Agenda for Solon Public Library Board of Trustees Meeting
Monday, October 26, 2026 @ 5:30 pm

Strategic Planning Work Session

(AAgenda for Solon Public Library Board of Trustees Meeting
Monday, October 26, 2026 @ 6:30 pm

In-person: Solon Public Library community meeting room, 320 W. Main St, Solon, IA
Join via Zoom: https://us02web.zoom.us/j/83152914636

Call to order

Approval of the agenda

Approval of the minutes

- Regular Board Meeting September 28, 2026

Citizen's Speak

Correspondence

Committee reports

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

Directors Report

Approval of Bills

- October 2026

Review of Foundation report: None, next meeting is October 28, 2026

Old Business

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

New Business

- Review preliminary FY28 Library Budget
- Policy Review/Approval
- Board Continuing Education Suggestion: Boardroom Series (April 2024): Basically Incredible Boards (Webinar Archive on WorkDay)

Next Meeting:

- **Monday, November 30, 2026 at 6:30 pm**

Adjourn

Posted 10/22/2026 at 12:52 PM
Amended 10/23/2026 at 4:39 PM

The Solon Public Library Board

DRAFT Meeting Minutes
September 28, 2026

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

Present
Sandy Lawrence, Megan Richardson (Interim Director) Janet Salathiel, Char Cosgrove, Steve Fisher, Bill Christensen, Matthew Hanes

Absent
Matt Macke (City Liaison)

Approval of Agenda
The amended agenda was unanimously approved (Matthew/Char)

Approval of Minutes
The minutes were unanimously approved (Char/Janet)

Citizen's Speak and Correspondence
Citizen Speak: No Report

Correspondence: No Report

Committee Reports

- **Building:** No Report
- **Finance:** No Report
- **Johnson County Liaison:** No Report
- **City of Solon Liaison:** No Report
- **Board of Trustees Continuing Education:** Char reported on Beyond "Unplug it, STAT". Cyber Security Incident Response.
- **25th Anniversary Celebration Committee:** A Celebration of the 25th anniversary was conducted on September 26. This was the culmination of months' long events throughout the summer. The event was well received and attended by the community.

Library Director's Report: Megan wanted to highlight that the library is fully staffed. Victor Resendiz is now the Adult Services Librarian, Craig Johnson began on September 14 in the

The Solon Public Library Board

Communications and Technology Services position and Jack Reynolds began on September 28 as the Teen Services Librarian.

Approval of Bills: The bills for August 2026 were unanimously approved. (Bill/Steve)

Review of Foundation Report

The August report was reviewed.

Old Business

- **Open Board Position**: The position is still open. Sandy asked the board members to continue to promote this open position. Perhaps with more applicants we can get the position filled.

- **Strategic Plan Update:** Megan distributed an Evergreen Strategic Plan that was prepared for the Board if Trustee's consideration. The board was asked to study the proposed plan for suggestions or questions. A work session is scheduled for October 26, 2026 at 5:30.

New Business

- **Policy Review/Approval: Personnel Policy** this item was tabled to be discussed at the next meeting.

- **Board of Trustees Continuing Education:** Items were listed for Board consideration.

Adjournment: The meeting was adjourned at 6:56 pm (Matthew/Janet)

Next Meeting

Joint Boards Social Meeting hosted by Friends of SPL on Thursday, October 15 at 6:00 pm
Strategic Planning Work Session: Monday, October 26, 2026 at 5:30 pm
Regular Meeting: Monday, October 26, 2026 at 6:30 pm

Submitted by

Char Cosgrove

Director's Report October 2026

In October I attended regular meetings with the City Council, City Administrator, and the All-City Staff meeting. While I was unable to attend the Joint Board Meeting, I provided a written report of FY26 and I thank Sandy for running the social meeting. Thank you to the Friends for hosting, and everyone who was able to attend this social gathering. I continue to work on the strategic planning process and reviewing feedback from our community members. I submitted our FY26 annual survey on Monday, October 12 to the State Library of Iowa. This survey is a report of the library staffing, budget, collections, programs, and more for FY26.

I attended several meetings at Solon High School to meet with teacher, Savannah Hatfield and a group of students for the Social Media Marketing class. This group of students had selected the Library for their final project and it was a fun opportunity to work with them and hear their ideas. I would like to express my gratitude to Savannah and the students, it was a great collaboration and I look forward to more opportunities for us to work together.

The Library was closed on Thursday, October 8 as staff attend the Iowa Library Association's annual conference in Cedar Rapids. We're incredibly grateful to the SPL Foundation for supporting the cost of attending, it was an incredible opportunity for five staff members to attend. We attended a variety of classes and will complete a group discussion sharing highlights from the sessions with the entire staff on Friday, October 23.

Lily continues hosting our Thursday early out programming with wild success! They also hosted an all-ages pumpkin painting party to kick-off the annual Great Pumpkin Decorating Contest. Victor kicked off two new adult programs on Friday afternoons in October. Bad Art Fridays was working with pastels to create a fall pumpkin, and patrons were thrilled with the afternoon program. Tech DIVE takes a closer look at different technology and was a great way to teach patrons more about the Cricut machine.

Jack and Craig are both settling in nicely and learning the ropes of the library. It is great to see them getting more comfortable different aspects of the job and with our community. Jack hosted teens for a paint & watch program, while the teens voted for a spooky movie it was a fun program to see over 20 teens partake! Craig is doing a great job communicating our programs and services through social media, the Solon Economist column, and our newsletter.

The library will be closed on Friday, October 23 for our annual safety training day. Our safety training includes annual training with Sandy Jordan, the City of Solon's safety coordinator from 9-Noon, and we have training with the Johnson County Community & Family Resource organization in the afternoon.

In November, we're excited for more new and returning programs. Lily and Jack will begin a monthly Maker's Monday for middle graders (4^{th}-8^{th} grades), Lily will begin a new Baby Sensory Time with twice monthly programs, and Victor will continue with Bad Art Friday and Tech DIVE, as well as our regularly scheduled programs.

We will be open on Election Day, Tuesday, November 3, but we will not hold any programming at the library, due to being a polling site. Other impacts to hours and services include closing for Veteran's Day, Wednesday, November 11, and the Thanksgiving holiday weekend.

Sincerely,

Megan Richardson

Interim Director, Solon Public Library

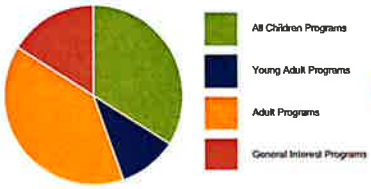
Solon Public Library

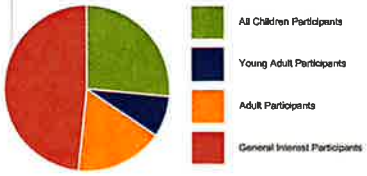
July, 2026 - September, 2026

July

Overview

All Children Programs	19	33.93%	All Children Participants	586	26.4%
Young Adult Programs	6	10.71%	Young Adult Participants	177	7.97%
Adult Programs	22	39.29%	Adult Participants	385	17.34%
General Interest Programs	9	16.07%	General Interest Participants	1072	48.29%
Total Programs	56		Total Participants	2220	

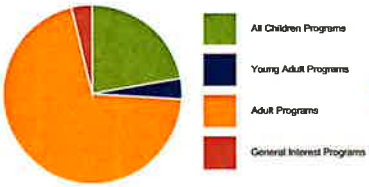


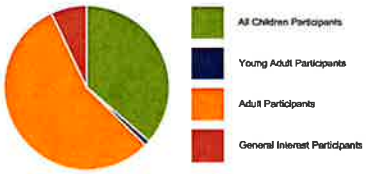


August

Overview

All Children Programs	6	22.22%	All Children Participants	181	36.42%
Young Adult Programs	1	3.7%	Young Adult Participants	5	1.01%
Adult Programs	19	70.37%	Adult Participants	276	55.53%
General Interest Programs	1	3.7%	General Interest Participants	35	7.04%
Total Programs	27		Total Participants	497	

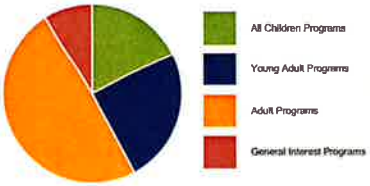


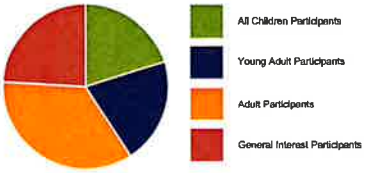


September

Overview

All Children Programs	8	17.78%	All Children Participants	211	20.41%
Young Adult Programs	11	24.44%	Young Adult Participants	212	20.5%
Adult Programs	22	48.89%	Adult Participants	361	34.91%
General Interest Programs	4	8.89%	General Interest Participants	250	24.18%
Total Programs	45		Total Participants	1034	

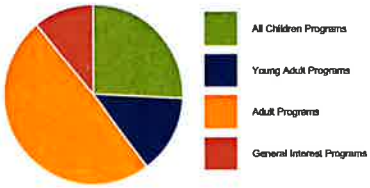


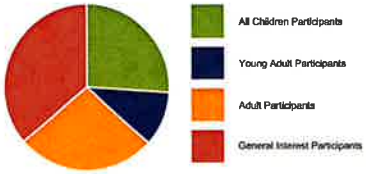


Year in Review

Overview

All Children Programs	33	25.78%	All Children Participants	978	26.07%
Young Adult Programs	18	14.06%	Young Adult Participants	394	10.5%
Adult Programs	63	49.22%	Adult Participants	1022	27.25%
General Interest Programs	14	10.94%	General Interest Participants	1357	36.18%
Total Programs	128		Total Participants	3751	





Solon Public Library

Sep-26

In September, you had 88 bookings overall with a cumulative attendance of 905 patrons.

Change from prior month

88 ↓ **-19.27%**

Total Bookings

905 ↑ **35.68%**

Total Attendance

10.3 ↑ **68.85%**

Average Attendance

49 ↑ **40%**
Internal Bookings

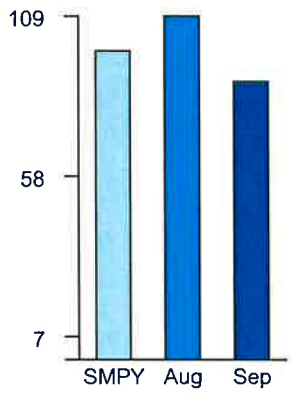
39 ↓ **-47.3%**
Patron Bookings

0 ↑ **-**
Non-Profit Bookings

0 ↑ **-**
For-Profit Bookings

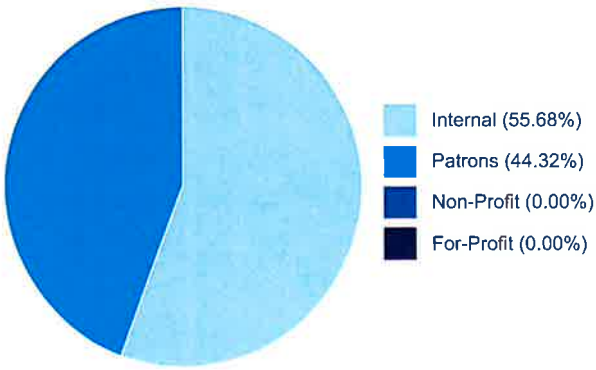
Booking Breakdown

Total Monthly Bookings



**SMPY: Same Month Prior Year*

Booking Breakdowns By Percentage



September 2026 Monthly Statistic

Monthly Statistic	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Items Cataloged	178	191	180										549
Items Deleted	26	37	108										171
Interlibrary Loan - BORROWED	55	77	95										227
Interlibrary Loan - LENDED	41	57	42										140
Community ZOOM Meeting Room	0	0	0										0
Use of Community Meeting Room	85	74	44										203
Patron Computer Use	225	220	294										739
Website Visits	3027	2605	2220										7852
Bridges: Number of Checkouts	1828	1725	1713										5266
Bridges: Number of Users	341	339	342										342
Kanopy: Videos Streamed	91	84	48										223
Kanopy: Users	9	9	7										9
Facebook Followers	2074	2085	2094										2094
Facebook Posts	57	21	33										111
Instagram Followers	722	723	730										730
Instagram Posts	57	21	30										108
Newsletter Subscribers	1858	1910	1872										1910
Notary Appointments	10	13	6										29
WiFi Usage	332	320	354										1006
Number of items repaired	63												63
$ Value Saved	1025.32												1025.32
Monthly Circulation	5212	4256	3911										13873
Monthly Door Count	8407	6399	6267										21952
Reference Questions	111	79	100										327
Adventure Pass	2	2	4										8

WhoFi

Trend Summary
Solon Public Library
Month Ending Sep-26

Meeting Room Bookings

	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26
Total Booking Information									
Total Bookings	119	143	159	154	112	121	135	109	88
Total Attendance	787	975	1114	1201	1318	1307	1259	667	905
Average Attendance Per Booking	6.6	6.8	7	7.8	11.8	10.8	9.3	6.1	10.3
Booking Breakdowns									
Internal	77	73	88	73	53	57	50	35	49
Patrons	41	67	68	80	58	63	83	74	39
Non-Profit Organizations	1	3	3	1	1	1	2	0	0
For-Profit Organizations	0	0	0	0	0	0	0	0	0

		Prior Month Compare		Same Month Prior Year Compare			Year-To-Date		Year-Over-Year	
Total Booking Information	**Sep-26**	**Change**	**%**	**Sep-25**	**Change**	**%**	**2026**	**2025**	**Change**	**%**
Total Bookings	88	-21	-19.27%	98	-10	-10.2%	1140	966	174	18.01%
Total Attendance	905	238	35.68%	800	105	13.13%	9533	8110	1423	17.55%
Average Attendance Per Booking	10.3	4.2	68.85%	8.2	2.1	25.61%	8.4	8.4	0	0%
Booking Breakdowns										
Internal	49	14	40%	54	-5	-9.26%	555	515	40	7.77%
Patrons	39	-35	-47.3%	44	-5	-11.36%	573	432	141	32.64%
Non-Profit Organizations	0	0	-	0	0	-	12	19	-7	-36.84%
For-Profit Organizations	0	0	-	0	0	-	0	0	0	-

WhoFi

Solon Public Library Programs
Month Ending September-2026

Ages	Programs	%	Attendance	%	Views	%
All Children	8	17.78%	211	20.41%	0	-
Children (ages 0-5)	5	11.11%	93	8.99%	0	-
Children (ages 6-11)	3	6.67%	118	11.41%	0	-
Young Adult (ages 12-18)	11	24.44%	212	20.5%	0	-
Adult (ages 19+)	22	48.89%	361	34.91%	0	-
General Interest	4	8.89%	250	24.18%	0	-
Total	45	100%	1034	100%	0	-

Types	Programs	%	Attendance	%	Views	%
In Person	40	88.89%	857	82.88%	0	-
Live Virtual	0	0%	0	0%	0	-
Passive Programs	4	8.89%	165	15.96%	0	-
Combo In Person/Live Virtual	1	2.22%	12	1.16%	0	-
Combo Live Virtual / Content R	0	0%	0	0%	0	-
Content Recordings	0	0%	0	0%	0	-
Total	45	100%	1034	100%	0	-

Patron PC Logins by Day and Hour

Dates: Tuesday September 1, 2026 - Wednesday September 30, 2026 Times: 9:00am to 7:00pm

Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev
Tue Sep 1	0	2	0	1	2	2	2	4	1	0	0	14	1	0	4	1	0	1
Wed Sep 2	0	0	0	0	1	2	4	4	4	0	0	15	1	0	4	0	0	2
Thu Sep 3	0	0	1	0	2	11	5	3	1	1	0	24	2	0	11	1	0	3
Fri Sep 4	1	0	0	2	0	0	2	2	0	0	0	7	1	0	2	0	0	1
Sat Sep 5	0	0	0	0	2	1	0	0	0	0	0	3	0	0	2	0	0	1
Sun Sep 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Sep 8	0	0	0	0	0	0	4	2	2	1	0	9	1	0	4	0	0	1
Wed Sep 9	0	2	0	0	1	0	5	2	5	1	0	16	2	0	5	1	0	2
Thu Sep 10	1	1	0	0	0	15	10	0	1	0	0	28	3	0	15	0	0	5
Fri Sep 11	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0	0	1
Sat Sep 12	1	0	0	0	1	0	2	0	0	0	0	4	0	0	2	0	0	1
Sun Sep 13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 14	1	0	0	0	0	0	1	0	1	2	0	5	1	0	2	0	0	1
Tue Sep 15	3	1	1	0	4	0	2	2	3	0	0	16	2	0	4	1	0	1
Wed Sep 16	1	1	0	1	0	1	5	4	1	0	0	14	1	0	5	1	1	2
Thu Sep 17	2	0	0	0	1	13	10	3	0	1	0	30	3	0	13	1	0	5
Fri Sep 18	0	1	0	0	0	0	2	0	0	0	0	3	0	0	2	0	0	1
Sat Sep 19	0	2	0	1	0	1	0	0	0	0	0	4	0	0	2	0	0	1
Sun Sep 20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 21	0	0	0	0	0	0	1	0	2	1	0	4	0	0	2	0	0	1
Tue Sep 22	0	0	1	0	0	0	2	2	2	0	0	7	1	0	2	0	0	1
Wed Sep 23	0	0	0	0	0	0	5	3	3	0	0	11	1	0	5	0	0	2
Thu Sep 24	1	0	0	0	2	15	4	1	0	0	0	23	2	0	15	0	0	5
Fri Sep 25	1	0	0	0	1	0	0	0	0	0	0	2	0	0	1	0	0	0
Sat Sep 26	0	1	2	0	0	3	0	0	0	0	0	6	1	0	3	0	0	1
Sun Sep 27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Sep 28	0	0	0	1	0	0	6	3	3	0	0	13	1	0	6	0	0	2
Tue Sep 29	1	0	1	0	1	0	6	4	1	1	0	15	1	0	6	1	1	2
Wed Sep 30	1	0	0	0	1	1	6	4	5	1	0	19	2	0	6	1	1	2
Total	**14**	**11**	**6**	**6**	**19**	**65**	**86**	**43**	**35**	**9**	**0**	**294**						
Average	0.5	0.4	0.2	0.2	0.6	2.2	2.9	1.4	1.2	0.3	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	3	2	2	2	4	15	10	4	5	2	0							
Median	0	0	0	0	0	0	2	0.5	0.5	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi	0.7	0.7	0.5	0.5	0.9	4.5	2.8	1.6	1.5	0.5	0							

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Solon Library Bills for October 2026			
Starting balance from September ending balance			
		Monthly Avg	
From Dues, Membership & Magazines (62100)	**$ 1,373.94**		
Zoom inv#371626884 (Visa)	$ 18.18		
Consumer Reports, print magazine renewal (Visa)	$ 34.24		
Cricut monthly subscription order#206815943 (visa)	$ 10.69		
Total Spent	$ 63.11	$ 100.00	
Remaining Balance	**$ 1,310.83**		
From Travel and Conference (62400)	**$ 58.52**		
Total Spent	$ -	$ 62.50	
Remaining Balance	**$ 58.52**		
From Building Maintenance (63100)	**$ 8,534.60**		
$5,000 allocated for reserve funds	$ 5,000.00	Hidden balance for reserves	
IRT Services & Clearly Clean, exterior window washing, Inv105025	$ 360.00		
McCloud Pest Solutions, exterior insect treatment, inv103687789	$ 122.47		
Total Spent	$ 482.47	$ 416.67	
Remaining Balance	**$ 3,052.13**		
From Org Vehicle/Equipment Maint AC (63320)	**$ 4,073.66**		
Adobe Acrobat Pro, annual subscription (Visa)	$ 254.27		
Google LLC, Google Workspace inv#5704355835 (Visa)	$ 190.32		
Total Spent	$ 444.59	$ 466.67	
Remaining Balance	**$ 3,629.07**		
From Utilities (63710)	**$ 2,769.11**		
Alliant Energy			Have not received these bills yet
Mid-American			
Total Spent	$ -	$ 583.33	
Remaining Balance	**$ 2,769.11**		
From Telephone/Internet (63730)	**$ 3,381.98**		
ICN inv#760756	$ 188.00		
Southslope inv#11361033	$ 192.98		
Total Spent	$ 380.98	$ 425.00	
Remaining Balance	**$ 3,001.00**		
From Data Bases (63731)	**$ 910.86**		
Total Spent	$ -	$ 208.33	
Remaining Balance	**$ 910.86**		
From Publishing (64140)	**$ 800.00**		
Solon Economist, SRP Thank you 1/4 page ad inv#2451	$ 278.30		
Total Spent	$ 278.30	$ 50.00	
Remaining Balance	**$ 521.70**		
From Educational Program (64340)	**$ 5,917.81**		
Amazon, shrinky dinks, teen programming (Visa)	$ 14.45		
Amazon, noise cancelling headphones, food trays, youth programming (Visa)	$ 109.47		
Amazon, ceramic ghosts and skulls, teen programming (Visa)	$ 50.98		
Amazon, sticker packs, youth programming (Visa)	$ 24.97		
Kroul Farms, pumpkins, youth programming (Visa)	$ 82.50		
HyVee, jello supplies, youth programming (Visa)	$ 51.73		
Sam's Mainstreet Market, food coloring (Visa)	$ 5.15		
Aldi, snacks, teen programming (Visa)	$ 13.43		
Hobby Lobby, jewelry making, adult program (Visa)	$ 2.99		
Aldi, prizes for pumpking decorating contest, adult program (Visa)	$ 52.68		
Amazon, plastic plates, adult program (Visa)	$ 14.99		
Amazon, crepe paper flower kits, adult program (Visa)	$ 12.88		

Costco, granola bars, youth program (Visa)	$ 43.56		
Amazon, floral wire, brownie mix, adult program (Visa)	$ 16.46		
Amazon, yoga socks, adult program (Visa)	$ 37.49		
Solon Senior Support, September Chair Yoga, Inv#YogaSEPT26	$ 75.00		
Total Spent	$ 608.73	$ 1,179.17	
Remaining Balance	**$ 5,309.08**		
From Library Books (65020)	**$ 20,845.02**		
Ingram, 9 adult books inv#99749489	$ 176.07		
Ingram, 1 adult book inv#99915479	$ 27.40		Sci/Fi
Ingram, 1 adult book inv#99926667	$ 25.67		
Ingram, 9 adult books inv#99978164	$ 160.07		
Amazon, youth books (visa)	$ 411.78		
Amazon, youth books (visa)	$ 18.63		
Amazon, youth books (visa)	$ 292.12		
Amazon, youth books (visa)	$ 29.06		
Amazon, youth books (visa)	$ 9.24		
Amazon, youth books (visa)	$ 9.74		
Amazon, youth books (visa)	$ 9.49		
Amazon, youth books (visa)	$ 35.74		
Amazon, adult book (Visa)	$ 18.19		Sci/Fi Request
Amazon, adult book (Visa)	$ 24.53		Sci/Fi replacement
Amazon, adult book (Visa)	$ 25.22		Replacement
Amazon, adult book (Visa)	$ 11.07		Non-Fic request
Amazon, adult book (Visa)	$ 17.60		Non-Fic request
Amazon, adult books (Visa)	$ 35.75		biographies
Amazon, adult book (Visa)	$ 13.86		romance
Amazon, youth books (visa)	$ 12.09		
Amazon, adult book (Visa)	$ 12.00		Patron request
Amazon, adult books (Visa)	$ 69.14		Additional copies
Amazon, adult book (Visa)	$ 12.34		
Daydreams Comics, youth books (Visa)	$ 27.26		
Amazon, youth books (visa)	$ 7.13		
Amazon, youth books (visa)	$ 37.74		
Amazon, youth books (visa)	$ 24.68		
Amazon, youth books (visa)	$ 11.04		
Amazon, youth books (visa)	$ 32.67		
Amazon, youth books (visa)	$ 8.24		
Amazon, youth books (visa)	$ 28.21		
Amazon, youth books (visa)	$ 52.89		
Amazon, youth books (visa)	$ 13.64		
Amazon, youth books (visa)	$ 10.39		
Iowa Poetry Association invoice	$ 12.75		Lyrical Iowa 2026
MidAmerica Books, youth nonfic inv#0108846	$ 335.40		
Ingram, 7 adult books inv#30168423	$ 128.60		
Ingram, 1 adult book inv#30176206	$ 27.40		
Total Spent	$ 2,214.84	$ 2,000.00	
Remaining Balance	**$ 18,630.18**		
From Library Video Materials (65030)	**$ 2,796.78**		
Midwest Tape, 1 dvd inv#509448857	$ 29.99		
Amazon, tv series dvd (Visa)	$ 25.19		
Midwest Tape, 1 dvd inv#509527874	$ 22.49		
Midwest Tape, 1 dvd inv#509527876	$ 23.24		
Total Spent	$ 100.91	$ 404.17	
Remaining Balance	**$ 2,695.87**		
From Library Audio Materials (65040)	**$ 6,427.86**		
Magnavox Portable CD Players (Visa)	$ 78.15		
OverDrive, 4 ebooks, inv06497CO26331778	$ 212.41		
5 audiobooks, Inv06497CO26331769	$ 414.17		
Total Spent	$ 704.73	$ 416.67	

Remaining Balance	**$ 5,723.13**		
From Puzzles, Puppet Kits (65050)	**$ 1,052.67**		
Amazon, Junior holiday puzzle (Visa)	$ 15.99		
Amazon, Junior holiday puzzle (Visa)	$ 57.97		
Total Spent	$ 73.96	$ 100.00	
Remaining Balance	**$ 978.71**		
From Operating Supplies (65070)	**$ 3,315.93**		
Office Express, paper, garbage bags, Command strips inv#193521	$ 184.83		
Amazon, two planners (Visa)	$ 18.68		
Amazon, urinal screen (Visa)	$ 24.79		
Amazon, disinfecting wipes (Visa)	$ 11.37		
Amazon, storage bags and bins (Visa)	$ 44.98		
Amazon, socks for shelving (Visa)	$ 18.81		
Sam's Mainstreet Market, thank you cards (Visa)	$ 12.81		
Total Spent	$ 316.27	$ 750.00	
Remaining Balance	**$ 2,999.66**		
From Postage and Shipping (65080)	**$ 865.12**		
USPS, ILL shipment (Visa)	$ 4.87		
USPS, ILL shipment (Visa)	$ 4.17		
Total Spent	$ 9.04	$ 75.00	
Remaining Balance	**$ 856.08**		
From Supplies (65990)	**$ (1.36)**		
Total Spent	$ -	$ 20.83	
Remaining Balance	**$ (1.36)**		
From Office Equipment (67250)	**$ 3,308.08**		
Gordon Flesch contract, inv#I615076	$ 196.43		
Total Spent	$ 196.43	$ 333.33	
Remaining Balance	**$ 3,111.65**		
Trust & Agency			**NOTES**
Trust & Agency Education Program 031-4411-64340	**$ 1,228.68**	**Budget**	$2500 for 25th Anniversary Committee expenses
	$ 1,210.00	**Donation**	Foundation donation to cover education expense (
Total Available	**$ 2,438.68**		
E's florals, anniversary celebration (Visa)	$ 53.50		Anniversary Committee
Total Spent	$ 53.50		
Remaining Balance	**$ 2,385.18**		
Trust & Agency Library Books 031-4411-65020	**$ 5,000.00**	**Month**	
Playaway Products, 5 ReadAlong books	$ 292.95	**October**	Received $300 donation towards this purchase
Total Spent	$ 292.95		
Remaining Balance	**$ 4,707.05**		

Solon Public Library
Personnel Policy

About Library Personnel Policy
As employees of the City of Solon, all Library employees will be guided by the City of Solon Employee Handbook as approved by the Solon City Council.

Management Policy

- The duly appointed Library Board shall have all management rights, authorities, and responsibilities as stated in the Iowa Code, City Ordinance, and State Library of Iowa Trustees Handbook.

Administrative Policy

- The Solon Public Library Board of Trustees, in accordance with city ordinance and following standards set by the State Library of Iowa, hires the Library Director and delegates the active management of the library including personnel administration, to the Director.
- The Library Board conducts an annual review of the Library Director within 60 days of the end of the fiscal year following the Employee Handbook Performance Evaluation process.
- The Library Director conducts an annual review of each library staff member with 60 days of the end of the fiscal year following the Employee Handbook Performance Evaluation process.

Work Schedule Policy

- Major changes in the Director's schedule shall not be made without approval of the Library Board.
- Requests for changes in the work schedule of other staff or volunteers should be given in advance and approved by the Library Director.
- Overtime hours for hourly employees are not included in the annual budget and should be avoided.

Hours of Operation

- The Library is open to the public a set number of hours per week, many of which are evening and weekend hours. Full-time employees generally work forty hours per week, eight hours per day, and five days each week. All regular staff members may be required to work evenings, as well as some Saturday hours. Such work is considered part of the regular work schedule.

Holidays

- The Solon Public Library observes the City of Solon holidays listed in the Employee Handbook. Library management reserve the right to change the observance of holidays based on business needs. If feasible, part time employees may shift their hours so that they do not lose hours when the library is closed.

Meetings, Conventions, and Workshops

- The director, staff, and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the Library Director, according to the amount appropriated in the budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

- The Director will share continuing education opportunities with staff and trustees and include an allowance for educational opportunities in the annual budget.

Professional Conduct

- Library employees need to be able to work comfortably in the work place, and project a professional image for library users. Business casual dress and a neat appearance is the standard for this dress code. Clothing that may have words, terms or pictures that may be offensive to other employees or library patrons are deemed not appropriate. This includes political references.
- At the Director's discretion, employees may be allowed to deviate from the dress code in a manner that is appropriate, time-limited, and available to all employees according to the same conditions.
- Name tags will be worn by staff members during work hours.
- The Solon Public Library is committed to delivering excellent service to all and treating each person with respect. Library staff members follow the Code of Ethics of the American Library Association.