	6,000.00	5,987.34	93.88	0.00	12.66	99.8
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	1,280.34	0.00	0.00	-80.34	106.7
65070 OPERATING SUPPLIES	8,000.00	8,000.00	5,598.14	176.59	0.00	2,401.86	70.0
65080 POSTAGE AND SHIPPING	900.00	900.00	533.92	0.00	0.00	366.08	59.3
65990 SUPPLIES	250.00	250.00	55.71	0.00	0.00	194.29	22.3
67250 OFFICE EQUIPMENT	3,500.00	3,500.00	2,954.67	7.67	0.00	545.33	84.4
<b>LIBRARY SERVICES</b>	<b>432,419.00</b>	<b>432,419.00</b>	<b>427,242.07</b>	<b>14,564.26</b>	<b>0.00</b>	<b>5,176.93</b>	<b>98.8</b>
Expenditures	432,419.00	432,419.00	427,242.07	14,564.26	0.00	5,176.93	98.8
<b>Fund: 031 - TRUST &amp; AGENCY LIBRARY</b>							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	500.00	500.00	3,880.82	360.00	0.00	-3,380.82	776.2
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	32,719.50	0.00	0.00	-28,719.50	818.0
<b>TRUST &amp; AGENCY LIBRARY BLDG TR</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>36,600.32</b>	<b>360.00</b>	<b>0.00</b>	<b>-26,100.32</b>	<b>348.6</b>
Expenditures	10,500.00	10,500.00	36,600.32	360.00	0.00	-26,100.32	348.6
<b>Grand Total Net Effect:</b>	<b>-442,919.00</b>	<b>-442,919.00</b>	<b>-463,842.39</b>	<b>-14,924.26</b>	<b>0.00</b>	<b>20,923.39</b>	

**Solon Public Library Foundation - Solon State Bank**  
**Treasurer's Report**  
**May 27, 2026**

Beginning Balance			\$	12,908.38
	Income:			
		Art Auction	\$	55.00
		Petty cash return	\$	200.00
		Donation-Becker	\$	50.00
	Expenses:			
Ending Balance			\$	13,213.38

# Portfolio Snapshot

Christine M Steinbrech

Combined Account Portfolio

Period: 4/1/26-4/30/26

## Summary As of: 4/30/26 Portfolio Performance

PORTFOLIO	\$103,955	SELECTED PERIOD (\$)	LAST QUARTER (\$)	YEAR TO DATE (\$)	LAST YEAR (\$)	SINCE START DATE (\$)
		4/1/26 - 4/30/26	Q1,26	4/30/26	2025	8/29/22
<b>GAIN/LOSS</b>						
Realized	\$574	97,309	105,840	105,840	92,099	0
Unrealized	\$18,465	0	-3,000	-3,000	0	67,000
		6,646	-5,531	1,114	13,741	36,955
Ending Value		103,955	97,309	103,955	105,840	103,955
<b>Return</b>		<b>6.83%</b>	<b>-5.27%</b>	<b>1.07%</b>	<b>14.92%</b>	<b>12.25%</b>

## Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
		4/30/26	4/30/26	4/1/26 - 4/30/26	Q1,26	4/30/26	2025	8/29/22
XXXXXX0115	8/29/22	103,955	100.00	6.83	-5.27	1.07	14.92	12.25

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

Prepared by: Christine M Steinbrech

Created on: 5/21/26.

Incomplete if presented without accompanying disclosure pages

**Solon Public Library Foundation - Solon State Bank  
Treasurer's Report  
June 24, 2026**

Beginning Balance		\$	13,213.38
Income:			
	\$	-	-
	\$	-	-
	\$	-	-
Expenses:			
	\$	-	-
	\$	-	-
Ending Balance		\$	<u>13,213.38</u>

**Solon Public Library Foundation - Greenstate  
Treasurer's Report  
June 24, 2026**

Beginning Balance		\$	5.54
Income:			
Expenses:			
	Savings Balance	\$	<u>5.54</u>
	CD- renewed 8/12/25	\$	<u>10,781.12</u>

**Solon Public Library Foundation Scholarship Account  
Treasurer's Report  
June 24, 2026**

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



## **Strategic Plan 2026**

### **Update & Planning (Shared with Board of Trustees at May 18, 2026 meeting)**

Our accreditation needs to be renewed for FY28, which means the application is due by February 28, 2027. Part of this application is having a current strategic plan, our plan ends with calendar year 2027, which requires to update or create a new strategic plan for accreditation.

In my recent meeting with Becky Heil, our State Library of Iowa consultant, we discussed the process and how to best proceed. My recommendation is to complete an update to our strategic plan.

Outline for update:

- 1) Bring in a few community members, board of trustees, and staff as our key stakeholders
- 2) Review the strategic plan – has something changed?
- 3) What are new needs?
- 4) Service Responses – are they the same?
- 5) Staff review the responses, goal by goal.
- 6) Add new objectives or tweak – 6 to 9 goals per service response.

This process would be 3-4 hours, best done in two 2-hour sessions.

### **Proposed Timeline (Share with Board of Trustees at June 29, 2026 meeting)**

August 2026: Staff review strategic plan, roundtable discussion at regularly scheduled staff meeting

September 20, 2026: Strategic Plan Work Session (afternoon, 2-hours) with a few staff, community members, board members. To include steps 2-3 as listed above.

September 25, 2026: Staff Meeting – review the responses, begin to assess goal by goal.

September 26, 2026: Post service responses for public input during anniversary open house.

September 28, 2026: Regular Board Meeting, include work session to review stakeholder feedback and responses.

October 2026: Staff review the responses, goal by goal, add new objectives or tweak.

October 26, 2026: Regular Board Meeting, include review of updated strategic plan for changes or approval.

## **Solon Public Library - Job description for Adult Services Librarian (July 2026)**

### **Basic outline of scheduling:**

This position is currently 30 hours, part-time. There may be some flexibility in hours. Expect some evenings and one Saturday per month.

**General Statement of Duties:** Building positive relationships with our adults and young adults, through outreach, programming, and readers advisory, is the main focus of this position. Under the supervision of the Library Director, and in collaboration with Youth Services and Teen Services programming staff, plan and present programs for adults and young adults. Providing exceptional patron service at the circulation desk and understanding the basic rules and procedures of the library is also expected.

### **Examples of work in detail:**

Programming:

- Plans, implements, and evaluates library programs and services which fulfill the diverse educational, recreational, and personal needs for adults of all ages.
  - Programs may be in-person, virtual, or passive.
- Activities to include but not limited to:
  - Book Clubs
  - DIY Nights
  - Technology Trainings
  - Author Visits
  - Educational Instruction
  - Outreach Programs
- Collaborates with Youth Services and Teen Services Librarians to plan and present Summer Reading Programming and Winter Library Challenge.
- Develops and maintains a working relationship with local librarians and community leaders for partnerships and outreach opportunities.
- Creates library displays to celebrate diversity and increase circulation of library collections.
- Works with the director, community leaders, and other staff to expand programs as budget and time allow.

Library:

- Works with the public, helping with printing, faxing, scanning, and answering general technology questions as required.
- Performs general duties at the circulation desk and may be responsible for opening or closing during a shift.
- Circulates, reserves, renews, distributes and maintains all library materials.
- Shelves library materials in the correct location and performs shelf-reading duties with accuracy.
- Accurately enters patron information into the computer system.
- Preserves patron privacy and ensures patron account security by following library policies and procedures.
- Registers patrons and collects fees for lost or damaged materials.
- Monitors public use of library facilities and assists patrons in location of library materials and equipment.
- Provides reference and reader's advisory services and guidance on the use of library materials and equipment.

- Responds to telephone and email inquiries about library programs and services.
- Understands and upholds the principles of Intellectual Freedom.
- Performs other library tasks as needed.

#### Collection Development:

- Selects and places orders for Library of Things, Puzzles, and Cake Pans Collections within the established collection budget.
- Maintains and weeds collections as appropriate, using collection development reports and state guidelines as a guide.
- Solicits and responds to patron feedback regarding the collection.

#### Administrative:

- Maintains records on program attendance and funding required for all programs.
- Maintains and orders supplies needed for programs and events, within the established budget.
- Keeps library staff informed about upcoming programs, events, and displays.
- Participates in staff meetings and in-service training.
- Contributes to long-range planning.
- Partners with local school staff at the intermediate, middle school, and high school and the larger community to extend the reach of the library.

#### **Desired knowledge, skills and abilities:**

- Must possess a minimum of a high school diploma. Experience working in a library setting is preferred. Experience planning programs and networking with community leaders preferred.
- A college degree and knowledge of literature and materials, including reference materials, is preferred but not required.
- A Master's Degree in Library Science is preferred but not required.
- Must enjoy working with the public.
- Willingness to read all types of literature on a regular basis and stays current with authors and series to provide readers advisory to patrons.
- Must have good communication skills and integrity, be reliable, organized, enthusiastic, and strive for regular professional growth.
- Skill and knowledge to operate a computer and applicable software, including integrated library systems, email, Microsoft products, Google applications and calendar.

#### **Physical demands and working conditions:**

- Sitting and working at a computer for periods of time.
- Visual acuity to read computer screen as well as titles and spine labels of books on shelves.
- Dexterity for keyboarding.
- Reaching above the head, bending, kneeling or crouching to reach high and low objects.
- Walking to assist patrons.
- Lifting up to 25 pounds of library materials, chairs, etc.; pushing, pulling tables, etc.
- Handling, manipulating library materials, fingering book pages, forms, etc.
- Storage is in the basement and involves trips up and down the stairway.
- A driver's license is helpful.

## **Solon Public Library - Job description for Teen Services Librarian (July 2026)**

### **Basic outline of scheduling:**

This position is currently 30 hours, part-time. There can be some flexibility in hours, with a focus on after school hours for programming. Expect some evenings and one Saturday per month.

**General Statement of Duties:** The main focus of this position is building positive relationships with our teens, through outreach, programming, and readers advisory. Under the supervision of the Library Director, and in collaboration with Youth Services and Adult Services programming staff, will plan and present programs for teens and young adults (grades 6 - 12). Providing exceptional patron service at the circulation desk and understanding the basic rules and procedures of the library is also expected.

### **Examples of work in detail:**

Programming:

- Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational, and personal needs for teens (grades 6 - 8) and young adults (grades 9 - 12). Provide opportunities for social connections, exploring career and college opportunities, and embracing life-long learning.
- Activities to include but not limited to: weekly teen and young adult programs, Teen Advisory Board, Teen Reading Challenge, and collaboration with the director to provide teen volunteer opportunities, assisting with children's programs as needed.
- Works with Communications & Technology Specialist to promote and market teen and young adult programs.
- Assists with class tours and special library activities.
- Create displays in the teen and young adult section of the library.
- Collaborates with Youth Services and Adult Services Librarians to plan and present summer reading programming and winter library challenge activities.
- Works with the director and other staff to expand programs as budget and time allow.

Library:

- Works with the public, helping with printing, faxing, scanning, and answering general technology questions as required.
- Performs general duties at the circulation desk and may be responsible for opening or closing during a shift.
- Circulates, reserves, renews, distributes and maintains all library materials.
- Shelves library materials in the correct location and performs shelf-reading duties with accuracy.
- Accurately enters patron information into the computer system.
- Preserves patron privacy and ensures patron account security by following library policies and procedures.
- Registers patrons and collects fees for lost or damaged materials.
- Monitors public use of library facilities and assists patrons in location of library materials and equipment.
- Provides reference and reader's advisory services and guidance on the use of library materials and equipment.
- Responds to telephone and email inquiries about library programs and services.
- Understands and upholds the principles of Intellectual Freedom.
- Performs other library tasks as needed.

#### Administrative:

- Tracks and records teen program attendance and expenditures.
- Maintains and orders supplies needed for programs and events, within the established teen programming budget.
- Keeps library staff informed about upcoming programs, events, and displays.
- Participates in staff meetings, programming meetings, and in-service training.
- Contributes to long-range planning.
- Partners with local school staff at the intermediate, middle school, and high school and the larger community to extend the reach of the library.

#### Desired knowledge, skills and abilities:

- Must possess a minimum of a high school diploma and two years of experience working in a library and/or with teens and young adults.
- A college degree and knowledge of children's literature and materials, including reference materials, is preferred but not required.
- A Master's Degree in Library Science is preferred but not required.
- Must enjoy working with youth and the public.
- Willingness to read Teen/YA literature on a regular basis and stays current with Teen/YA authors and series to provide readers advisory to patrons.
- Must have good communication skills and integrity, be reliable, organized, enthusiastic, and strive for regular professional growth.
- Skill and knowledge to operate a computer and applicable software, including integrated library systems, email, Microsoft products, Google applications and calendar.

#### Physical demands and working conditions:

- Sitting and working at a computer for periods of time.
- Visual acuity to read computer screen as well as titles and spine labels of books on shelves.
- Dexterity for keyboarding.
- Reaching above the head, bending, kneeling or crouching to reach high and low objects.
- Walking to assist patrons
- Lifting up to 25 pounds of library materials, chairs, etc.; pushing, pulling tables, etc.
- Handling, manipulating library materials, fingering book pages, forms, etc.
- Storage is in the basement and involves trips up and down the stairway.
- A driver's license is helpful.

**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*