

Agenda for Solon Library Board Meeting
Monday, January 26, 2026 @6:30 pm

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

Meeting ID: 831 5291 4636

Call to order

Approval of the agenda

Welcome to new City Liaison Matt Macke

Approval of the minutes

- November 24, 2025

Citizen's Speak

Correspondence:

Committee reports

- Building:
- Finance: Library CD matures 1/30/26
- Johnson County Liaison
- City Liaison
- Board of Trustees Continuing Education
- 25th Anniversary Celebration Committee

Directors Report

Approval of Bills

- December 2025 (Official approval after pre-approval at November meeting)
- January 2026

Review of Foundation report (December 2025)

Old Business

- FY27 Budget process update

New Business

- Election of Officers / Open Board Position
- Assistant Library Director Position
- Policy Review: Meeting Room Policy, Virtual Meeting Room Policy
- Action on Library CD maturing 1/30/26 at Solon State Bank
- Washer/Dryer Project Estimates
- Strategic Plan update
- Volunteers for February 14th Fun For All Night
- Board Continuing Education Suggestion:

ILOC 2026: Worth Celebrating

Thursday, Jan. 29, 9:00 a.m. to 7:00 p.m.

This online (Zoom) conference will encourage attendees to consider why we collect statistics and evaluations and how we make them useful. Attendees are welcome to attend however many or few live sessions as work for their schedule.

Registration can be found on the State Library of Iowa website:

[ILOC 2026 Online Conference Link](#)

Read the keynote session descriptions and find out more about the speakers: [ILOC 2026 Schedule & Sessions](#).

Special Trustee's Keynote 6 - 7 pm, Thursday, January 29, 2026

Next Meeting: **Monday, February 23, 2026 at 6:30 pm**

Adjourn



To: City of Solon Personnel Committee

12/4/2025

Each person who accepts employment with the City of Solon has chosen a career to serve our community to the best of their ability. In any public-facing service career, employees need to know that they are valued by their employer to maintain their high level of service, caring commitment, and positive attitude.

To quote the City of Solon Vision Statement found on Page 8 of the Employee Handbook:

It is our firm belief that the future of this City is directly influenced by the efforts of each employee. Through your high quality performance, the City will be able to provide the best service possible. It is this combination that will allow the City of Solon to distinguish itself from other municipalities and maximize efficiency for the greatest benefit of the City, our employees and our citizens.

Our personnel policies in the City of Solon are based on the belief that the success of this City is primarily dependent upon our employees. You can expect management to:

Recognize each person as an important part of the City of Solon team.

I respectfully request that you consider each of the following items to ensure that each regular city employee feels recognized as an important part of the City of Solon team:

1. Regular pay for all regular part-time employees for their regular scheduled hours for any holiday closures of their department. Part-time employees are already vulnerable to loss of pay for sick time, ensuring that they keep their regular paid hours during holiday closures would demonstrate that the City values their time, institutional knowledge, and efforts on behalf of the community and want to ensure they receive a consistent weekly wage when their department is closed for a holiday and they are not able to work their scheduled hours.

On page 36 of The City of Solon Employee Handbook states: *All hours worked by an hourly employee on a national holiday observed by the City as defined by the Holiday policy will be paid at applicable pay rate in addition to regular holiday pay.*

Based on this policy, all employees who do work on a city observed holiday are receiving holiday pay, and therefore, it is still equitable to provide regular pay for the scheduled hours of part-time employees for any holiday closures for their departments. This would have zero impact on the Library Department Budget as I currently budget for each employee at their set number of hours/week for 52 weeks each year.

2. Regular pay for all regular employees whose department is closed due to any type of emergency, i.e. weather-related emergency, building issues, etc. It is out of the control of the employee if the department needs to be closed for an emergency, and it would demonstrate that the City values their time, institutional knowledge, and efforts on behalf of the community and wants to ensure they receive a consistent weekly wage when their department is closed and they are not able to work their scheduled hours due to this type of emergency. This would have zero impact on the Library Department Budget as I currently budget for each employee at their set number of hours/week for 52 weeks each year.

3. Prorated sick and vacation time accrual for regular part-time employees. Our part-time employees have many options for employment in the Eastern Iowa Corridor area and I am aware of at least three options that provide prorated sick and vacation time accrual for regular part-time employees who work 20 hours/week or more: City of North Liberty, City of Coralville, and the University of Iowa. Our part-time employees have expressed on multiple occasions that they cannot afford to stay home when they are not feeling well to ensure they do not lose their regular budgeted salary. I believe that as a City, we can and should do better for our valued employees and for the safety of our other staff who work with them.

4. Cell phone reimbursement for regular employees (full or part-time) who use their personal device on a regular basis for city department work. Our Communications Specialist regularly uses their personal phone to interact on social media to ensure consistent Library information is shared on a regular basis. This policy is found on page 106 of the Solon Employee Handbook.

Thank you for your time and consideration.

Sincerely,



Liz King
Library Director
Solon Public Library

The Solon Public Library Board

DRAFT Meeting Minutes

November 24, 2025

Call to Order

The regular meeting of the Solon Public Library Board was called to order by Sandy Lawrence at 6:30 p.m.

Present

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

Absent

Bill Christensen

Approval of Agenda

The agenda was unanimously approved . (Matthew/Janet)

Approval of Minutes

The minutes of the November 24, 2025 meeting were unanimously approved. (Steve/Jen)

Citizen's Speak and Correspondence

Citizen Speak: No report

Correspondence: Liz shared with the board Emails she received from a patron. He was in need of some clarification for the implementation of having Flow Friendly items in the men's restroom. Liz was able to respond to his concern. She also let him know any patron is welcome at any board meeting to share their concerns and ideas.

Committee Reports

- **Building:** Washer/Dryer Installation. The library has a washer and dryer that are in need of installation. The basement is the most viable space to place them. This would require quotes from an electrician and a plumber. Liz will get with City Works for recommendations and also Steve Fisher was willing to give some suggestions.
- **Finance:** Jen reported that the 11/6/25 CD renewal, under the board's direction, was able to renew the CD at Green State for 22 months at 3.85%. She also reported that the next CD maturing is at Solon State Bank on January 30, 2026. It will be discussed at our meeting in January. Jen announced to the board that she will not be renewing her position. We thanked Jen for her dedication to serving our Solon Public Library
- **Johnson County Liaison:** No report
- **City of Solon Liaison:** Cole is meeting with Cami and Lauren in December to address the necessity of pro-rating regular part-time city employee benefits prior to the FY27 budget. We thanked Cole for his dedicated service to Solon Public Library.
- **Board of Trustees Continuing Education:** Matthew reported on Banned Book 101.

The Solon Public Library Board

Library Director's Report: Liz highlighted the good work Mykle is doing hosting adult programming. His outreach programming at the Solon Care Center is bringing some *Library Joy* to the residents. The therapy dog program at the Care Center has been very welcome. Liz gave an update on the current situation of using new resources for book purchasing. Currently she is with Ingram for adult books and Lily will be checking into Follett for youth books.

Approval of Bills

The bills for November 2025 were unanimously approved. (Jen/Char)

Review of Foundation Report

The November 2025 Foundation financial reports were reviewed.

Old Business

- none

New Business

- **Planning committee for 25th Anniversary in July**
Char and Janet volunteered to help with a planning committee.
- **Set Budget for 25th Anniversary Committee.** It was decided to ask for a budget amount of \$2500. This would be listed in the FY27 budget under 65990 supplies.
- **Approval of FY27 Library Budget:** The proposed Library Budget was unanimously approved. (Janet/Matthew)
- **Pre Approval of December Bills:** Due to the Board not meeting in December the bills are preapproved to be reviewed in January. (Char/Steve)
- **New Policy by City of Solon: Therapy Dog Policy:** The new policy was discussed and reviewed. The policy will be reviewed by the City Attorney and then will be added back to our Agenda for approval at a later date.
- **Board of Trustees Continuing Education:** Items were listed for Board consideration.

Adjournment: The meeting was adjourned at 7:30 p.m. (Matthew/Steve)

Next Meeting

Regular Meeting: Monday, January 26, 2026 at 6:30 p.m.

Submitted by

Char Cosgrove

Director's Report January 2026

Since our last regular meeting in November 2025, I have attended regular meetings with the City Council, the Friends of the Library, and the Solon Public Library Foundation. The library participated in the Community Christmas Tree Walk with a tree and information about our Winter Library Challenge. The Friends hosted their annual puzzle sale with their best total to date.

In early December, I attended the Johnson County Legislators Reception at Iowa City Public Library along with Library, City, County, and State leaders (Representatives Adam Zabner, Elinor Levin, and Senator Janice Weiner). The theme for this year's reception was "*Public Libraries of Johnson County: We are Community*". Each Library Director presented 2-3 slides highlighting different ways our libraries build community. I was joined by our Board member Janet Salathial. Here is a link to the slideshow we presented: [2025 Legislative Reception](#)

In January, I attended weekly FY27 budget work sessions with the City Council. Mayor Dan O'Neil recognized Board Member Jen Fetzer for her 4 years of service on our Board and appointed new Council Member Matt Macke as the City Liaison for the Library Board of Trustees. We are very grateful to Jen and former City Liaison Cole Gabriel for their support of Solon Public Library. We celebrated staff anniversaries including Lily (3 years) in December and Liz (5 years) in January.

While the Women's Club decided to discontinue their Annual Holiday Tree Decorating Contest and Auction this year, two very generous "Library Elves" assembled 6 trees for a smaller auction. They generously donated the proceeds of their auction to the Library to assist with ongoing fundraising efforts. The library was a collection site for Toys for Tots and the Solon community was very generous again this year. We continued our partnership with two Community Health Interns from Johnson County Public Health to provide space for them to assist community members with the Community Health Assessment Survey to create a new Health Improvement Plan for 2026. Their second visit to the Library was on Wednesday, 12/10/25.

Lily and Mykle prepared our annual Winter Library Challenge for December 2025 - January 2026. The focus of this challenge is to encourage patrons to explore different collections and attend library programs to collect secret codes. The scratch-off bookmark is such a fun way to engage our patrons with this challenge. Our participation numbers in this winter program continue to grow each year. Our annual Gingerbread House decorating program was impacted by a snow storm, but over half of the registered families were able to come and create amazing gingerbread houses. We are so grateful to the community volunteers who assisted with building gingerbread houses ahead of this annual event.

Based on patron feedback, Mykle has adapted our monthly Tech Talk program into Tech Help to adjust the focus from sharing a specific technology topic to encouraging anyone to bring in their devices and questions each month for assistance. Mykle also hosted Doris Montag for her presentation on the famous poem: *Twas the Night before Christmas*. She filled our large display case with her collection of books and holiday treasures she has collected through the years.

Lily hosted an all ages Santa Claus Escape Room and partnered with our Recreation Department to provide Storytimes at the Holiday Festival at the Community Center. Christian continues to develop relationships with our teens each Tuesday afternoon and the attendance at Switch & Social has grown significantly since he started in August 2024. He also hosted a Hot Cocoa and Karaoke Program to kick off Winter Break for our teens. The 2025 Teen Reading Challenge Final Stats: 31 Teens, 169 Responses, and 6 Completed Challenges. The lucky teen who won the drawing for the Kindle Fire Tablet was thrilled.

The highlight of December and the culmination of hours of planning by Lily and implemented by our staff and several community volunteers was our Noon Year's Eve Celebration on Wednesday, December 31, 2025. We welcomed 185 people to the UMC Family Life Center gym to enjoy making mocktails, experimenting with exploding confetti, making a wish for 2026, posing at the photo booth, creating fireworks with cupcake liners, pipe cleaner snowflakes,

and counting down to our balloon drop at noon. Our two celebrity guests, "Trixie the Triceratops" and Public Works Superintendent Kris Richardson, released over 500 balloons at noon. Thank you to our partners at Public Works who helped us transport the filled nets to the Family Life Center and hang them on the ceiling.

In January, Christian's all ages Rice Bowl Class with Poimen Bosco Foods was a huge success, and a direct tie to our Strategic Plan Objective to Celebrate Diversity. Mykle hosted a large DIY group interested in learning about Needle Felting, and record numbers at our monthly Book Club thanks to several members of the Solon Women's Club who joined in on the lively discussion of *Go As A River* by Shelley Read. On our Second Saturday, Lily welcomed 34 people to Pajama Play Day, and the fun continued with our Fun For All Night with gym games and *Kung Fu Panda 4* with popcorn donated by Theisen's of Coralville.

Looking to February, we will be presenting our popular "Blind Date with a Book." This is a fun way to try a book you might not normally select and find a new favorite. Mykle has managed the preparations for this engaging literacy program and we thank our volunteers who wrapped our mystery date books. Christian is hosting a Teen Spring Roll Program with Annie from Thai Spice Express. In line with our Strategic Plan Objective of Be an Informed Citizen/Know your Community, Mykle is hosting a program on Iowa Water with State Geologist Keith Schilling, PhD on Monday; February 16 at 6:30 pm.

The SPL Foundation's 5th annual "Put a Bid on It" Silent Art Auction will be March 1 - March 21. The Friends of the Library will be hosting their Annual Used Book Sale on Saturday, March 7 from 8:00 am - 12:00 noon.

We will also have the opportunity to host the Dr. Lulu Merle Johnson Exhibit Project Display at the Library in March. This will allow our community to learn more about the amazing accomplishments of Dr. Johnson, and why she is so deserving of being named the new Johnson County Eponym by the Johnson County Board of Supervisors in 2021.

The winter season has tested us with some snow and frigid temperatures. We are so grateful for our incredible Public Works crew who works tirelessly to ensure our community's streets are cleared and the Library parking lot and sidewalks are safe for our patrons to visit.

Sincerely,

Liz King

Director, Solon Public Library

Solon Public Library Meeting Room Use November 2025

Solon Public Library Meeting Room Use December 2025

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Date	Room	Attendees	Organizer Type	Date	Room	Attendees	Organizer Type	Date	Room	Attendees	Organizer Type		
12/1/2025	Community Meeting Room	14	Internal	12/1/2025	Study Room 1	1	Patrons	12/1/2025	Study Room 2	1	Internal		
12/2/2025	Community Meeting Room	20	Internal	12/2/2025	Study Room 1	2	Patrons	12/1/2025	Study Room 2	1	Internal		
12/2/2025	Community Meeting Room	1	Internal	12/2/2025	Study Room 1	3	Patrons	12/1/2025	Study Room 2	1	Internal		
12/2/2025	Community Meeting Room	2	Internal	12/3/2025	Study Room 1	2	Patrons	12/2/2025	Study Room 2	1	Patrons		
12/2/2025	Community Meeting Room	16	Internal	12/3/2025	Study Room 1	1	Internal	12/3/2025	Study Room 2	0	Internal		
12/3/2025	Community Meeting Room	7	Internal	12/4/2025	Study Room 1	1	Patrons	12/4/2025	Study Room 2	1	Internal		
12/3/2025	Community Meeting Room	12	Internal	12/4/2025	Study Room 1	6	Patrons	12/4/2025	Study Room 2	4	Patrons		
12/3/2025	Community Meeting Room	6	Internal	12/4/2025	Study Room 1	0	Patrons	12/5/2025	Study Room 2	2	Patrons		
12/4/2025	Community Meeting Room	24	Internal	12/5/2025	Study Room 1	3	Patrons	12/8/2025	Study Room 2	1	Internal		
12/4/2025	Community Meeting Room	28	Internal	12/5/2025	Study Room 1	2	Patrons	12/9/2025	Study Room 2	1	Patrons		
12/4/2025	Community Meeting Room	0	Internal	12/9/2025	Study Room 1	1	Patrons	12/11/2025	Study Room 2	1	Internal		
12/5/2025	Community Meeting Room	1	Non-Profit Organizations	12/9/2025	Study Room 1	4	Patrons	12/11/2025	Study Room 2	1	Internal		
12/6/2025	Community Meeting Room	0	Internal	12/9/2025	Study Room 1	3	Patrons	12/11/2025	Study Room 2	5	Patrons		
12/6/2025	Community Meeting Room	0	Internal	12/10/2025	Study Room 1	2	Patrons	12/15/2025	Study Room 2	1	Internal		
12/8/2025	Community Meeting Room	15	Internal	12/11/2025	Study Room 1	2	Internal	12/16/2025	Study Room 2	2	Patrons		
12/8/2025	Community Meeting Room	6	Patrons	12/12/2025	Study Room 1	2	Patrons	12/17/2025	Study Room 2	1	Patrons		
12/9/2025	Community Meeting Room	4	Internal	12/15/2025	Study Room 1	1	Patrons	12/17/2025	Study Room 2	1	Internal		
12/9/2025	Community Meeting Room	2	Internal	12/15/2025	Study Room 1	2	Internal	12/18/2025	Study Room 2	2	Patrons		
12/9/2025	Community Meeting Room	17	Internal	12/16/2025	Study Room 1	3	Patrons	12/18/2025	Study Room 2	1	Internal		
12/9/2025	Community Meeting Room	7	Internal	12/17/2025	Study Room 1	2	Patrons	12/19/2025	Study Room 2	2	Patrons		
12/10/2025	Community Meeting Room	13	Internal	12/17/2025	Study Room 1	1	Patrons	12/19/2025	Study Room 2	1	Internal		
12/10/2025	Community Meeting Room	15	Internal	12/18/2025	Study Room 1	1	Patrons	12/22/2025	Study Room 2	1	Internal		
12/10/2025	Community Meeting Room	8	Internal	12/18/2025	Study Room 1	2	Internal	12/23/2025	Study Room 2	1	Internal		
12/11/2025	Community Meeting Room	15	Non-Profit Organizations	12/18/2025	Study Room 1	1	Internal	12/25/2025	Study Room 2	6	Internal		
12/11/2025	Community Meeting Room	37	Internal	12/18/2025	Study Room 1	2	Internal	12/29/2025	Study Room 2	0	Internal		
12/13/2025	Community Meeting Room	45	Internal	12/19/2025	Study Room 1	4	Patrons	12/29/2025	Study Room 2	1	Internal		
12/14/2025	Community Meeting Room	8	Patrons	12/22/2025	Study Room 1	2	Patrons	12/30/2025	Study Room 2	1	Internal		
12/15/2025	Community Meeting Room	14	Internal	12/22/2025	Study Room 1	0	Internal	Total Uses of Study Room 1				27	
12/16/2025	Community Meeting Room	8	Internal	12/23/2025	Study Room 1	2	Patrons	Total Uses of Study Room 2				32	
12/16/2025	Community Meeting Room	13	Internal	12/25/2025	Study Room 1	6	Internal						
12/16/2025	Community Meeting Room	15	Internal	12/30/2025	Study Room 1	1	Patrons						
12/17/2025	Community Meeting Room	14	Internal	12/31/2025	Study Room 1	2	Patrons						
12/17/2025	Community Meeting Room	22	Internal										
12/17/2025	Community Meeting Room	67	Internal										
12/18/2025	Community Meeting Room	4	Internal										
12/18/2025	Community Meeting Room	2	Internal										
12/18/2025	Community Meeting Room	37	Internal										
12/18/2025	Community Meeting Room	0	Internal										
12/19/2025	Community Meeting Room	0	Internal										
12/19/2025	Community Meeting Room	7	Internal										
12/22/2025	Community Meeting Room	16	Internal										
12/23/2025	Community Meeting Room	27	Internal										
12/28/2025	Community Meeting Room	30	Patrons										
12/29/2025	Community Meeting Room	14	Internal										
12/30/2025	Community Meeting Room	33	Internal										
12/2/2025	Side A (West)	10	Patrons										
12/2/2025	Side B (Kitchen)	25	Patrons										
49	Total Uses of Community Meeting Room	47											

Patron PC Logins by Day and Hour

Dates: Saturday November 1, 2025 - Sunday November 30, 2025 Times: 9:00am to 7:00pm

Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev
Sat Nov 1	1	1	0	0	0	1	1	0	0	0	4	0	0	1	0	0	1	
Sun Nov 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Nov 3	0	0	1	0	2	0	2	3	2	0	0	10	1	0	3	0	0	1
Tue Nov 4	0	0	0	0	1	1	1	3	1	0	0	7	1	0	3	0	0	1
Wed Nov 5	1	0	0	0	1	1	2	3	3	0	0	11	1	0	3	1	0	1
Thu Nov 6	0	1	0	2	6	21	11	5	0	1	0	47	4	0	21	1	0	7
Fri Nov 7	0	0	0	0	0	1	2	1	0	0	0	4	0	0	2	0	0	1
Sat Nov 8	2	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0	1
Sun Nov 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Nov 10	0	0	0	0	1	3	5	4	1	0	0	14	1	0	5	0	0	2
Tue Nov 11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wed Nov 12	0	0	0	0	2	1	5	3	2	0	0	13	1	0	5	0	0	2
Thu Nov 13	1	0	1	1	5	22	16	3	0	0	0	49	5	0	22	1	0	8
Fri Nov 14	2	0	1	0	2	1	2	0	0	0	0	8	1	0	2	0	0	1
Sat Nov 15	0	2	1	0	0	1	3	0	0	0	0	7	1	0	3	0	0	1
Sun Nov 16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Nov 17	0	0	0	0	0	0	3	0	0	0	0	3	0	0	3	0	0	1
Tue Nov 18	0	0	0	0	0	1	0	4	0	0	0	5	1	0	4	0	0	1
Wed Nov 19	2	0	0	0	0	1	1	4	1	2	0	11	1	0	4	1	0	1
Thu Nov 20	0	0	0	0	3	12	6	0	0	0	0	21	2	0	12	0	0	4
Fri Nov 21	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1
Sat Nov 22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Nov 23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Nov 24	1	0	0	1	0	0	2	2	3	2	0	11	1	0	3	1	0	1
Tue Nov 25	0	5	0	0	5	5	4	1	2	0	0	22	2	0	5	1	0	2
Wed Nov 26	0	1	0	1	0	0	1	0	0	0	0	3	0	0	1	0	0	1
Thu Nov 27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fri Nov 28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Nov 29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Nov 30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	10	10	5	5	28	72	67	36	15	5	0	253						
Average	0.3	0.3	0.2	0.2	0.9	2.4	2.2	1.2	0.5	0.2	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	5	1	2	6	22	16	5	3	2	0							
Median	0	0	0	0	0	0	1	0	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi	0.6	1	0.4	0.5	1.7	5.6	3.5	1.6	0.9	0.5	0							

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Patron PC Logins by Day and Hour

Dates: Monday December 1, 2025 - Wednesday December 31, 2025 Times: 9:00am to 7:00pm

Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev
Mon Dec 1	0	2	1	0	0	1	2	2	0	1	0	9	1	0	2	1	0	1
Tue Dec 2	1	2	0	0	0	0	3	5	1	0	0	12	1	0	5	0	0	2
Wed Dec 3	0	1	2	1	0	0	3	2	0	0	0	9	1	0	3	0	0	1
Thu Dec 4	0	0	0	0	3	13	10	7	0	1	0	34	3	0	13	0	0	5
Fri Dec 5	0	0	0	1	1	0	1	0	0	0	0	3	0	0	1	0	0	1
Sat Dec 6	2	0	0	0	0	1	0	0	0	0	0	3	0	0	2	0	0	0
Sun Dec 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Dec 8	0	0	0	0	0	2	0	0	0	0	1	0	3	0	0	2	0	0
Tue Dec 9	1	1	0	0	0	1	2	3	2	0	0	10	1	0	3	1	0	1
Wed Dec 10	0	0	0	0	0	1	3	3	3	0	0	10	1	0	3	0	0	1
Thu Dec 11	0	0	0	1	6	9	11	3	0	0	0	30	3	0	11	0	0	4
Fri Dec 12	0	0	0	0	0	2	1	1	0	0	0	4	0	0	2	0	0	1
Sat Dec 13	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	0
Sun Dec 14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Dec 15	0	1	1	1	1	2	4	0	0	1	0	11	1	0	4	1	1	1
Tue Dec 16	0	1	0	0	0	0	1	0	0	0	0	2	0	0	1	0	0	0
Wed Dec 17	0	0	2	2	0	0	6	5	3	0	0	18	2	0	6	0	0	2
Thu Dec 18	0	0	0	1	6	13	5	2	0	0	0	27	3	0	13	0	0	4
Fri Dec 19	0	0	0	2	1	1	0	0	0	0	0	4	0	0	2	0	0	1
Sat Dec 20	0	2	3	0	2	0	0	0	0	0	0	7	1	0	3	0	0	1
Sun Dec 21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Dec 22	0	2	0	0	2	0	1	0	0	0	0	5	1	0	2	0	0	1
Tue Dec 23	1	1	4	3	1	0	3	1	0	0	0	14	1	0	4	1	1	1
Wed Dec 24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Dec 25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fri Dec 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Dec 27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Dec 28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Dec 29	0	1	0	3	0	1	0	0	0	0	0	5	1	0	3	0	0	1
Tue Dec 30	0	2	2	1	0	3	0	0	2	0	0	10	1	0	3	0	0	1
Wed Dec 31	2	3	1	0	0	0	0	0	0	0	0	6	1	0	3	0	0	1
Total	7	19	16	16	23	50	56	35	11	4	0	237						
Average	0.2	0.6	0.5	0.5	0.7	1.6	1.8	1.1	0.4	0.1	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	3	4	3	6	13	11	7	3	1	0							
Median	0	0	0	0	0	0	0	0	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi	0.6	0.9	1	0.9	1.6	3.4	2.8	1.8	0.9	0.3	0							

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Solon Public Library

July, 2025 - December, 2025

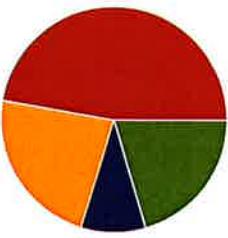
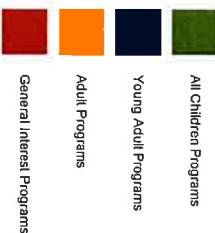
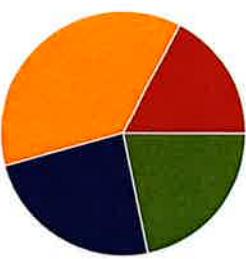
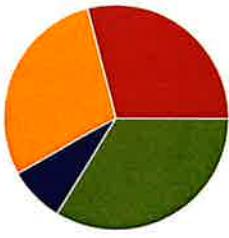
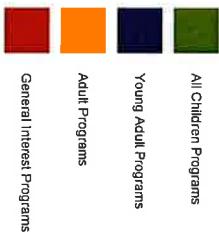
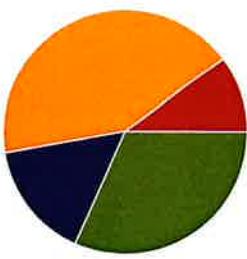
December

Overview	
All Children Programs	10
Young Adult Programs	11
Adult Programs	17
General Interest Programs	8
Total Programs	46
All Children Participants	200
Young Adult Participants	90
Adult Participants	225
General Interest Participants	462
Total Participants	977

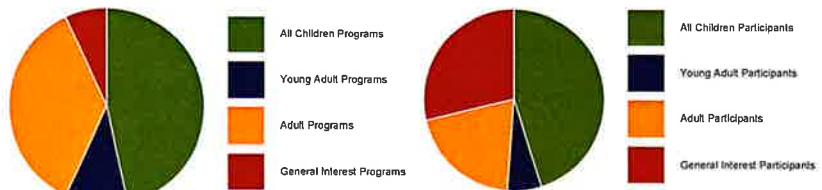
Year in Review

Overview

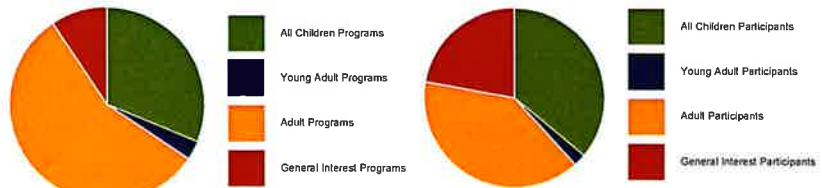
Overview	
All Children Programs	84
Young Adult Programs	41
Adult Programs	113
General Interest Programs	27
Total Programs	265
All Children Participants	1987
Young Adult Participants	473
Adult Participants	1715
General Interest Participants	1712
Total Participants	5887



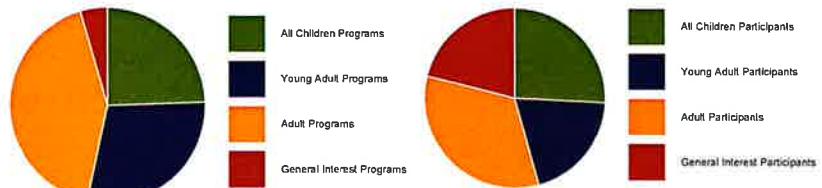
July					
Overview					
All Children Programs	27	46.55%	All Children Participants	784	45.08%
Young Adult Programs	6	10.34%	Young Adult Participants	106	6.1%
Adult Programs	21	36.21%	Adult Participants	349	20.07%
General Interest Programs	4	6.9%	General Interest Participants	500	28.75%
Total Programs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



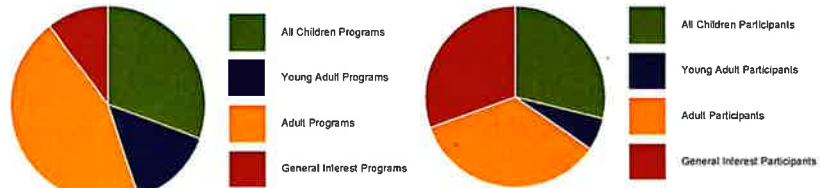
August					
Overview					
All Children Programs	10	31.25%	All Children Participants	213	36.04%
Young Adult Programs	1	3.13%	Young Adult Participants	13	2.2%
Adult Programs	18	56.25%	Adult Participants	234	39.59%
General Interest Programs	3	9.38%	General Interest Participants	131	22.17%
Total Programs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



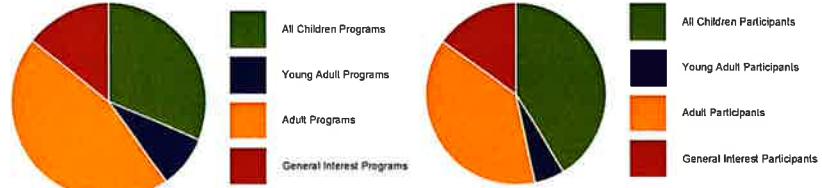
September					
Overview					
All Children Programs	11	24.44%	All Children Participants	216	25.78%
Young Adult Programs	13	28.89%	Young Adult Participants	167	19.93%
Adult Programs	19	42.22%	Adult Participants	278	33.17%
General Interest Programs	2	4.44%	General Interest Participants	177	21.12%
Total 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	16	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 November 2025 Program Details

	A	B	C	D	E	F	G
	Title	Age	Type	Site	Category	In-person Attendees	Virtual Attendees
1							
2	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	15	0
3	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	22	0
4	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	16	0
5	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	19	0
6	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	18	0
7	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	23	0
8	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	17	0
9	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	0	0
10						Total Chair Yoga	130
11	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	13	0
12	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	8	0
13	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	13	0
14	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	0	0
15						Total Coffee & Conversations	34
16	Book Club: Project Hail Mary	Adult (Ages 19+)	Combo in Person / Live Virtual	On Site	Adults	13	2
17	Cookbook Club: Tasty and Affordable	Adult (Ages 19+)	In Person	On Site	Adults	11	0
18	DIY Night:	Adult (Ages 19+)	In Person	On Site	Adults	0	0
19	KNIT LIT: Dyer Consequences	Adult (Ages 19+)	In Person	On Site	Adults	7	0
20	Solon Retirement Village Outreach	Adult (Ages 19+)	In Person	Off Site	Off Site	11	0
21	Tech Talk: Ask A Librarian	Adult (Ages 19+)	In Person	On Site	Adults	3	0
22	Tile Painting with UIOWA Arts Share	Adult (Ages 19+)	In Person	On Site	Adults	10	0
23						Total Adults	221
24	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Passive	Babies	11	0
25	No Storytime: Election Day	Children (Ages 0-5)	In Person	On Site	Storytime	0	0
26	No Storytime: Veteran's Day	Children (Ages 0-5)	In Person	On Site	Storytime	0	0
27	Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	19	0
28	Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	27	0
29						Total Storytime	46
30	BAM POW	Children (Ages 6-11)	In Person	On Site	Youth	0	0
31	BAM POW: Make It! Shrinky Dinks	Children (Ages 6-11)	In Person	On Site	Youth	53	0
32	BAM POW: Play It! Board Games	Children (Ages 6-11)	In Person	On Site	Youth	40	0
33	BAM POW: Watch It! Ugly Dolls [PG]	Children (Ages 6-11)	In Person	On Site	Youth	49	0
34						Total Early Out Thursday BAM POW Program	142
35	Drawing Club (Fall Session)	Children (Ages 6-11)	In Person	On Site	Youth	5	0
36	Drawing Club (Fall Session)	Children (Ages 6-11)	In Person	On Site	Youth	8	0
37	Drawing Club (Fall Session)	Children (Ages 6-11)	In Person	On Site	Youth	11	0
38	Drawing Club (Fall Session)	Children (Ages 6-11)	In Person	On Site	Youth	9	0
39						Total Drawing Club	33
40	Read with Willa the Dog!	Children (Ages 6-11)	In Person	On Site	Youth	0	0
41	Read with Willa the Dog!	Children (Ages 6-11)	In Person	On Site	Youth	6	0
42	Book Art for All-Ages	General Interest	In Person	On Site	All Ages	5	0
43	Fun For All Night	General Interest	In Person	Off Site	Off Site	28	0
44	Learn the Dance Moves!	General Interest	In Person	On Site	All Ages	33	0
45	Let's Go Lego	General Interest	Passive Program	Passive	All Ages	16	0
46	Postcard Poetry Workshop	General Interest	In Person	On Site	All Ages	5	0
47	Mario Kart 8 Tournament	Young Adult (Ages 12-18)	In Person	On Site	Teens	13	0
48	Switch and Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	0	0
49	Switch and Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	0	0
50	Switch and Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	16	0
51	Switch and Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	0	0
52	Teen Reading Challenge	Young Adult (Ages 12-18)	Passive Program	Passive	Teens	2	0
53						Total Teens	31

Solon Public Library Program Details December 2025

	A	B	C	D	E	F	G
1	Title	Age	Type	Site	Category	In-person Attendees	Virtual Attendees
2	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	14	0
3	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	12	0
4	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	15	0
5	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	15	0
6	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	14	0
7	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	22	0
8	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	16	0
9	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	14	0
10						Total Chair Yoga	122
11	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	7	0
12	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	13	0
13	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	14	0
14						Total Coffee & Conversations	34
15	Book Club: The Mistletoe Mystery	Adult (Ages 19+)	Combo in Person / Liv	On Site	Adults	15	0
16	DIY Night: Double Hot Chocolate Mason Jar	Adult (Ages 19+)	In Person	On Site	Adults	7	0
17	History of Ordinary Things: The Night Before Christmas	Adult (Ages 19+)	In Person	On Site	Adults	24	0
18	KNIT LIT: The Salt Path	Adult (Ages 19+)	In Person	On Site	Adults	6	0
19	Solon Retirement Village Outreach	Adult (Ages 19+)	In Person	Off Site	Off Site	13	0
20	Tech Help	Adult (Ages 19+)	In Person	On Site	Adults	4	0
21						Total Adults	225
22	Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	20	0
23	Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	4	0
24	Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	8	0
25	Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	27	0
26	Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	33	0
27						Total Storytime	92
28	BAM POW: Build It! Cardboard Construction	Children (Ages 6-11)	In Person	On Site	Youth	28	0
29	BAM POW: Make It! Perler Beads	Children (Ages 6-11)	In Person	On Site	Youth	37	0
30	BAM POW: Watch It! Dreambuilders [PG]	Children (Ages 6-11)	In Person	On Site	Youth	37	0
31						Total Early Out Thursday Program	102
32	Read with Willa the Dog!	Children (Ages 6-11)	In Person	On Site	Youth	0	0
33	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Passive	Babies	6	0
34	December Coloring Challenge for WLC	General Interest	Passive Program	Passive	All Ages	59	0
35	Gift Wrapping Station	General Interest	Passive Program	Passive	Adults	15	0
36	Gingerbread House Workshop	General Interest	In Person	On Site	All Ages	45	0
37	History of Ordinary Things: The Night Before Christmas	General Interest	In Person	On Site	All Ages	8	0
38	Holiday Festival @ Community Center	General Interest	In Person	Off Site	Off Site	60	0
39	Let's Go Lego	General Interest	Passive Program	Passive	All Ages	23	0
40	Noon Year's Eve	General Interest	In Person	Off Site	Off Site	185	0
41	Santa Claus Escape Room	General Interest	In Person	On Site	All Ages	67	0
42	Winter Library Challenge Participants	General Interest	Other	Passive	All Ages	82	0
43	DIY Bath Bombs for Teens!	Young Adult (Ages 12-17)	In Person	On Site	Teens	6	0
44	Hot Cocoa and Karaoke	Young Adult (Ages 12-17)	In Person	On Site	Teens	7	0
45	Hybrid Open Teen Advisory Board Meeting	Young Adult (Ages 12-17)	Combo in Person / Live Virtual	On Site	Teens	0	0
46	Switch and Social	Young Adult (Ages 12-17)	In Person	On Site	Teens	16	0
47	Switch and Social	Young Adult (Ages 12-17)	In Person	On Site	Teens	17	0
48	Switch and Social	Young Adult (Ages 12-17)	In Person	On Site	Teens	13	0
49	Teen Debate	Young Adult (Ages 12-17)	Passive Program	Passive	Teens	5	0
50	Teen Debate	Young Adult (Ages 12-17)	Passive Program	Passive	Teens	9	0
51	Teen Debate	Young Adult (Ages 12-17)	Passive Program	Passive	Teens	8	0
52	Teen Debate	Young Adult (Ages 12-17)	Passive Program	Passive	Teens	7	0
53	Teen Reading Challenge	Young Adult (Ages 12-17)	Passive Program	Passive	Teens	2	0
54						Total Teens	90

Solon Library Bills for December, 2025

Starting balance from Expenditure Report dated 12/8/25

Monthly Avg

From Dues, Membership & Magazines (62100)	\$ 823.79
Zoom inv#331541279 (Visa)	\$ 18.18
Cricut monthly subscription order#180265274(Visa)	\$ 10.69
Iowa Library Association ILA, Institutional Membership (Visa)	\$ 100.00
Amazon Business Prime membership (Visa)	\$ 129.00
Total Spent	\$ 257.87 \$ 100.00
Remaining Balance	\$ 565.92
 From Travel and Conference (62400)	\$ 708.00
Mileage reimbursement for travel to Johnson County Legislators Reception	\$ 16.80
Iowa City Transportation Services, parking for reception (Visa)	\$ 2.00
Total Spent	\$ 18.80 \$ 62.50
Remaining Balance	\$ 689.20
 From Building Maintenance (63100)	\$ 9,794.14
\$5,000 allocated for reserve funds	\$ 5,000.00 Hidden balance for reserves
 Total Spent	\$ - \$ 416.67
Remaining Balance	\$ 4,794.14
 From Org Vehicle/Equipment Maint AC (63320)	\$ 3,617.21
Biblionix Apollo Annual Subscription inv#12077	\$ 2,700.00
Google LLC, Google Workspace inv#5425501461 (Visa)	\$ 111.82
Bitdefender, security software for 5 devices inv# BI68726927 (Visa)	\$ 117.69
Bitdefender, security software for 5 devices inv# BI68784677 (Visa)	\$ 109.99
Bitdefender, security software for 5 devices inv# BI68846402 (Visa)	\$ 117.69
Total Spent	\$ 3,157.19 \$ 466.67
Remaining Balance	\$ 460.02
 From Utilities (63710)	\$ 2,613.76
Alliant Energy	\$ 59.45
Mid-American	\$ 89.67
Total Spent	\$ 149.12 \$ 583.33
Remaining Balance	\$ 2,464.64
 From Telephone/Internet (63730)	\$ 2,639.19
ICN inv#735508	\$ 188.00
Southslope inv#11137186	\$ 182.51
Total Spent	\$ 370.51 \$ 425.00
Remaining Balance	\$ 2,268.68
 From Data Bases (63731)	\$ 1,411.76
 Total Spent	\$ - \$ 208.33
Remaining Balance	\$ 1,411.76
 From Publishing (64140)	\$ 521.70
 Total Spent	\$ - \$ 50.00
Remaining Balance	\$ 521.70
 From Educational Program (64340)	\$ 7,553.53
Visa Credit from return, Adult program supplies	\$ (8.53)
ALDI, Teen program supplies, Employee Reim.	\$ 9.07
ALDI, Adult program supplies, Employee Reim.	\$ 46.82
Solon Senior Support, November Chair Yoga, inv#YogaNOV25	\$ 60.00
Poimen Bosko Foods and Catéring, Guest Speaker Fee inv#1152025	\$ 125.00
Amazon, WLC supplies (Visa)	\$ 145.24
Amazon, Adult program supplies (Visa)	\$ 19.79
Amazon, Youth program supplies (Visa)	\$ 17.59
Amazon, Teen program supplies (Visa)	\$ 8.81
Amazon, WLC supplies (Visa)	\$ 19.73
Amazon, Youth program supplies (Visa)	\$ 79.80
Amazon, Youth program supplies (Visa)	\$ 23.44
Amazon, Adult program supplies (Visa)	\$ 20.11
Amazon, WLC supplies (Visa)	\$ 27.00

WLC = Winter Library Challenge

WLC = Winter Library Challenge

WLC = Winter Library Challenge

Amazon, Youth program supplies (Visa)	\$ 403.72	
Amazon, Youth program supplies (Visa)	\$ 96.97	
Amazon, Adult program supplies (Visa)	\$ 44.29	
ALDI, Adult program supplies (Visa)	\$ 18.68	Coffee & Conversations
ALDI, Youth program supplies (Visa)	\$ 9.95	Gingerbread Houses
ALDI, Youth program supplies (Visa)	\$ 16.23	
BLICK, Adult and Youth program supplies (Visa)	\$ 210.24	
Hyvee, Teen program supplies (Visa)	\$ 38.06	
Michaels, Youth program supplies (Visa)	\$ 101.95	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$ 25.77	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$ 19.25	
Target, Youth program supplies (Visa)	\$ 85.74	Noon Year's Eve, Gingerbread Houses
Total Spent	\$ 1,664.72	\$ 1,179.17
Remaining Balance	\$ 5,888.81	

From Library Books (65020)	\$ 16,376.95	
Ingram inv#92091885	\$ 15.40	Credit Memo 92153971 (6.00) and 92153972 (6.00) applied
Ingram inv#92142796	\$ 17.81	
Ingram inv#92142797	\$ 151.25	
Ingram inv#92177565	\$ 145.96	
Ingram inv#92188657	\$ 20.40	
Ingram inv#92300659	\$ 27.40	
Ingram inv#92455459	\$ 26.25	
Amazon, 1 Adult book (Visa)	\$ 20.58	
Amazon, 4 Adult books (Visa)	\$ 71.06	
Amazon, 1 Adult book (Visa)	\$ 16.50	
Amazon, 4 Youth books (Visa)	\$ 32.28	
Amazon, 17 Youth books (Visa)	\$ 206.08	
Amazon, 1 Adult book (Visa)	\$ 7.99	
Amazon, 1 Adult book (Visa)	\$ 18.00	
Amazon, 1 Adult book (Visa)	\$ 10.19	Holiday Collection
Amazon, 1 Youth book (Visa)	\$ 11.76	
Amazon, 3 Adult books (Visa)	\$ 42.46	
Daydreams Comics, 2 Youth books (Visa)	\$ 25.42	
Daydreams Comics, 9 Youth books (Visa)	\$ 94.43	
Total Spent	\$ 961.22	\$ 2,000.00
Remaining Balance	\$ 15,415.73	

From Library Video Materials (65030)	\$ 2,024.00	
MicroMarketing inv#994904	\$ 66.48	
MicroMarketing inv#995487	\$ 17.99	
Midwest Tape inv#508068077	\$ 103.16	
Midwest Tape inv#508112988	\$ 26.99	
Midwest Tape inv#508148455	\$ 24.74	
Midwest Tape inv#508160686	\$ 17.24	
Amazon, 3 Youth DVDs (Visa)	\$ 29.88	
Amazon, 1 Youth 8-disc set of DVDs (Visa)	\$ 44.99	
Total Spent	\$ 331.47	\$ 404.17
Remaining Balance	\$ 1,692.53	

From Library Audio Materials (65040) **\$ 3,497.88**

Total Spent	\$ -	\$ 416.67
Remaining Balance	\$ 3,497.88	

From Puzzles, Puppet Kits (65050)	\$ 422.41	
Amazon, 24 mesh storage bags for youth puzzles (Visa)	\$ 15.17	
Amazon, 24 mesh storage bags for youth puzzles (Visa)	\$ 16.98	
Amazon, 1 eBook for LOT Kindle Paperwhite (Visa)	\$ 0.20	LOT = Library of Things
Amazon, LOT thread cutter for crochet kit (Visa)	\$ 7.99	
Total Spent	\$ 40.34	\$ 100.00
Remaining Balance	\$ 382.07	

From Operating Supplies (65070) **\$ 5,870.62**

Office Express, 100 60-gallon trash bags inv#143936	\$ 146.78	
Office Express, dry & wet erase markers, calendar, cable ties inv#145433	\$ 80.24	
Office Express, calendar and 2 pair scissors inv#148232	\$ 33.72	
Amazon, 1 set 8-tab sheet protectors (Visa)	\$ 10.05	
Total Spent	\$ 270.79	\$ 750.00
Remaining Balance	\$ 5,599.83	

From Postage and Shipping (65080) **\$ 647.66**

USPS, 1 ILL Return (Visa)	\$	4.96
USPS, 1 ILL Return (Visa)	\$	5.67
Total Spent	\$	10.63
Remaining Balance	\$	75.00
From Supplies (65990)	\$	194.29

Total Spent	\$	20.83
Remaining Balance	\$	194.29

From Office Equipment (67250)	\$	1,874.35
Gordon Flesch Co. Printer Lease inv#I01076068	\$	183.43
Gordon Flesch Co., images over base inv#IN15403251	\$	7.51

Total Spent	\$	333.33
Remaining Balance	\$	1,683.41

Solon Library Bills for January, 2026

Starting balance from Expenditure Report dated 1/22/26

Monthly Avg			
From Dues, Membership & Magazines (62100)	\$ 565.92		
Zoom inv#335322180 (Visa)	\$ 18.18		
Cricut monthly subscription order#183068891(Visa)	\$ 10.69		
Consumer Reports annual subscription order#13923427 (Visa)	\$ 26.50		
Total Spent	\$ 55.37	\$ 100.00	
Remaining Balance	\$ 510.55		
From Travel and Conference (62400)	\$ 689.20		
Total Spent	\$ -	\$ 62.50	
Remaining Balance	\$ 689.20		
From Building Maintenance (63100)	\$ 9,794.14		
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves	
Total Spent	\$ -	\$ 416.67	
Remaining Balance	\$ 4,794.14		
From Org Vehicle/Equipment Maint AC (63320)	\$ 460.02		
Google LLC, Google Workspace inv#5449245090 (Visa)	\$ 111.82		
Total Spent	\$ 111.82	\$ 466.67	
Remaining Balance	\$ 348.20		
From Utilities (63710)	\$ 2,464.64		
Alliant Energy	\$ 344.37		
Mid-American	\$ 276.88		
Total Spent	\$ 621.25	\$ 583.33	
Remaining Balance	\$ 1,843.39		
From Telephone/Internet (63730)	\$ 2,268.68		
ICN inv#739386	\$ 188.00		
Southslope inv#11161564	\$ 193.01		
Total Spent	\$ 381.01	\$ 425.00	
Remaining Balance	\$ 1,887.67		
From Data Bases (63731)	\$ 1,411.76		
Total Spent	\$ -	\$ 208.33	
Remaining Balance	\$ 1,411.76		
From Publishing (64140)	\$ 521.70		
Solon Economist, Santa Letters Ad inv#2072	\$ 50.00		
Total Spent	\$ 50.00	\$ 50.00	
Remaining Balance	\$ 471.70		
From Educational Program (64340)	\$ 5,888.81		
Solon Senior Support, December Chair Yoga, inv#YogaDEC25	\$ 60.00		
HyVee, Teen program supplies, employee reimbursement	\$ 30.32		
Menards, Teen program supplies, employee reimbursement	\$ 21.87		
Alexis Kurth, Adult Trivia Night speaker fee inv#01232026	\$ 125.00		
Annie Brozene, Teen Program speaker fee inv#1122026	\$ 150.00		
ALDI, Youth program supplies (Visa)	\$ 6.03		
Amazon, Youth NYE program supplies (Visa)	\$ 131.39	NYE = Noon Year's Eve	
Amazon, Youth program supplies (Visa)	\$ 45.96		
Amazon, Teen program supplies (Visa)	\$ 19.47		
Amazon, Adult program supplies (Visa)	\$ 29.16		
Amazon, Youth program supplies (Visa)	\$ 60.84		
Amazon, WLC supplies (Visa)	\$ 9.49	WLC = Winter Library Challenge	
Amazon, Teen program supplies (Visa)	\$ 19.59		
Amazon, Teen program supplies (Visa)	\$ 7.57		
Dollar Tree, Youth NYE supplies (Visa)	\$ 23.25	NYE = Noon Year's Eve	
HyVee, Youth NYE program supplies (Visa)	\$ 34.76	NYE = Noon Year's Eve	

Ollie's Bargain Outlet, Youth NYE program supplies (Visa)	\$ 39.90	NYE = Noon Year's Eve
Sam's Mainstreet Market, Youth NYE program supplies (Visa)	\$ 34.34	NYE = Noon Year's Eve
Total Spent	\$ 848.94	\$ 1,179.17
Remaining Balance	\$ 5,039.87	

From Library Books (65020) \$ 15,415.93

Ingram inv#93182858	\$ 64.59	
Ingram inv#93182859	\$ 19.18	
Ingram inv#93201263	\$ 25.10	
Ingram inv#93303293	\$ 25.68	
Ingram inv#93451060	\$ 51.86	
Ingram inv#93451061	\$ 35.58	
Ingram inv#93451062	\$ 134.97	
Ingram inv#93767226	\$ 74.21	
Ingram inv#93767227	\$ 73.47	
Ingram inv#93767228	\$ 64.48	
Ingram inv#93861270	\$ 22.97	
Ingram inv#93861271	\$ 68.67	
Ingram inv#93861272	\$ 113.08	
Amazon, 7 Youth books (Visa)	\$ 54.61	
Amazon, 1 Youth book (Visa)	\$ 11.99	
Amazon, 9 Youth books (Visa)	\$ 77.53	
Amazon, 1 Adult book (Visa)	\$ 16.50	Patron request
Amazon, 1 Adult book (Visa)	\$ 15.40	Patron request
Amazon, 1 Adult book (Visa)	\$ 16.50	Patron request
Amazon, 1 Youth book (Visa)	\$ 29.96	
Amazon, 1 Youth book (Visa)	\$ 29.35	
Amazon, 1 Youth book (Visa)	\$ 9.29	
Amazon, 3 Youth books (Visa)	\$ 59.15	
Amazon, 1 Adult book (Visa)	\$ 15.03	Patron Request
Amazon, 1 Adult book (Visa)	\$ 15.95	
Amazon, 1 Adult book (Visa)	\$ 15.80	Patron Request
Amazon, 1 Adult book (Visa)	\$ 11.15	Romance, replacement
Amazon, 1 Adult book (Visa)	\$ 11.59	replacement
Amazon, 1 Adult book (Visa)	\$ 10.80	replacement
Amazon, 1 Youth book (Visa)	\$ 14.51	
Amazon, 1 Adult book (Visa)	\$ 15.94	Patron Request
Amazon, 1 Adult book (Visa)	\$ 17.60	Patron Request
Amazon, 1 Youth book (Visa)	\$ 14.63	
Amazon, 1 Adult book (Visa)	\$ 16.50	
Amazon, 1 Adult book (Visa)	\$ 16.50	Patron request
Amazon, 1 Youth book (Visa)	\$ 8.99	
Total Spent	\$ 1,279.11	\$ 2,000.00
Remaining Balance	\$ 14,136.82	

From Library Video Materials (65030) \$ 1,692.53

Kanopy, Pay Per Use allocation inv#KDEP-25276	\$ 500.00	
Midwest Tape, inv#508244097	\$ 26.99	
Midwest Tape, inv#508283229	\$ 107.21	
Amazon, 4 DVDs (Visa)	\$ 55.31	1 replacement
Amazon, 2 DVDs (Visa)	\$ 15.76	1 replacement
Amazon, 1 DVD (Visa)	\$ 19.85	replacement
Amazon, Portable DVD player and case (Visa)	\$ 84.68	
Amazon, Portable DVD power cord (Visa)	\$ 9.99	replacement
Total Spent	\$ 819.79	\$ 404.17
Remaining Balance	\$ 872.74	

From Library Audio Materials (65040) \$ 3,497.88

Amazon, 1 Adult CD audiobook (Visa)	\$ 42.34	
Amazon, 1 Adult CD audiobook (Visa)	\$ 13.95	
OverDrive, 11 Audiobooks inv#06497CO26019504	\$ 651.66	
OverDrive, 7 Ebooks inv#06497CO26019503	\$ 277.05	
Total Spent	\$ 985.00	\$ 416.67
Remaining Balance	\$ 2,512.88	

From Puzzles, Puppet Kits (65050) \$ 382.07

Amazon, 2 youth puzzles (Visa)	\$ 34.98	LOT = Library of Things
Total Spent	\$ 34.98	\$ 100.00
Remaining Balance	\$ 347.09	

From Operating Supplies (65070)	\$ 5,599.83
Office Express, 1 black toner inv#149803	\$ 29.99
Office Express, 1 black toner inv#150750	\$ 61.24
Solon Hardware, 9V batteries	\$ 54.95
Amazon, 20 pack AA batteries, 24 pack 9V batteries (Visa)	\$ 37.64
Amazon, 24 pack C batteries (Visa)	\$ 17.49
Amazon, 24 pack C batteries (Visa)	\$ 17.49
Amazon, 3 pack disinfecting wipes (Visa)	\$ 11.95
Demco, book processing supplies and bookmarks (Visa)	\$ 67.76
Demco, book processing supplies and book repair supplies (Visa)	\$ 148.48
Total Spent	\$ 446.99
Remaining Balance	\$ 5,152.84

From Postage and Shipping (65080)	\$ 637.03
USPS, ILL return (Visa)	\$ 4.25
USPS, Library portion of pre-paid envelopes	\$ 80.76
Total Spent	\$ 85.01
Remaining Balance	\$ 552.02

From Supplies (65990)	\$ 194.29
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Total Spent	\$ -	\$ 20.83
Remaining Balance	\$ 194.29	

From Office Equipment (67250)	\$ 1,683.41
Gordon Flesch Co. Printer Lease inv#I01084443	\$ 183.43
Woodworker Express, 4 shelf brackets and 8 center rests inv#9026018389 (Visa)	\$ 55.43
	Large Glass Display Case replacement brackets
Total Spent	\$ 238.86
Remaining Balance	\$ 1,444.55

EXPENDITURE REPORT

Page: 1

1/22/2026

3:30 pm

City of Solon

For the Period: 7/1/2025 to 1/31/2026	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	257,665.00	257,665.00	156,631.50	10,658.82	0.00	101,033.50	60.8
61100 FICA SOCIAL SECURITY	19,711.00	19,711.00	11,970.00	814.51	0.00	7,741.00	60.7
61300 IPERS	24,324.00	24,324.00	14,345.77	999.11	0.00	9,978.23	59.0
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	1,684.08	0.00	0.00	565.92	74.8
62400 TRAVEL AND CONFERENCE	750.00	750.00	60.80	16.80	0.00	689.20	8.1
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	205.86	0.00	0.00	9,794.14	2.1
63320 ORG VEHICLE/EQUIPMENT MAINT AC	6,400.00	6,400.00	5,939.98	2,700.00	0.00	460.02	92.8
63710 UTILITIES	3,000.00	3,000.00	1,156.61	621.25	0.00	1,843.39	38.6
63730 TELEPHONE/INTERNET	4,500.00	4,500.00	2,236.33	193.01	0.00	2,263.67	49.7
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	1,205.83	0.00	0.00	19,546.17	5.8
64140 PUBLISHING	800.00	800.00	278.30	0.00	0.00	521.70	34.8
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	8,242.13	240.89	0.00	5,907.87	58.2
65020 LIBRARY BOOKS	25,000.00	25,000.00	9,584.07	404.27	0.00	15,415.93	38.3
65030 LIBRARY VIDEO MATERIALS	3,800.00	3,800.00	2,107.47	256.60	0.00	1,692.53	55.5
65040 LIBRARY AUDIO MATERIALS	6,000.00	6,000.00	2,502.12	0.00	0.00	3,497.88	41.7
65050 PUZZLES, PUPPET KITS	1,200.00	1,200.00	817.93	0.00	0.00	382.07	68.2
65070 OPERATING SUPPLIES	8,000.00	8,000.00	2,455.12	315.69	0.00	5,544.88	30.7
65080 POSTAGE AND SHIPPING	900.00	900.00	262.97	0.00	0.00	637.03	29.2
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	2,376.02	554.86	0.00	1,123.98	67.9
LIBRARY SERVICES	432,419.00	432,419.00	225,556.84	17,775.81	0.00	206,862.16	52.2
Expenditures	432,419.00	432,419.00	225,556.84	17,775.81	0.00	206,862.16	52.2
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	500.00	500.00	99.04	0.00	0.00	400.96	19.8
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
TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	32,818.54	0.00	0.00	-22,318.54	312.6
Expenditures	10,500.00	10,500.00	32,818.54	0.00	0.00	-22,318.54	312.6
Grand Total Net Effect:	-442,919.00	-442,919.00	-258,375.38	-17,775.81	0.00	-184,543.62	

Solon Public Library Foundation - Solon State Bank
Treasurer's Report
December 24, 2025

Beginning Balance		\$	5,424.38
Income:			
Donations- Greazel/Anderson		\$	600.00
Donation-Tompkins		\$	100.00
\$		\$	-
Expenses:			
\$		\$	-
\$		\$	-
Ending Balance		\$	<u>6,124.38</u>

Solon Public Library Foundation - Greenstate
Treasurer's Report
December 24, 2025

Beginning Balance		\$	5.54
Income:			
Savings Balance		\$	<u>5.54</u>
CD- renewed 8/12/25		\$	<u>10,564.57</u>

Solon Public Library Foundation Scholarship Account
Treasurer's Report
December 24, 2025

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

Portfolio Snapshot

Combined Account Portfolio

Christine M Steinbrech
Solon, IA 52333

Period: 11/1/25-11/30/25

Summary As of: 11/30/25

PORTFOLIO	\$ 106,052
GAIN/LOSS	
Beginning Value	105,849
Net Contribution	0
Unrealized	\$25,890
Change in Value	203
Ending Value	106,052
Return	0.19%
	4.92%
	15.15%
	15.26%
	13.59%

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
XXXXX0115	11/30/25	106,052	100.00	11/1/25 - 11/30/25	Q3,25	11/30/25	2024	8129122
	8/29/22							

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: 12/12/25.

Incomplete if presented without accompanying disclosure pages

	A	K	L	M	N	O	P	Q	R	S	T	U
1	Category	FY25 Budget	FY25 Actual	FY26 Budget	FY26 Actual	FY27 Budget	Dollar Change	Notes	FY27 Budget	Dollar Change	Notes for additional budgetary request	
2	Dept. 4410 Library Services			Thru 12/11/25								
3	60100 Salaries	\$ 244,232	\$ 242,103	\$ 257,665	\$ 125,202	\$ 273,125	\$ 15,460	6.0% 6% Using 3% COLA + up to 3% Merit increase	\$ 283,739	\$ 10,614	Reclassify 30 hour PT Communications/Technology Specialist Position to 40 hour FT Assistant Library Director Position	
4	61100 FICA Social Security	\$ 18,684	\$ 18,638	\$ 19,711	\$ 9,568	\$ 20,894	\$ 1,183	6.0% Using 7.65% of salaries for estimate	\$ 21,706	\$ 812	Using 7.65% of salaries for estimate	
5	61300 PERS	\$ 23,056	\$ 22,365	\$ 24,324	\$ 11,386	\$ 25,783	\$ 1,459	6.0% Using 9.44% of salaries for estimate	\$ 26,785	\$ 1,002	Using 9.44% of salaries for estimate	
6	65100 Employee Group Insurance	\$ 15,245	\$ 13,109	\$ 16,617	\$ 18,611	\$ 1,994	12.0% 12% increase in Health Benefits from FY26		\$ 25,111	\$ 6,500	Estimate \$6,500 for Employee Benefits for FT	
7	62100 Dues, Memberships & Mag	\$ 1,200	\$ 2,436	\$ 2,250	\$ 1,426	\$ 2,500	\$ 250	11.1% Zoom, Cricut, Swank Movie License, Adventure Pass	\$ 2,500	\$ -		
8	62400 Travel & Conference	\$ 750	\$ 227	\$ 750	\$ 42	\$ 750	\$ -	0.0%	\$ 750	\$ -		
9	63100 Building, Maintenance	\$ 10,000	\$ 3,171	\$ 10,000	\$ 206	\$ 10,000	\$ -	0.0%	\$ 10,000	\$ -		
10	65320 Org Vehicle/Equipment	\$ 5,600	\$ 11,111	\$ 6,400	\$ 2,783	\$ 6,400	\$ -	0.0%	\$ 6,400	\$ -		
11	65710 Utilities	\$ 3,000	\$ 1,870	\$ 3,000	\$ 535	\$ 3,000	\$ -	0.0% Should be able to absorb 15% increase in Alliant rates	\$ 3,000	\$ -		
12	65730 Telephone/Internet	\$ 4,500	\$ 4,433	\$ 4,500	\$ 2,043	\$ 4,500	\$ -	0.0% Current actual monthly expense: \$370/month	\$ 4,500	\$ -		
13	65731 Data Bases	\$ 2,850	\$ 1,997	\$ 2,850	\$ 1,438	\$ 2,500	\$ (350)	12.3% FY26 Budget amount was reduced by city from FY25 actual but new estimate for FY26 will be 6% increase	\$ 2,500	\$ -		
14	664080 Insurance	\$ 27,740	\$ 22,984	\$ 20,752	\$ 1,206	\$ 24,363	\$ 3,611	17.4% added 6% to FY25 Actual	\$ 24,363	\$ -		
15	664140 Publishing	\$ 600	\$ 501	\$ 800	\$ 278	\$ 800	\$ -	0.0% Ads placed in Economist 4 times per year	\$ 800	\$ -		
16	663340 Educational Program	\$ 14,150	\$ 16,589	\$ 14,150	\$ 6,596	\$ 14,150	\$ -	0.0%	\$ 14,150	\$ -		
17	65020 Library Books	\$ 24,000	\$ 24,511	\$ 25,000	\$ 8,623	\$ 27,250	\$ 2,250	9.0% not offering same discounts and/or free shipping	\$ 27,250	\$ -		
18	65030 Library Video	\$ 4,850	\$ 4,452	\$ 3,800	\$ 1,776	\$ 3,800	\$ -	0.0% DVDs, Kanopy streaming service	\$ 3,800	\$ -		
19	65040 Library Audio	\$ 5,000	\$ 5,167	\$ 6,000	\$ 2,502	\$ 7,200	\$ 1,200	20.0% Audio CDs, Overdrive, Advantage purchases, Maintain	\$ 7,200	\$ -		
20	65050 Puzzles, Puppet Kits	\$ 1,200	\$ 1,317	\$ 1,200	\$ 778	\$ 1,200	\$ -	0.0% Youth VOX/Playaway collection (\$1200)*	\$ 1,200	\$ -		
21	65070 Operating Supplies	\$ 9,000	\$ 5,371	\$ 8,000	\$ 2,129	\$ 6,000	\$ (2,000)	25.0% Consumables for daily library operation	\$ 6,000	\$ -		
22	65080 Postage	\$ 600	\$ 611	\$ 900	\$ 252	\$ 900	\$ -	0.0% Increases to Library portion of pre-paid envelopes and checks for accounts payable	\$ 900	\$ -		
23	65990 Supplies	\$ 250	\$ 262	\$ 250	\$ 56	\$ 275	\$ 25	10.0% Staff, Volunteer appreciation	\$ 275	\$ -		
24	67250 Office Equipment	\$ 3,500	\$ 4,598	\$ 3,500	\$ 1,626	\$ 4,000	\$ 500	14.3% Includes Gordon Flesch printer/lease	\$ 4,000	\$ -		
25	Totals	\$ 420,007	\$ 407,823	\$ 432,419	\$ 180,451	\$ 458,001	\$ 25,582	5.9%	\$ 476,929	\$ 18,928	Estimated Net increase for this budgetary request	
27	Fund: 031 Trust & Agency Library Dept: 4411 Trust & Agency Library											
28		FY25 Budget	FY25 Actual	FY25 Budget	FY25 Actual	FY26 Actual		Notes				
				thru 12/1/25	FY27 Budget	Dollar Change	% Change					
29	64340 Educational Program	\$ 500	\$ 1,586	\$ 500	\$ 99	\$ 3,000	\$ 2,500	500.0% needed				
30	64380 Bank Service Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
31	64990 Wisc. Contract Work	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
32	65020 Library Books	\$ 5,000	\$ 1,272	\$ 5,000	\$ -	\$ 5,000	\$ -	0.0%				
33	65030 Library Video Materials	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	0.0%				
34	65040 Library Audio Materials	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	0.0%				
35	65080 Postage and Shipping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%				
36	67270 Other Capital Equipment	\$ 4,000	\$ -	\$ 4,000	\$ 32,720	\$ 4,000	\$ -	0.0% Meeting Room				
37	67300 Land	\$ 96	\$ -	\$ 4,000	\$ 32,819	\$ 13,000	\$ 2,500	23.8%				
38	Totals	\$ 10,500	\$ 2,954	\$ 10,500	\$ 32,819	\$ 13,000	\$ 2,500	23.8%				

FY25 Grants: ALA LTC Accessibility Grant \$10,000, Solon Beef Days Grant \$7,500 for FY26 Building Projects

Initial budget estimate of \$2,500 for 25th Anniversary Celebration of our Library Building. Committee will explore additional fundraising opportunities as needed.

65020 Library Books

65030 Library Video Materials

65040 Library Audio Materials

65080 Postage and Shipping

67250 Office Equipment

67300 Land

67270 Other Capital Equipment

64340 Educational Program

64380 Bank Service Charge

64990 Wisc. Contract Work

65020 Library Books

65030 Library Video Materials

65040 Library Audio Materials

65080 Postage and Shipping

67250 Office Equipment

67300 Land

DRAFT Job Description – Assistant Library Director (2026)

Basic outline of scheduling for FY27:

This position is full-time at 40 hours per week. There may be some flexibility in hours. Expect one evening closing shift per week and one Saturday per month.

General Statement of Duties: Under the direction of the Library Director, this position assists in the management, supervision, and administration of the library to provide exceptional services to library patrons in accordance with library policies. In the absence of the Library Director, the Assistant Director assumes responsibility for library operations.

This position will proactively coordinate all aspects of the library's technology needs. The position is responsible for planning, implementing and maintaining the library's technology operations including, but not limited to, computer hardware troubleshooting, equipment updates, software purchase recommendations and licensing, training staff and patrons on use of library technology.

This position will maintain the library website, social media accounts, outside advertising/postings, and manage library databases.

Examples of work in detail:

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 monthly orders for assigned library 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:

- Assists the Director with staffing and management responsibilities.
- Assists the Director in the management and maintenance of public library property.
- Assists the Director in the development of library policy and procedures.

- May assist the Director in budget preparation, negotiation of expenditures, and grant writing.
- Assists in the development and training of staff and volunteers.
- Maintains an annual professional development plan including the State Library of Iowa Certification.
- Participates in monthly staff meetings and in-service training.
- Assists in planning, implementation, and evaluation of long and short-term goals and objectives.
- Provides leadership in working relationships and communication, ensuring high productivity and quality public service, encourages initiative and creativity.
- Partners with city departments and community organizations to extend the reach of the library.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
- Responsible for statistical reports, material lists, and bibliographies as needed.
- Assists with inventory and procurement of library office supplies
- Leads the library if Library Director is not available.
- Performs other related responsibilities as necessary.

Technology:

- Works with the Library Director to develop and manage the library technology plan, coordinate projects, resolve problems, and keep other staff informed about technology projects.
- Monitors hardware to ensure proper updates, upgrades and routine maintenance; coordinate technology updates to take advantage of bulk pricing and technology advancements.
- Establishes and maintains software and database licensing and updating; make recommendations for purchases and subscriptions.
- Keeps inventory record of computers and electronic equipment and maintain equipment replacement plan to achieve operational sustainability.
- Provide support and training to Library staff in delivering programs and services as related to technology.
- Maintain technical aspects of external-facing Library technology, such as websites, and make or recommend updates as appropriate.
- Maintain user profile information, add/delete accounts, reset passwords, etc.
- Respond to emergency IT situations and take corrective actions as necessary.

Website:

- Maintain the Library website, refresh the revolving carousel, update the calendar, and make certain that information, website links, and databases are active and up to date.
- Post documents required for public access on the website, for the Library Board, Friends of the Library and the Library Foundation.
- Ensure compliance with website accessibility standards

Communication/Marketing:

- Create marketing materials including graphic design work for use in-house and for distribution in the community to promote Library resources, programs, and services.
- Library communication formats include digital displays, electronic newsletters, weekly newspaper columns, monthly activity calendars, signage and flyers.
- Update and maintain Library social media accounts including but not limited to Facebook, Instagram, and YouTube.

Desired knowledge and skills:

- Must possess a minimum of a high school diploma; 2-year or 4-year degree preferred.
- State Library of Iowa Endorsement for Library Staff preferred.
- Minimum of 3 years working in a library setting.

- Experience working with websites will be an advantage along with experience using different types of social media, demonstrated proficiency in current and emerging technologies.
- Must enjoy working with the public.
- Must have good communication skills and integrity, be reliable, organized, enthusiastic, and strive for regular professional growth.
- Must have the 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.

Library Hours:

Monday - Thursday 9 am - 7 pm

Friday - Saturday 9 am - 5 pm

Total Library Hours: 56 hours/week

Library Staff: 6 Regular Employees (2 full-time and 4 part-time)

General Library Responsibilities for All staff members:

- Provide exceptional patron service at the circulation desk.
- Check-out/Check-in, reserve, renew, distribute, re-shelve, and maintain all library materials.
- Assist with printing, faxing, scanning, and answering general technology questions.
- Provide reference and reader's advisory services and guidance on the use of library materials and equipment.
- Register new patron accounts, preserve patron privacy and patron account security.
- Understand and uphold the principles of Intellectual Freedom.
- Attend Professional Development seminars and monthly Staff In-Service meetings.
- Manage collection and programming budgets as assigned and provide statistics for monthly Board Packet.

Job Specific Duties:

1. Library Director, full time, exempt, salaried

- Organize and direct all library activities.
- Oversee Collection Management, Library Policies, Strategic Plan, Inter Library Loan processing, Community Meeting Room reservations, and Adult Volunteer activities.
- Hire, supervise, and evaluate all library employees.
- Prepare, justify, and follow the budget approved by the Library Board.
- Submit Annual Survey and 3-year Accreditation & Tier 3 Status Application to the State Library.
- Prepare monthly Board Packets and submit monthly bills to City Clerk for payment.
- Attend all Library Board meetings, Friends of the Library, and the Library Foundation.
- Promote and lobby for library service locally and statewide.
- Communicate regularly with the Solon City Council and the Johnson County Board of Supervisors.
- Attend professional meetings and workshops as needed to maintain current library certification.
- Responsible for arranging maintenance and repairs to the Library building, grounds and equipment along with city facilities director.
- Recommend to the Library Board the purchase of capital outlay items and projects for future growth.

2. Communications/Technology Specialist, 30-hour part-time, non-exempt hourly

- Plan, implement, and maintain the Library's technology operations including, but not limited to, computer hardware troubleshooting, equipment updates, software purchase recommendations, licensing, maintenance updates, and training staff and patrons on use of Library technology.
- Maintain the Library website, refresh the revolving carousel, update the calendar, and make certain that information, website links, and databases are active and up to date.
- Create marketing materials including graphic design work for use in-house and for distribution in the community to promote Library resources, programs, and services.
- Collaborate with all Programming Staff to gather accurate information to promote all Library events.
- Library communication formats include digital displays, electronic newsletters, weekly newspaper columns, monthly activity calendars, signage, and flyers.

- Update and maintain Library social media accounts including but not limited to Facebook, Instagram, and YouTube.
- Collaborate with Director to manage Community Meeting Room reservations.
- Collection Management for Collections as assigned to include DVDs and Puzzles.

3. Youth Services Librarian, 40-hour full-time, non-exempt hourly

- Build positive relationships with our youth and families through programming, outreach, and readers advisory.
- Plan, implement, and evaluate programs which fulfill the diverse educational, recreational, and personal needs for families and children of all ages.
- Activities include but are not limited to: weekly storytimes and afterschool programs, monthly passive programs, seasonal weekly baby time, annual family events, and supervising Teen Volunteers.
- Lead monthly Programming Meeting and collaborate with Teen and Adult Services Staff on special library events or programs including Summer Reading Program and Winter Library Challenge.
- Collection Management for all Youth Collections (Birth - 12th Grade).

4. Adult Services Librarian, 28-hour part-time, non-exempt hourly

- Build positive relationships with our adult patrons through outreach, programming, and readers advisory.
- Plan, implement, and evaluate programs and services which fulfill the diverse educational, recreational, and personal needs for adults of all ages.
- Activities include but are not limited to: Book Clubs, DIY Nights, Technology Trainings, Author Visits, Educational Instruction, Outreach Programs.
- Collaborate with Youth and Teen Services Staff on special library events or programs.
- Collection Management for Adult Collections as assigned to include the Library of Things.

5. Teen Services Librarian, 24-hour part-time, non-exempt hourly

- Build positive relationships with our teens through outreach, programming, and readers advisory.
- Plan, implement, and evaluate 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 teens for social connections, exploring career and college opportunities, and embracing life-long learning.
- Activities include but are not limited to: weekly teen and young adult programs, Teen Advisory Board, Teen Reading Challenge.
- Collaborate with Youth and Adult Services Staff on special library events or programs.
- Assist with Inter Library Loan processing.

6. Cataloging Specialist, 16-hour part-time, non-exempt hourly

- Create accurate catalog records for new materials in the library catalog database.
- Review material records regularly and make any corrections and updates as needed.
- Process new materials with identifying labels and prepare items for circulation following collection manager instructions.
- Assist with collection inventory as needed.
- Delete weeded items from the library catalog database.

Seasonal (Summer) Library Clerks, 16-hour part-time, non-exempt hourly

- Share management of the circulation desk, general library tasks, assist with programs, and schedule patrons in the small study rooms as needed.

Cleaning Specialist (Hours split with other City Departments), 10 hours/week at Library.

**DRAFT Solon Public Library
Community Meeting Room Policy**

About the Meeting Room

The Library has a large community room available for public use. This room has a capacity for 50 people with 50 chairs and 20 tables provided. The kitchen has a refrigerator, microwave and sink plus a 30-cup coffee pot, punch bowls, and some dishes and silverware which can be used. Public Wi-Fi is available for all groups and patrons. A media cart with a laptop and projector are available, when requested at time of application. This room is approximately 750 square feet in size. **The community room can be divided into two sections that could accommodate simultaneous small group meetings. This option will be reviewed on a case-by-case basis, and would work best for small non-profit organization meetings.**

Reservation Process

Interested individuals or groups can complete an application for the meeting room online or in-person. Visit our website to download the application form, fill it out, and bring it in to the Library during regular hours. Or complete the online form. (<https://www.solon.lib.ia.us/services/meeting-room>)

- *This is an application only, Library staff will contact you to confirm your reservation within seven (7) business days.*
- **Library programs receive first consideration in scheduling.**
- Reservations are made on a first come, first served basis.
- Reservations may be made up to three months in advance and there may be up to three reservations scheduled for a group at a time.
- If a reservation needs to be rescheduled by a group, the new date must be within three months of the original date.

Fees

\$25 deposit is required for each application form, except for library or government functions.

\$20, additional fee For-profit groups/meetings are required to pay for each event.

- Deposits and fees must be received at the time of scheduling.
- Donations are processed upon receipt.
- Deposit will not be returned until Staff have verified the applicant has met all responsibilities as listed below.
- Deposit checks not picked up within 1 month of meeting will be shredded. Cash will be donated to the library.
- Payment methods: cash or check

User Responsibility

- No smoking, no open flames on candles or other decorative pieces.
- No alcoholic beverages and no controlled substances.
- All garbage must be taken with you. Garbage bags are provided.
- The kitchen and meeting room are to be left clean. Cleaning materials are available under the kitchen sink and in the janitor's closet.
 - Wipe tables and kitchen counters clean.
 - Wash, dry, and put away any dishes.
 - Vacuum floors, a vacuum is located in the hallway.
- Decorations may be hung using the hooks on the picture rail around the room and eye hooks.
 - No items may be taped, glued, stapled, or pinned to the meeting room walls.

**DRAFT Solon Public Library
Community Meeting Room Policy**

- No use of adhesive (3M) Command strips permitted.
- After a meeting, the user should leave the meeting room in its standard arrangement (see posted layout).
- If the media cart is needed for a meeting, applicant must request at time of application.
- Library property stored in the meeting room, including chairs, shall not be removed or transferred to other areas without prior approval from staff.
- Children's groups must have at least one adult supervisor.
- Children may not be left unattended in the library during meetings. Children under age 10 must be accompanied by a designated caregiver at least 11 years old. Refer to our Conduct Policy for full details.
- Applicant placing the reservation request is responsible for all reasonable repair or replacement costs for damage to the facility space, fixtures, or equipment utilized during the reservation.
- If a meeting is scheduled when the main library is closed, applicant is responsible for picking up keys during regular library hours. Please turn off lights, secure the building when you leave, and drop the keys in the book drop to the left of the main entrance.
- The library takes no responsibility for any items left in the meeting room. Items found by staff are generally placed in the Lost & Found Box in the hall.

In Case of Emergency

- In case of a building maintenance issue, for example: heating/cooling/electricity/plumbing, please contact City Public Works Staff: 319-631-5071 or Library Staff: 309-368-4739
- For medical or fire emergencies please call 911
- Johnson County Sheriff's Department (non-emergency) 319-356-6800

DRAFT Solon Public Library Virtual Meeting Room Policy

About the Virtual Meeting Room

The Library provides community members and non-profit organizations the opportunity to host virtual meetings through the Library's Zoom account.

Reservation Process

Interested individuals or groups can complete an application for the virtual meeting room online or in-person.

- *This is an application only, Library staff will contact you to confirm your reservation within seven (7) business days.*
- **Library programs receive first consideration in scheduling.**
- Reservations are made on a first come, first served basis.
- Reservations may be made up to three months in advance and there may be up to three reservations scheduled for a group at a time.

Fees

This is a free service provided to Library patrons.

User Responsibility

- User must have a device (computer is best) with a webcam and microphone, and internet access.
- User must have the ability to operate the Zoom meeting independently.
- User must join the Zoom meeting 10 minutes early.
- Notify the Library in a timely manner to schedule, reschedule, or cancel meeting.

Washer/Dryer Installation Project 2025/2026

Project Description: Installation of donated Washer and Electric Dryer in the library basement so that all library wash (puppet kits and other collection items that need to be washed and sanitized on a regular basis and all towels/rags used for cleaning the library) can be performed on site.

Board Member Steve Fisher arranged for an electrician and plumber to come out and do an estimate in December 2025:

Dependable Electric, Inc
2316 Coldstream Ave NE
Cedar Rapids, IA 52402
319-929-5560

Estimate provided 12/10/25: \$1,350.00 for electric installation of washer and 220 dryer in basement

Johnson Plumbing Service
4081 W Valley Dr
Cedar Rapids, IA 52411
319-389-0726
johnsonplumbing1606@gmail.com

Estimate provided 12/13/25: \$2,000 for laundry drain and waste venting

The contractors decided the best location would be the East side of the building as close to the electric boxes as possible and near the floor drain by the humidifier. They feel the best option for the dryer vent is to drill a hole through the concrete floor up into the staff workroom under the counter top by the mini fridge and then drill another hole through the concrete wall at appropriate height above ground level for a dryer vent.

AreoSaw Concrete Cutting <https://www.aerosaw.com/concrete-cutting>
Professional concrete cutting, serving Eastern Iowa since 1990. Proud to be a part of the Tomlinson Cannon family.
(319) 337-8811
info@tomlinson-cannon.com
Iowa City (Main): 3466 Dolphin Dr. SE Iowa City, IA 52240
Monday – Friday: 7:30 AM – 5:00 PM

Estimate provided 12/22/25: \$900 for core drilling

Total Estimated Project Cost: \$4,250

**Dependable Electric, Inc
2316 Coldstream Ave NE
Cedar Rapids, Iowa 52402
319-929-5560**

12/10/25

Proposal Submitted to:
Solon Public Library

Notes:
**Steve Fisher
Washer/220 dryer**

Misc. & Notes:

GE bolt panel in basement area. Surface conduit needed. Concrete mount. Laundry location will be within 40' of electrical panel and on same wall. Electrical permit and inspection fees as needed.

Proposal:

Run conduit from electrical panel to laundry location and add 1 110 volt washer receptacle and 1 220 volt 30 amp dryer receptacle.

******If labor and/or material costs are less than expected, we will charge less******

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Not to exceed One Thousand Three Hundred Fifty Dollars \$1350.00 or less

Payments to be made as follows:

Balance due upon completion.

All material is guaranteed as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders and become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner will carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature: _____

Note: This proposal may be withdrawn by us if not accepted within thirty (30) days.
Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby acceptable.
You are authorized to do the work as specified. Payments will be made as outlined above.

Date: _____

Signature: _____

ENCLOSED ARE TWO (2) COPIES, PLEASE SIGN ONE (1) AND RETURN TO DEPENDABLE ELECTRIC,
RETAIN ONE (1) COPY FOR YOUR RECORDS.

******If labor and/or material costs are less than expected, we will charge less******



Johnson Plumbing Service

Steve fisher
solon library
solon, IA 53212

📞 (319) 631-3044
✉️ elytileguy@gmail.com

ESTIMATE

ESTIMATE	#1346
ESTIMATE DATE	Dec 13, 2025
SERVICE DATE	Dec 13, 2025
TOTAL	\$2,000.00

CONTACT US
4081 W Valley Dr
Cedar Rapids, IA 52411

📞 (319) 389-0726
✉️ johnsonplumbing1606@gmail.com

Services	amount
Solon library	\$2,000.00
Laundry drain and water	
Install waste and venting to where Steve and I discussed and saw was the best place for a laundry box to be installed.	
Install pex piping to the laundry box.	
Services subtotal: \$2,000.00	
Subtotal	\$2,000.00
Tax (administration fee 3%)	\$0.00
Total	\$2,000.00

3466 Dolphin Drive Southeast
Iowa City, Iowa 52240
319-337-2225
info@tomlinson-cannon.com | www.tomlinson-cannon.com



RECIPIENT:

Liz King

320 W Main St
Solon, IA 52333

Quote #10605

Sent on

Dec 22, 2025

Total

\$900.00

SERVICE ADDRESS:

320 W Main St
Solon, IA 52333

Product/Service	Description	Total
CORES	Core drilling for 20" or less diameter (rate depends on diameter of hole and depth of cut) Core 2-4.5 inch core, one thru precast floor that is approximately 8 inch and one thru 4 inch brick and 8 inch block. Hang plastic to protect surroundings and vac up slurry from coring holes. All holes will be marked out by others.	\$900.00*

* Non-taxable

Subtotal	\$900.00
Iowa, Iowa City (0.0%)	\$0.00
Iowa, Johnson County (0.0%)	\$0.00
Iowa State (6.0%)	\$0.00
Total	\$900.00

This quote is valid for the 1 year, after which values may be subject to change.

Refer to provided attachments for project drawing (if applicable), terms and conditions and warranty information.

Warranties do not become effective until full payment is received.

A deposit may be required prior to starting the work depending on the size of the project. Payment in full is due upon project completion.

Payment is due upon work completion. A 1.5% per month (18% per annum) late fee will be added to invoices that become past due. If further collection efforts become necessary—including but not limited to filing a lien, initiating small claims proceedings, or employing a collection agency or attorney—all related costs, filing fees, and attorney's fees will be the responsibility of the client.

Signature: _____ **Date:** _____

Solon Public Library Strategic Plan Timeline Tracker

1/23/2026

A	B	C Objective	D Staff Member(s)	E Date	F Description of Action
1 Year	Month				
2 2023		Solon History information organization project phase 1 completed (LSR3, G4, O1)	Megan/Liz	Jan-23	Shelving put together and arranged by Public Works under the direction of Liz & Megan. Brochures placed, periodically checking and restocking.
3 January		Library brochures made available at City Hall, Community Center, and local businesses (LSR2, G4, O2)	Megan	Feb-23	Updated programming schedule beginning September 2023 based on attendance of programs. TAB restarted September 2023.
4 February		Teen programming evaluated with participant feedback on schedule, frequency, and content (LSR3, G3, O1)	Madison		This timeline is driven by Scott Kleppe and Sandy Jordan
5 March		Library Emergency Action Plan completed (LSR2, G3, O1)	Liz	TBD	Spring 23 published 1/26/2023 with 50 copies being distributed. Summer 23 published, distributed 120 copies at the Library through July 2023. Fall 23 published July 2023, distributed 80 copies through September 2023.
6 April					Promoted: 3 Fun For All Nights during summer, 3 Music Café events during summer, Foam Party, Kitten Day, Solon Fire Dept, Meet & Bleat, Karaoke Night, Iowa Raptor Project, Dinosaurs at Dusk, and Cold Blooded Redhead.
7 May		Community Summer Activity Guide published (LSR2, G2, O1)	Megan	4/25/2023	Liz continues to consult with Sandy Hanson about potential programming. Visited Solon Senior Dining to share information about Library Activities for Adults and ALA Accessibility Grant
8 June		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	Received 25 new copies from Catherine at Solon economist. 10/6/23: Received 35 copies from Catherine.
9 July		Meeting with Solon Senior Advocates to solicit needs for library resources and programs (LSR3, G2, O2)	Liz	Ongoing	Shelf with different paper and art supplies added to the teen/YA section. Sticky note questions and answers. Attempting to rework Manga Me. Summer 2023 passive programs include a sticky note mural, a collaborative zine, origami paper with instructions. Origami paper and books added to the activity shelf 2024.
10 August		2023 Discover Solon Guide copies acquired and made available to new community members (LSR2, G4, O1)	Liz	7/1/2023	Thursday Early Out programming 1st- 8th Grade in divided Meeting Room space to engage as many participants as possible right after school. Adult Volunteer assisting with programs
11 July		Passive programming implemented in Teen/YA area of Library (LSR3, G3, O2)	Madison		Volunteer Day scheduled for 10/7/23 to place shelves in bookcases. We completed the shelving, and began organizing the history collection on the shelves.
12 August		Library programming schedule and use of space evaluated (LSR1, G1, O2)	Lily, Madison	Ongoing	List of community spaces available for programs and gatherings compiled with community partners. (LSR1, G1, O1)
13 September		Solon History information organization project phase 2 completed (LSR3, G4, O1)	Megan	10/7/2023	Initial list created 2021. Updated list ready 7/20/23
14 September		List of community spaces available for programs and gatherings compiled with community partners. (LSR1, G1, O1)	Megan	7/19/2023	

Solon Public Library Strategic Plan Timeline Tracker

1/23/2026

A Year	B Month	C Objective	D Staff Member(s)	E Date	F Description of Action
1					
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	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
16	November	Library collections and facility usage evaluated (LSR2, G2, O2)	Lily, Madison		Staff is continually evaluating collections, displays and floor space usage.
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					
21	February	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.
22		Solon History information organization project phase 3 completed (LSR3, G4, O1)	Board of Trustees	TBD	Planned workday on 1/10/23 during Veteran's Day closure. Will continue to move and organize History collection on the bookshelves.
23			Megan		Applied for Space Utilization Grant 1/17/23 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.
		Professional analysis of space utilization completed (LSR1, G2, O2)	Liz	11/7/2023	

Solon Public Library Strategic Plan Timeline Tracker

1/23/2026

A Year	B Month	C Objective	D Staff Member(s)	E Date	F Description of Action
1					
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				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
30	July	2024 Discover Solon Guide copies acquired and made available to new community members (LSR2, G4, O1)	Liz	7/1/2024	
31	August				

Solon Public Library Strategic Plan Timeline Tracker

1/23/2026

A Year	B Month	C Objective	D Staff Member(s)	E Date	F Description of Action
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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	October	Community growth assessed and constraints of current Library			
34	November				
35	December				
36					
37	2025				
38	January				
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 Poimen Bosco Foods in January 2026)

Solon Public Library Strategic Plan Timeline Tracker

1/23/2026

A	B	C	D	E	F
1	Year	Month	Objective	Staff Member(s)	Description of Action
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				
55	May				
56	June				
57	July				
58	August		Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1)		
59	September				
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				