

Agenda for Solon Library Board Meeting  
Monday, June 30, 2025 @6:30 pm

**Zoom Invite:** <https://us02web.zoom.us/j/85236336252>

**Meeting ID: 852 3633 6252**

Call to order

Approval of the agenda

Approval of the minutes

- May 19, 2025

Citizen's Speak

Correspondence

Committee reports

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

Directors Report

Approval of Bills

- June 2025

Review of Foundation report: May and June 2025

Old Business

- ALA LTC Accessible Small and Rural Libraries Grant update

New Business

- Review of Solon Public Library Board of Trustees [By-Laws](#) (last revised January 2023)
- Board Continuing Education Suggestion:
  - City of Solon Ordinance: [Chapter 21 - Library Board of Trustees \(PDF\)](#)
  - State of Iowa Code: [Chapter 392.5 Library Board](#)
  - State Library of Iowa [FY24 Public Library Statistics](#)

Next Meeting: **Monday, July 28, 2025 at 6:30 pm**

Adjourn

# **The Solon Public Library Board**

## **DRAFT Meeting Minutes May 18, 2025**

### **Call to Order**

The regular meeting of the Solon Public Library Board was called to order by Bill Christensen at 6:29 p.m.

### **Present**

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

### **Absent**

Jen Fetzer, Sandy Lawrence

### **Approval of Agenda**

The agenda was unanimously approved. (Char/Janet)

### **Approval of Minutes**

The minutes of the April 28, 2025 meeting were unanimously approved as corrected (Bill Christensen not listed as present). (Char/Janet)

### **Citizen's Speak and Correspondence**

Citizen speak: No report. However, one of our youngest patrons entered to give us an up-to-date weather report. There was a "torm com'in"

### **Committee Reports**

- **Building:** Solon Heating and Air has yet to receive a part that was ordered to fix the building's humidifier.
- **Finance:** No report.
- **Johnson County Liaison:** No report
- **City of Solon Liaison:** No report
- **Board of Trustees Continuing Education:** Char reported on a PBS documentary on **Independent Lens:** Free for All: The Public Library. *Meet the pioneering women who helped the U.S. public library system shape a nation.*

### **Library Director's Report**

Liz was pleased to highlight that the summer clerks, from last year, are coming back for this season. Liz also handed out this year's Summer Reading brochures and next month's calendar.

### **Approval of Bills**

The bills for May 2025 were unanimously approved. (Steve/Matthew)

### **Review of Foundation Report**

No report was available, the May Foundation meeting is scheduled for May 28, 2025.

# **The Solon Public Library Board**

## **Old Business**

- **ALA LTC Small & Rural Accessible Libraries Grant:** On Wednesday a Community Conversation was held to see if there were any suggestions for the use of the grant. Those attending approved the project proposed for making the restrooms easier to access. Liz also reported that the Library will be allotted \$7,500 by the Beef Days Committee. This will make it possible to improve both restroom doors.

## **New Business:**

- **FY26 Staff Salaries:** The FY26 Staff Salaries as presented were unanimously approved. (Janet/Steve)
- **Strategic Plan - May Update:** Liz provided updates to the Strategic Plan progress tracking which included references to our recent accessibility grants that ensure everyone can “visit a comfortable place”. When Madison left our team, Megan assumed responsibility for our hallway Community Bulletin Board. The most recent display includes information about our City Parks.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration.

## **Adjournment**

The meeting was adjourned at 6:52 p.m. (Matthew/Steve)

## **Next Meeting**

Regular Meeting: Monday, June 30, 2025 at 6:30 p.m.

## **Submitted by**

Char Cosgrove

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## Director's Report June 2025

In June I attended regular meetings with the City Council, the Friends of the Library, Foundation, and City Department Head Zoom meetings. At the May 28th meeting, the Solon Public Library Foundation invited our two scholarship recipients to attend. We enjoyed meeting SHS Valedictorian Brianna Henning and learning about her plans to continue her education with an ultimate goal of medical school. Our other scholarship recipient Kardyn Tam Huynh was unable to attend our meeting. The Friends of the Library had a very successful Citywide Garage Sale weekend again this year. They registered 79 sales (a record number!) and raised \$1110 in registration fees and \$944.67 at their sale for a total of \$2054.67. They also staffed an information kiosk outside the Library to provide maps, answer questions, and introduce their new Friend of Solon Library ball caps that are available for sale at the Library.

We are so grateful for the second grant we received from ALA Libraries Transforming Communities (LTC) Accessible Small and Rural Libraries program in the amount of \$10,000 that will allow us to continue to improve accessibility to our Library for our community. The feedback from our Community Conversation in May confirmed that our priority for this grant will be installing ADA accessible buttons for our restroom doors. We were thrilled to receive a matching donation from the Solon Beef Days Committee in the amount of \$7,500 to ensure we can complete both restroom door accessibility improvements.

June 1st was the official start date for our Summer Reading Program: Level Up at Your Library! Our schedule has been packed with programming for all ages. Our Kick-off Foam party was a huge success and was enjoyed by over 250 people! To accommodate increasing attendance numbers, Lily provides 3 storytimes each Tuesday morning: 9:30 am and 10:30 am for our patrons and 11:45 am for the Lakeview Care for Kids summer program. Their special offsite Saturday Storytime at the Splash Pad was enjoyed by 68 people. Ten teams of kids worked together to solve the clues in Our Dog Man Escape Room with the top team unlocking Petey's Secret Lab in 5 minutes and 36 seconds! Over 140 people enjoyed the afternoon of Dog Man activities.

Our incredible team of Programming Librarians (Lily, Christian, and Mykle) have collaborated on multiple summer programs. Our June lineup included Adult Murder Mystery Night, Landscape Painting for Teens, Basics of Rubik's Cube and Competition, Tales & Tails with National Mississippi River Museum, LEGO Derby Build & Race, Pride Month Beaded Jewelry with United Action for Youth (UAY), and a special Princess Party Storytime. They joined together to host a Dungeons and Dragons Campaign for many teens new to D&D. They have intentionally scheduled summer programs on a variety of days and times to provide options for everyone's hectic summer schedules.

You can see in the table below the number of participants enrolled in our SRP and you can compare the numbers to June 2024. We have 115 more participants this June compared to last year at this time: a 21.3% increase! We continue to offer adults the option of participating as a

Caregiver (reading picture books) and/or Adult books. There is still plenty of time to enroll as this Summer Reading Program runs June 1 - July 31st.

Our circulation desk shifts are filled with proud readers of all ages turning in slips and collecting their t-shirts and prizes. We are so grateful for our two summer library clerks: Cora and Lauran who picked up right where they left off last summer and have had a positive impact on our summer workload from their first day back with our team.

<b>Total Number of Participants in June 2024</b>	<b>541</b>	<b>Total Number of Codes June 2024</b>	<b>329</b>
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<b>Summer Reading 2025: Level Up at Your Library</b>	<b># of Readers</b>	<b>Amount</b>	<b>Unit</b>	<b>Codes</b>
Summer Reading - Littles (0-K)	150	4,255	Books	57
Summer Reading - Kids (1st-5th)	239	122,969	Minutes	143
Summer Reading - Teens (6th-12th)	95	54,881	Minutes	73
Summer Reading - Adults and Caregivers	172	1,754	Books	118
<b>Total Number of Participants in June 2025</b>	<b>656</b>		<b>Total Codes June 2025</b>	<b>391</b>

Looking ahead to July, the summer programming fun continues: Library Spy School, Boom! With the Science Center of Iowa, Franken Toys for Teens, Saturday Storytime at the Splash Pad, Samurai and Ninja Sword Classes, DIY Fidget Toys, Bubbles Activity at Kid's Corner at Beef Days, Live Action Candyland Sensory Night, Water Wars for Teens, Teen/Adult "Stranger Things" Escape Room, Trivia Night, and Tie Dye for Kids. We look forward to seeing everyone at the Library this summer!

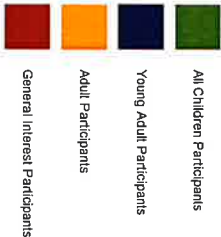
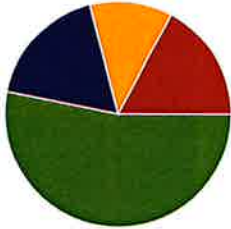
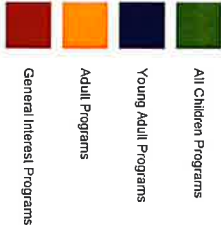
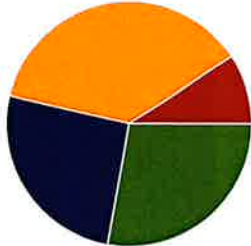
Sincerely,

Liz King  
Director, Solon Public Library

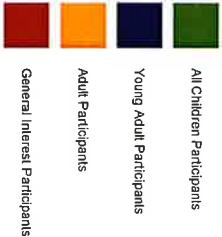
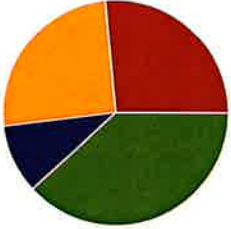
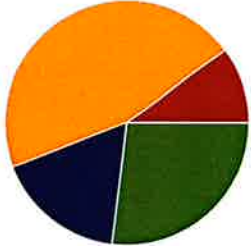


Solon Public Library  
July, 2024 - May, 2025

May				
Overview				
All Children Programs	15	27.78%	All Children Participants	1091
Young Adult Programs	14	25.33%	Young Adult Participants	365
Adult Programs	20	37.04%	Adult Participants	241
General Interest Programs	5	9.26%	General Interest Participants	354
Total Programs	54		Total Participants	2051



Year in Review				
Overview				
All Children Programs	133	26.92%	All Children Participants	4192
Young Adult Programs	85	17.21%	Young Adult Participants	1085
Adult Programs	226	45.75%	Adult Participants	2796
General Interest Programs	50	10.12%	General Interest Participants	2911
Total Programs	494		Total Participants	10984



## Solon Public Library Program Details May 2025

	A	B	C	D	E	F
1	Title	Age	Type	Category	In-person Attendees	Virtual Attendees
2						
3	Chair Yoga	Adult (Ages 19+)	In Person	Adults	14	0
4	Chair Yoga	Adult (Ages 19+)	In Person	Adults	17	0
5	Chair Yoga	Adult (Ages 19+)	In Person	Adults	24	0
6	Chair Yoga	Adult (Ages 19+)	In Person	Adults	23	0
7	Chair Yoga	Adult (Ages 19+)	In Person	Adults	21	0
8	Chair Yoga	Adult (Ages 19+)	In Person	Adults	25	0
9			<b>Total Chair Yoga</b>		<b>124</b>	
10	Coffee & Community Conversation	Adult (Ages 19+)	In Person	Adults	13	0
11	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	10	0
12	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	11	0
13	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	13	0
14			<b>Total Coffee &amp; Conversations</b>		<b>47</b>	
15	Book Club: Little Women	Adult (Ages 19+)	In Person	Adults	9	0
16	Cookbook Club: Martha Stewart's Cook	Adult (Ages 19+)	In Person	Adults	6	0
17	DIY Night: MacramÃ© for Beginners	Adult (Ages 19+)	In Person	Adults	4	0
18	KNIT LIT: Yarn Bombing	Adult (Ages 19+)	In Person	Adults	6	0
19	Solon Retirement Village Outreach: Pet Therapy	Adult (Ages 19+)	In Person	Off Site	26	0
20	Tech Talk: Ask a Librarian	Adult (Ages 19+)	In Person	Adults	3	0
21	Video Chair Yoga	Adult (Ages 19+)	In Person	Adults	16	0
22			<b>Total Adults</b>		<b>241</b>	
23	Lakeview Storytime Group 1	Children (Ages 0-5)	In Person	Storytime	38	0
24	Lakeview Storytime Group 2	Children (Ages 0-5)	In Person	Storytime	41	0
25	Saturday Storytime	Children (Ages 0-5)	In Person	Storytime	7	0
26	Storytime	Children (Ages 0-5)	In Person	Storytime	0	0
27	Storytime: Our 5 Senses	Children (Ages 0-5)	In Person	Storytime	49	0
28	Storytime: Our Bodies & Hygiene	Children (Ages 0-5)	In Person	Storytime	29	0
29	Storytime: Our Emotions	Children (Ages 0-5)	In Person	Storytime	32	0
30			<b>Total Storytime</b>		<b>196</b>	
31	BAM POW: Build It - Cardboard Construction	Children (Ages 6-11)	In Person	Youth	39	0
32	BAM POW: Build It - Lego Artwork	Children (Ages 6-11)	In Person	Youth	49	0
33	BAM POW: Make It - Perler Bead Fidget Toys	Children (Ages 6-11)	In Person	Youth	46	0
34	BAM POW: Play It - Board Games	Children (Ages 6-11)	In Person	Youth	38	0
35			<b>Total Early Out Thursday Programs</b>		<b>172</b>	
36	Read with Willa the Dog!	Children (Ages 6-11)	In Person	Youth	6	0
37	Read with Willa the Dog!	Children (Ages 6-11)	In Person	Youth	0	0
38	All-Ages: Star Wars Day	General Interest	In Person	All Ages	13	0
39	NAMI: In Our Own Voice	General Interest	Combo in Person / Live Virtual			
40	Summer Reading Program Kick-Off!	General Interest	In Person	All Ages	12	0
41	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Babies	257	0
42	Coloring Challenge	General Interest	Passive Program	All Ages	55	0
43	Let's Go LEGO!	General Interest	Passive Program	All Ages	17	0
44	6th Grade Group 1	Young Adult (Ages 12-18)	In Person	Teens	24	0
45	6th Grade Group 2	Young Adult (Ages 12-18)	In Person	Teens	20	0
46	6th Grade Group 3	Young Adult (Ages 12-18)	In Person	Teens	22	0
47	6th Grade Group 4	Young Adult (Ages 12-18)	In Person	Teens	23	0
48	6th Grade Group 5	Young Adult (Ages 12-18)	In Person	Teens	26	0
49	Mr. Kopecky SHS History Class	Young Adult (Ages 12-18)	In Person	Teens	16	0
50	Lakeview Assembly	Children (Ages 6-11)	In Person	Off Site	500	0
51	Solon Intermediate School Outreach for SRP	Children (Ages 6-11)	In Person	Off Site	215	0
52	Solon High School Outreach - Carol Richards' class	Young Adult (Ages 12-18)	In Person	Off Site	13	0
53	Solon Middle School Outreach for SRP	Young Adult (Ages 12-18)	In Person	Off Site	100	0
54	Solon High School Outreach for SRP	Young Adult (Ages 12-18)	In Person	Off Site	25	0
55			<b>Total SCSD Outreach</b>		<b>853</b>	
56	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	5	0
57	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	6	0
58	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	8	0
59	Teen Advisory Board Meeting	Young Adult (Ages 12-18)	In Person	Teens	0	0
60	Teen Reading Challenge	Young Adult (Ages 12-18)	Passive Program	Teens	61	0
61	Teens: Mario Kart Wii Tournament	Young Adult (Ages 12-18)	In Person	Teens	16	0
62			<b>Total Teens</b>		<b>96</b>	

## Solon Public Library Monthly Statistics May 2025

[illegible]



Patron PC Logins by Day and Hour

Dates: Thursday May 1, 2025 - Saturday May 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	
Thu May 1	0	0	0	0	0	3	20	13	6	1	0	0	43	4	0	20	0	0	7
Fri May 2	0	1	1	1	0	0	0	2	1	0	0	0	5	1	0	2	0	0	1
Sat May 3	4	0	1	0	0	0	2	0	0	0	0	0	7	1	0	4	0	0	1
Sun May 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 5	0	0	0	0	0	0	2	2	1	0	1	0	6	1	0	2	0	0	1
Tue May 6	0	3	0	0	0	0	0	0	3	0	0	0	6	1	0	3	0	0	1
Wed May 7	0	0	1	0	1	0	1	0	1	4	0	0	7	1	0	4	0	0	1
Thu May 8	0	0	0	0	0	4	12	2	0	0	0	0	18	2	0	12	0	0	4
Fri May 9	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	2	0	0	1
Sat May 10	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sun May 11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 12	0	0	0	0	1	1	0	1	0	0	0	0	3	0	0	1	0	0	1
Tue May 13	3	2	1	1	0	0	0	1	1	0	0	0	9	1	0	3	1	0	1
Wed May 14	1	0	0	1	0	0	0	1	1	2	3	0	9	1	0	3	1	0	1
Thu May 15	0	4	1	0	2	15	7	7	7	2	0	0	38	4	0	15	2	0	5
Fri May 16	0	0	0	0	1	1	1	5	0	0	0	0	7	1	0	5	0	0	2
Sat May 17	1	1	2	1	0	0	0	3	0	0	0	0	8	1	0	3	0	0	1
Sun May 18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 19	0	0	0	1	1	0	0	2	1	0	2	0	7	1	0	2	0	0	1
Tue May 20	0	0	0	1	0	0	1	0	1	0	1	0	3	0	0	1	0	0	1
Wed May 21	0	0	0	0	0	0	0	1	2	0	0	0	3	0	0	2	0	0	1
Thu May 22	1	0	1	0	3	14	12	5	0	1	0	0	37	3	0	14	1	0	5
Fri May 23	0	0	0	0	1	1	1	1	0	0	0	0	3	0	0	1	0	0	1
Sat May 24	0	0	1	0	3	0	3	0	0	0	0	0	7	1	0	3	0	0	1
Sun May 25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon May 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue May 27	0	2	0	0	0	0	1	4	1	0	0	0	8	1	0	4	0	0	1
Wed May 28	0	1	0	3	0	0	0	1	4	0	3	0	12	1	0	4	0	0	2
Thu May 29	0	0	0	0	2	9	6	2	1	2	0	0	22	2	0	9	1	0	3
Fri May 30	0	0	0	0	6	5	2	0	0	0	0	0	13	1	0	6	0	0	2
Sat May 31	0	0	3	0	0	0	2	5	0	0	0	0	10	1	0	5	0	0	2
Total	10	15	13	9	28	82	75	44	7	12	0	295							
Average	0.3	0.5	0.4	0.3	0.9	2.6	2.4	1.4	0.2	0.4	0								
Minimum	0	0	0	0	0	0	0	0	0	0	0								
Maximum	4	4	3	3	6	20	13	7	2	3	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:	0.9	1	0.7	0.6	1.5	5.3	3.2	2	0.6	0.9	0								

## Solon Public Library Meeting Room Use May 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
1	5/1/2025	Community Meeting Room	38	Internal		5/1/2025	Study Room 1	6	Internal		5/1/2025	Study Room 2	3	Internal
2	5/1/2025	Community Meeting Room	10	Patrons		5/2/2025	Study Room 1	5	Patrons		5/3/2025	Study Room 2	1	Patrons
3	5/3/2025	Community Meeting Room	13	Internal		5/5/2025	Study Room 1	1	Internal		5/5/2025	Study Room 2	1	Internal
4	5/4/2025	Community Meeting Room	30	Non-Profit Organizations		5/5/2025	Study Room 1	1	Patrons		5/7/2025	Study Room 2	1	Patrons
5	5/5/2025	Community Meeting Room	16	Internal		5/6/2025	Study Room 1	2	Patrons		5/7/2025	Study Room 2	6	Internal
6	5/5/2025	Community Meeting Room	35	Patrons		5/7/2025	Study Room 1	2	Patrons		5/7/2025	Study Room 2	1	Patrons
7	5/5/2025	Community Meeting Room	10	Patrons		5/8/2025	Study Room 1	4	Patrons		5/8/2025	Study Room 2	2	Patrons
8	5/5/2025	Community Meeting Room	32	Internal		5/9/2025	Study Room 1	3	Patrons		5/8/2025	Study Room 2	1	Patrons
9	5/6/2025	Community Meeting Room	5	Internal		5/9/2025	Study Room 1	2	Patrons		5/8/2025	Study Room 2	1	Patrons
10	5/6/2025	Community Meeting Room	12	Internal		5/10/2025	Study Room 1	6	Patrons		5/9/2025	Study Room 2	1	Patrons
11	5/7/2025	Community Meeting Room	10	Internal		5/12/2025	Study Room 1	1	Patrons		5/13/2025	Study Room 2	1	Patrons
12	5/7/2025	Community Meeting Room	14	Internal		5/13/2025	Study Room 1	1	Patrons		5/15/2025	Study Room 2	1	Patrons
13	5/7/2025	Community Meeting Room	38	Internal		5/13/2025	Study Room 1	1	Patrons		5/15/2025	Study Room 2	1	Patrons
14	5/7/2025	Community Meeting Room	41	Internal		5/15/2025	Study Room 1	1	Internal		5/15/2025	Study Room 2	15	Internal
15	5/7/2025	Community Meeting Room	6	Internal		5/15/2025	Study Room 1	2	Internal		5/15/2025	Study Room 2	4	Patrons
16	5/8/2025	Community Meeting Room	15	Non-Profit Organizations		5/15/2025	Study Room 1	1	Patrons		5/19/2025	Study Room 2	1	Internal
17	5/8/2025	Community Meeting Room	49	Internal		5/15/2025	Study Room 1	1	Patrons		5/19/2025	Study Room 2	1	Internal
18	5/8/2025	Community Meeting Room	16	Internal		5/16/2025	Study Room 1	1	Patrons		5/19/2025	Study Room 2	1	Internal
19	5/10/2025	Community Meeting Room	7	Internal		5/17/2025	Study Room 1	1	Patrons		5/21/2025	Study Room 2	1	Patrons
20	5/12/2025	Community Meeting Room	17	Internal		5/19/2025	Study Room 1	1	Patrons		5/21/2025	Study Room 2	0	Internal
21	5/12/2025	Community Meeting Room	12	Patrons		5/19/2025	Study Room 1	2	Internal		5/22/2025	Study Room 2	15	Internal
22	5/13/2025	Community Meeting Room	29	Internal		5/19/2025	Study Room 1	1	Patrons	5/27/2025	Study Room 2		1	Patrons
23	5/13/2025	Community Meeting Room	6	Internal		5/20/2025	Study Room 1	2	Internal					
24	5/13/2025	Community Meeting Room	4	Internal		5/20/2025	Study Room 1	1	Patrons					
25	5/14/2025	Community Meeting Room	11	Internal		5/20/2025	Study Room 1	2	Patrons					
26	5/14/2025	Community Meeting Room	24	Internal		5/21/2025	Study Room 1	2	Patrons					
27	5/15/2025	Community Meeting Room	3	Internal		5/22/2025	Study Room 1	1	Patrons					
28	5/15/2025	Community Meeting Room	46	Internal		5/23/2025	Study Room 1	2	Patrons					
29	5/17/2025	Community Meeting Room	6	Internal		5/24/2025	Study Room 1	3	Patrons					
30	5/19/2025	Community Meeting Room	23	Internal		5/28/2025	Study Room 1	1	Patrons					
31	5/20/2025	Community Meeting Room	49	Internal		5/29/2025	Study Room 1	4	Patrons					
32	5/20/2025	Community Meeting Room	8	Internal		5/29/2025	Study Room 1	1	Patrons					
33	5/20/2025	Community Meeting Room	9	Internal										
34	5/21/2025	Community Meeting Room	13	Internal										
35	5/21/2025	Community Meeting Room	21	Internal										
36	5/22/2025	Community Meeting Room	16	Internal										
37	5/22/2025	Community Meeting Room	39	Internal										
38	5/23/2025	Community Meeting Room	0	Internal										
39	5/26/2025	Community Meeting Room	18	Internal										
40	5/28/2025	Community Meeting Room	13	Internal										
41	5/28/2025	Community Meeting Room	25	Internal										
42	5/30/2025	Community Meeting Room	1	Internal										
43	5/30/2025	Community Meeting Room												

**Solon Library Bills for June, 2025**

Starting balance from Expenditure Report dated 6/10/2025

			Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ (1,151.95)</b>		
North Liberty Library, Annual shared BookPage Subscription invoice	\$ 84.00		
Zoom inv#307070955 (Visa)	\$ 17.11		June 2025 Visa to be paid in FY26
Cricut order#164543186 (Visa)	\$ 10.59		June 2025 Visa to be paid in FY26
Total Spent	\$ 84.00	\$ 100.00	
<b>Remaining Balance</b>	<b>\$ (1,235.95)</b>		
<b>From Travel and Conference (62400)</b>	<b>\$ 523.30</b>		
Total Spent	\$ -	\$ 62.50	
<b>Remaining Balance</b>	<b>\$ 523.30</b>		
<b>From Building Maintenance (63100)</b>	<b>\$ 6,957.78</b>		
\$5,000 allocated for reserve funds	\$ 5,000.00		Hidden balance for reserves
Amazon, steel latch guard for door plate (Visa)	\$ 16.47		
McCloud Services, outdoor pest treatment inv#22046397	\$ 112.36		
Total Spent	\$ 128.83	\$ 416.67	
<b>Remaining Balance</b>	<b>\$ 1,828.95</b>		
<b>From Org Vehicle/Equipment Maint AC (63320)</b>	<b>\$ (5,411.22)</b>		
Google LLC, Google Workspace inv#5270224348 (Visa)	\$ 57.86		June 2025 Visa to be paid in FY26
Summit Fire Protection, annual extinguisher inspections inv#3305848	\$ 100.00		
Total Spent	\$ 100.00	\$ 466.67	
<b>Remaining Balance</b>	<b>\$ (5,511.22)</b>		
<b>From Utilities (63710)</b>	<b>\$ 1,207.07</b>		
Alliant Energy	\$ 57.90		
Mid-American	\$ 19.06		
Total Spent	\$ 76.96	\$ 583.33	
<b>Remaining Balance</b>	<b>\$ 1,130.11</b>		
<b>From Telephone/Internet (63730)</b>	<b>\$ 437.32</b>		
ICN inv#723885	\$ 188.00		
Southslope inv#11008943	\$ 182.09		
Total Spent	\$ 370.09	\$ 425.00	
<b>Remaining Balance</b>	<b>\$ 67.23</b>		
<b>From Data Bases (63731)</b>	<b>\$ 852.88</b>		
Total Spent	\$ -	\$ 208.33	
<b>Remaining Balance</b>	<b>\$ 852.88</b>		
<b>From Publishing (64140)</b>	<b>\$ 149.32</b>		
Solon Economist, Graduation 2025 Ad inv#1742	\$ 50.00		
Total Spent	\$ 50.00	\$ 50.00	
<b>Remaining Balance</b>	<b>\$ 99.32</b>		
<b>From Educational Program (64340)</b>	<b>\$ (1,247.88)</b>		
Uncle Sangs Sushi & Kitchen, Teen program supplies, Employee Reim.	\$ 10.00		
Good Vibes Café, Teen program supplies, Employee Reim.	\$ 10.00		
Geek City, Teen program supplies, Employee Reim.	\$ 35.97		



Solon Senior Support, May Chair Yoga inv#YogaMAY25	\$ 60.00	
Science Center of Iowa, SRP Boom Outreach Program, inv#11468586	\$ 700.00	SRP = Summer Reading Program
Alexis Kurth, Trivia Night Creation and Hosting, invoice	\$ 125.00	SRP = Summer Reading Program
Daniel Cogan, 2 Sword Programs inv#7142025	\$ 250.00	SRP = Summer Reading Program
ALDI, Teen program supplies, Employee Reim.	\$ 15.36	FY26 Invoice
ALDI, Teen program supplies, Employee Reim.	\$ 19.50	FY26 Invoice
ALDI, Teen program supplies, Employee Reim.	\$ 9.13	FY26 Invoice
Amazon, SRP prizes (Visa)	\$ 116.84	June 2025 Visa to be paid in FY26
Amazon, SRP Teen program supplies (Visa)	\$ 46.77	June 2025 Visa to be paid in FY26
Amazon, SRP DogMan program supplies (Visa)	\$ 24.39	June 2025 Visa to be paid in FY26
Amazon, SRP DogMan program supplies (Visa)	\$ 99.85	June 2025 Visa to be paid in FY26
Amazon, Adult program supplies (Visa)	\$ 3.54	June 2025 Visa to be paid in FY26
Amazon, SRP DogMan program supplies (Visa)	\$ 10.78	June 2025 Visa to be paid in FY26
Amazon, SRP DogMan program supplies (Visa)	\$ 21.00	June 2025 Visa to be paid in FY26
Amazon, SRP DogMan program supplies (Visa)	\$ 57.97	June 2025 Visa to be paid in FY26
ALDI, SRP DogMan program supplies (Visa)	\$ 36.53	June 2025 Visa to be paid in FY26
ALDI, Adult coffee supplies, DogMan supplies (Visa)	\$ 29.40	June 2025 Visa to be paid in FY26
COSTCO, SRP prizes (Visa)	\$ 415.84	June 2025 Visa to be paid in FY26
COSTCO, SRP prizes refund (Visa)	\$ (48.14)	June 2025 Visa to be paid in FY26
HyVee, SRP prizes (Visa)	\$ 82.08	June 2025 Visa to be paid in FY26
Michaels, Adult program supplies (Visa)	\$ 19.49	June 2025 Visa to be paid in FY26
Menards, SRP prizes and Kick off supplies (Visa)	\$ 100.83	June 2025 Visa to be paid in FY26
Sam's Mainstreet Market, SRP Kick off supplies (Visa)	\$ 4.99	June 2025 Visa to be paid in FY26
Total Spent	\$ 1,190.97	\$ 1,179.17
Remaining Balance	\$ (2,438.85)	

From Library Books (65020)	\$ 3,350.27	
Baker & Taylor Inv#2039074676	\$ 276.96	
Baker & Taylor Inv#2039081881	\$ 52.43	
Baker & Taylor Inv#2039084072	\$ 500.12	
Baker & Taylor Inv#2039087766	\$ 16.52	
Baker & Taylor Inv#2039099825	\$ 307.96	
Center Point Large Print, Annual Subscription inv#2173050	\$ 1,157.76	
Mid America Books inv#0056653	\$ 442.05	
Mid America Books inv#0056673	\$ 712.50	
Mid America Books inv#0062560	\$ 395.30	
Baker & Taylor Inv#2039110359	\$ 156.15	FY26 Invoice
Baker & Taylor Inv#2039116769	\$ 149.25	FY26 Invoice
Baker & Taylor Inv#2039130940	\$ 242.42	FY26 Invoice
Amazon, 7 Youth books (Visa)	\$ 78.81	June 2025 Visa to be paid in FY26
Amazon, 3 Youth books (Visa)	\$ 37.88	June 2025 Visa to be paid in FY26
Amazon, 1 Adult book (Visa)	\$ 14.39	June 2025 Visa to be paid in FY26
Amazon, 1 Adult book (Visa)	\$ 9.69	June 2025 Visa to be paid in FY26
Amazon, 1 Adult book (Visa)	\$ 10.99	June 2025 Visa to be paid in FY26
Amazon, 1 Adult book (Visa)	\$ 16.99	June 2025 Visa to be paid in FY26
Amazon, 1 Youth book (Visa)	\$ 12.75	June 2025 Visa to be paid in FY26
Amazon, 2 Youth books (Visa)	\$ 14.44	June 2025 Visa to be paid in FY26
Amazon, 3 Adult books (Visa)	\$ 50.85	June 2025 Visa to be paid in FY26
Amazon, 2 Youth books (Visa)	\$ 164.88	June 2025 Visa to be paid in FY26
Amazon, 5 Youth books (Visa)	\$ 56.92	June 2025 Visa to be paid in FY26
Amazon, 2 Youth books (Visa)	\$ 28.92	June 2025 Visa to be paid in FY26
Amazon, 1 Adult book (Visa)	\$ 10.99	June 2025 Visa to be paid in FY26
Amazon, 1 Adult book (Visa)	\$ 17.99	June 2025 Visa to be paid in FY26
Amazon, 1 Adult book (Visa)	\$ 13.81	June 2025 Visa to be paid in FY26
Amazon, 2 Adult books (Visa)	\$ 31.98	June 2025 Visa to be paid in FY26
Amazon, 1 Adult book (Visa)	\$ 14.28	June 2025 Visa to be paid in FY26
Total Spent	\$ 3,861.60	\$ 2,000.00
Remaining Balance	\$ (511.33)	

**From Library Video Materials (65030) \$ 483.64**

Midwest Tape inv#507200820 \$ 41.99

Midwest Tape inv#507219778 \$ 23.24

Midwest Tape inv#507252372 \$ 20.24

Midwest Tape inv#507318641 \$ 73.47

Amazon, 1 TV season DVD (Visa) \$ 19.95

Amazon, 1 3-title DVD (Visa) \$ 31.07

Total Spent \$ 85.47 \$ 404.17

**Remaining Balance \$ 398.17**

FY26 Invoice

June 2025 Visa to be paid in FY26

June 2025 Visa to be paid in FY26

**From Library Audio Materials (65040) \$ (43.28)**

OverDrive, 2 Audiobooks inv#06497CO25178042 \$ 123.73

Total Spent \$ 123.73 \$ 416.67

**Remaining Balance \$ (167.01)****From Puzzles, Puppet Kits (65050) \$ (117.20)**

Amazon, 36 timers and 40 wrist key chains (Visa) \$ 68.96

June 2025 Visa to be paid in FY26

Total Spent \$ - \$ 100.00

**Remaining Balance \$ (117.20)****From Operating Supplies (65070) \$ 3,914.74**

DEMCO, book covering supplies inv#7650787 \$ 238.47

Office Express, case of facial tissue inv#115765 \$ 47.49

Office Express, hand soap and office supplies inv#118506 \$ 122.09

ALDI, paper plates and ziplock bags (Visa) \$ 17.35

Amazon, 100 AAA batteries (Visa) \$ 29.99

Southpaw Print Co, Staff Shirts (Visa) \$ 107.00

Total Spent \$ 285.96 \$ 750.00

**Remaining Balance \$ 3,628.78**

FY26 Invoice

June 2025 Visa to be paid in FY26

June 2025 Visa to be paid in FY26

June 2025 Visa to be paid in FY26

**From Postage and Shipping (65080) \$ (10.92)**

Total Spent \$ - \$ 75.00

**Remaining Balance \$ (10.92)****From Supplies (65990) \$ (11.82)**

Casey's, 2 cheese pizzas for staff meal before SRP Kick-off party (Visa) \$ 22.46

June 2025 Visa to be paid in FY26

Total Spent \$ - \$ 20.83

**Remaining Balance \$ (11.82)****From Office Equipment (67250) \$ (926.46)**

Gordon Flesch Co. Printer Lease inv#I01025551 \$ 183.43

Gordon Flesch Co., images over base inv#IN15211921 \$ 75.24

Amazon, Greenworks cordless drill (Visa) \$ 88.00

Total Spent \$ 183.43 \$ 333.33

**Remaining Balance \$ (1,109.89)**

FY26 Invoice

June 2025 Visa to be paid in FY26

**ALA LTC Accessible Small and Rural Libraries Grant \$10,000.00**

The EAT SHOP, snacks for Community Conversation (Visa) \$ 72.50

June 2025 Visa to be paid in FY26

Total Spent \$ 72.50

**Remaining Balance \$9,927.50**

## EXPENDITURE REPORT

Page: 1  
6/24/2025  
9:52 am

City of Solon

For the Period: 7/1/2024 to 6/30/2025

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 001 - GENERAL FUND</b>							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	244,232.00	244,232.00	232,770.88	20,803.53	0.00	11,461.12	95.3
61100 FICA SOCIAL SECURITY	18,684.00	18,684.00	17,771.22	1,589.73	0.00	912.78	95.1
61200 FICA MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
61300 IPERS	23,056.00	23,056.00	21,383.23	1,861.91	0.00	1,672.77	92.7
61500 EMPLOYEE GROUP INSURANCE/ANNUI	15,245.00	15,245.00	0.00	0.00	0.00	15,245.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	1,200.00	1,200.00	2,435.95	84.00	0.00	-1,235.95	203.0
62400 TRAVEL AND CONFERENCE	750.00	750.00	226.70	38.92	0.00	523.30	30.2
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	3,171.05	112.36	0.00	6,828.95	31.7
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	11,111.22	100.00	0.00	-5,511.22	198.4
63710 UTILITIES	3,000.00	3,000.00	1,869.89	76.96	0.00	1,130.11	62.3
63730 TELEPHONE/INTERNET	4,500.00	4,500.00	4,432.77	370.09	0.00	67.23	98.5
63731 DATA BASES	2,850.00	2,850.00	1,997.12	567.00	0.00	852.88	70.1
64080 INSURANCE	27,740.00	27,740.00	22,983.50	304.00	0.00	4,756.50	82.9
64140 PUBLISHING	600.00	600.00	500.68	50.00	0.00	99.32	83.4
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	16,588.85	2,021.87	0.00	-2,438.85	117.2
65020 LIBRARY BOOKS	24,000.00	24,000.00	24,511.33	5,187.72	0.00	-511.33	102.1
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	4,451.83	217.42	0.00	398.17	91.8
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	5,167.01	860.19	0.00	-167.01	103.3
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	1,317.20	186.30	0.00	-117.20	109.8
65070 OPERATING SUPPLIES	9,000.00	9,000.00	5,371.22	665.28	0.00	3,628.78	59.7
65080 POSTAGE AND SHIPPING	600.00	600.00	610.92	0.00	0.00	-10.92	101.8
65990 SUPPLIES	250.00	250.00	261.82	0.00	0.00	-11.82	104.7
67250 OFFICE EQUIPMENT	3,500.00	3,500.00	4,598.09	392.44	0.00	-1,098.09	131.4
LIBRARY SERVICES	420,007.00	420,007.00	383,532.48	35,489.72	0.00	36,474.52	91.3
Expenditures	420,007.00	420,007.00	383,532.48	35,489.72	0.00	36,474.52	91.3
Grand Total Net Effect:	-420,007.00	-420,007.00	-383,532.48	-35,489.72	0.00	-36,474.52	



## EXPENDITURE REPORT

Page: 1  
6/24/2025  
9:53 am

City of Solon

For the Period: 7/1/2024 to 6/30/2025

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 031 - TRUST &amp; AGENCY LIBRARY</b>							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	500.00	500.00	1,585.52	0.00	0.00	-1,085.52	317.1
64380 BANK SERVICE CHARGE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
64990 MISC. CONTRACT WORK	0.00	0.00	0.00	0.00	0.00	0.00	0.0
65020 LIBRARY BOOKS	5,000.00	5,000.00	1,272.40	0.00	0.00	3,727.60	25.4
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
65080 POSTAGE AND SHIPPING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
67270 OTHER CAPITAL EQUIPMENT	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
67271 CAPITAL EQUIP/MEMORIAL DONATIO	0.00	0.00	0.00	0.00	0.00	0.00	0.0
67300 LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.0
67500 BUILDING	0.00	0.00	95.80	0.00	0.00	-95.80	0.0
TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	2,953.72	0.00	0.00	7,546.28	28.1
Expenditures	10,500.00	10,500.00	2,953.72	0.00	0.00	7,546.28	28.1
Grand Total Net Effect:	-10,500.00	-10,500.00	-2,953.72	0.00	0.00	-7,546.28	

**Solon Public Library Foundation - Solon State Bank**  
**Treasurer's Report**  
**May 28, 2025**

Beginning Balance			\$	11,773.38
Income:				
	\$	-	\$	-
	\$	-	\$	-
	\$	-	\$	-
Expenses:				
	\$	-	\$	-
Ending Balance			\$	<u>11,773.38</u>

**Solon Public Library Foundation - Greenstate**  
**Treasurer's Report**  
**May 28, 2025**

Beginning Balance			\$	5.54
Income:				
Expenses:				
	Savings Balance		\$	<u>5.54</u>
	CD Balance		\$	<u>10,318.49</u>

**Solon Public Library Foundation Scholarship Account**  
**Treasurer's Report**  
**May 28, 2025**

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

Portfolio Snapshot  
Combined Account Portfolio

Christine M Steinbrech

Period: 4/1/25-4/30/25

Summary As of: 4/30/25

Portfolio Performance

PORTFOLIO	\$90,653	SELECTED PERIOD (\$)						LAST QUARTER (\$)		YEAR TO DATE (\$)		LAST YEAR (\$)		SINCE START DATE (\$)			
		4/1/25 - 4/30/25						Q1,25		4/30/25		2024		8/29/22			
GAIN/LOSS		Beginning Value						89,768		92,099		92,099		79,876		0	
		Net Contribution						0		0		0		0		70,000	
		Change in Value						885		-2,331		-1,447		12,223		20,653	
Unrealized	\$11,371	Ending Value						90,653		89,768		90,653		92,099		90,653	
		Return						0.99%		-2.53%		-1.57%		15.26%		10.15%	

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
XXXXXX0115	8/29/22	4/30/25 90,653	4/30/25 100.00	4/1/25 - 4/30/25 0.99	Q1,25 -2.53	4/30/25 -1.57	2024 15.26	10.15

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

Prepared by: Christine M Steinbrech

Created on: 5/22/25.

**Solon Public Library Foundation - Solon State Bank**  
**Treasurer's Report**  
**June 25, 2025**

Beginning Balance		\$	11,773.38
Income:			
	Donation	\$	25.00
	\$	\$	-
	\$	\$	-
Expenses:			
	Ck. 1282 Staff Grant - Lily Smith	\$	500.00
	Ck. 1283 Staff Grant - Megan Richardson	\$	500.00
Ending Balance		\$	<u>10,798.38</u>

**Solon Public Library Foundation - Greenstate**  
**Treasurer's Report**  
**June 25, 2025**

Beginning Balance		\$	5.54
Income:			
Expenses:			
	Savings Balance	\$	<u>5.54</u>
	CD Balance	\$	<u>10,318.49</u>

**Solon Public Library Foundation Scholarship Account**  
**Treasurer's Report**  
**June 25, 2025**

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



Portfolio Snapshot  
Combined Account Portfolio

Christine M Steinbrech

Period: 5/1/25-5/31/25

Summary As of: 5/31/25

Portfolio Performance

PORTFOLIO	\$94,957	SELECTED PERIOD (\$)						LAST QUARTER (\$)			YEAR TO DATE (\$)		LAST YEAR (\$)		SINCE START DATE (\$)	
		5/1/25 - 5/31/25						Q1,25			5/31/25		2024		8/29/22	
GAIN/LOSS		Beginning Value						90,653			92,099		92,099		79,876	
		Net Contribution						0			0		0		70,000	
		Change in Value						4,305			-2,331		2,858		12,223	
Unrealized	\$15,675	Ending Value						94,957			89,768		94,957		92,099	
		Return						4.75%			-2.53%		3.10%		15.26%	

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
XXXXXX0115	8/29/22	94,957	100.00	5/1/25 - 5/31/25	Q1,25	5/31/25	2024	11.69
				4.75	-2.53	3.10	15.26	

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: 6/23/25.

Incomplete if presented without accompanying disclosure pages

## **OLON PUBLIC LIBRARY BOARD OF TRUSTEES BY-LAWS**

### **ARTICLE I. NAME AND PURPOSE**

**Section 1.** This organization shall be known as the Solon Public Library Board of Trustees and shall operate a free public library for residents of the Solon area according to the City of Solon Code of Ordinances, Chapter 21.

### **ARTICLE II. LIBRARY BOARD**

**Section 1.** The Mayor, with the approval of the City Council, shall appoint seven persons to constitute a Board of Library Trustees. Any interested person of legal age is eligible for an appointment. Four members of this board will live within the city limits of Solon and three board members may reside in rural Solon. A majority of board members will reside within city limits. The Johnson County Board of Supervisors will review the names of those individuals who wish to represent the rural Solon area, before final approval is made by the Mayor and the City Council of Solon.

### **ARTICLE III. ORGANIZATION OF THE BOARD**

**Section 1. Terms and Qualifications:** All appointments to the Board shall be for four (4) years, except to fill vacancies. Appointments shall be made every two (2) years of one-third of the total number or as near as possible to the number, to stagger the terms of the board. Both a newly interested individual and a returning board member, whose term has expired, must fill out an application form describing their reason for serving, which should be turned in to the city office for review by the Mayor.

**Section 2. Vacancies:** The position of any Trustee shall be vacant if he or she moves permanently from the City or school district or if he or she is absent without cause from six (6) consecutive regular meetings of the board, or if he or she is removed for cause by the Mayor with the approval of the City. Vacancies on the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

**Section 3. Quorum and Voting:** All action by the Board shall require a majority vote of the whole number of members appointed to the Board. The removal of a Librarian, however, shall require a two-thirds vote of the Board.

**Section 4. Orientation of New Members:** Prior to the first regular meeting following their appointment, new members shall be provided with copies of the bylaws, pertinent sections of the City Code and other documents that would be useful to Board members in carrying out their duties, such as the Iowa Library Trustee's Handbook.

**Section 5. Election of Officers:** The members will meet and elect from its members a President, a Vice-President, and a Secretary, and such other officers as it deems necessary. The City Clerk/Treasurer shall serve as Board Treasurer, but not be a member of the board.

### **ARTICLE IV. BOARD MEETINGS**

## **OLON PUBLIC LIBRARY BOARD OF TRUSTEES BY-LAWS**

1. Regular meetings shall be held monthly, date and hour to be determined by the Board, in the Library or such other place as the Board may determine.
2. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rule of Order.
3. Special meetings may be held at any time at the call of any member of the Board, provided that notice thereof be given to all Trustees at least 24 hours in advance of the special meeting and is duly posted.
4. A quorum at any meeting shall consist of four or more members.
5. An agenda for Board meetings shall be prepared by the Library Director in cooperation with the President of the Board. The agenda will be posted publicly 24 hours prior to the meeting in compliance with Iowa's Open Meetings law.
6. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
7. The Library Director or designated proxy shall be present and participating at each meeting of the Board.
8. All meetings of the Board are open to the public. Non-Board members who wish to address the Board should request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the President, the Secretary, or the Library Director.

### **ARTICLE V. POWER AND DUTIES**

The general powers and duties of the Solon Public Library Board are outlined in Chapter 392.5 of the Code of Iowa. The Board shall exercise its powers and duties by:

1. Employing a competent and qualified Library Director.
2. Cooperating with the Library Director in determining and adopting written policies to govern the operation and program of the Library, including personnel policies and operational policies.
3. Reporting to and cooperating with other public officials, boards and the community as a whole to support a public relations program for the Library.
4. Working with the Library Director and City Public Works Director to oversee the care of the Library building, parking lot, and grounds.
5. Assisting in the preparation of and seeking adequate support for the annual budget.
6. Developing long range goals for the library and working toward their achievement.
7. Ensuring the library meets public library service standards as outlined in the manual *In Service to Iowa: Public Library Standards*.
8. Participating in a variety of board development training to meet the Accreditation Standard #8 recommended average of three to five hours per year per trustee.

### **ARTICLE VI. AMENDMENTS TO BY-LAWS**

**Section 1.** Amendments to these By-Laws may be adopted at any regular meeting of the Library Board, provided that notice of proposed amendments be given to all members in advance of the meeting.

## CHAPTER 21

### LIBRARY BOARD OF TRUSTEES

**21.01 Public Library**  
**21.02 Library Trustees**  
**21.03 Organization of the Board**  
**21.04 Powers and Duties**  
**21.05 Gifts and Donations**  
**21.06 Contracting with Other Libraries**

**21.07 Nonresident Use**  
**21.08 Expenditures**  
**21.09 Injury to Books or Property**  
**21.10 Theft**  
**21.11 Notice Posted**

**21.01 PUBLIC LIBRARY.** There is established a free public library to be known as the Solon Public Library. It is referred to in this chapter as the Library.

**21.02 LIBRARY TRUSTEES.** The Mayor, with the approval of the Council, shall appoint seven (7) persons to constitute a Board of Library Trustees referred to in this chapter as "the Board." Any interested person of legal age is eligible for an appointment. Three of the Board Trustees must be persons residing within the Solon School District boundaries outside of the City limits and four Trustees must reside within the City limits.

**21.03 ORGANIZATION OF THE BOARD.** The organization of the Board shall be as follows:

1. Term of Office. All appointments to the Board shall be for four (4) years, except to fill vacancies. Each term shall commence on January 1. Appointments shall be made every year of one-fourth (1/4) the total number or as near as possible, to stagger the terms.
2. Vacancies. The position of any Trustee shall be vacant if he or she moves permanently from the City or School District or if he or she is absent without cause from six (6) consecutive regular meetings of the Board, or if he or she is removed for cause by the Mayor with the approval of the Council. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.
3. Compensation. Trustees shall receive no compensation for their services.

**21.04 POWERS AND DUTIES.** The Board shall have and exercise the following powers and duties:

1. Officers. To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary. The City



Treasurer shall serve as Board Treasurer, but shall not be a member of the Board.

2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.

3. Charge of Affairs. To direct and control all affairs of the Library.

4. Hiring of Personnel. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

5. Removal of Personnel. To remove the librarian, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.

6. Purchases. To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery and supplies for the Library within budgetary limits set by the Board.

7. Use by Nonresidents. To authorize the use of the Library by nonresidents and to fix charges therefor unless a contract for free service exists.

8. Rules and Regulations. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with this Code of Ordinances and the law, for the care, use, government and management of the Library and the business of the Board, fixing and enforcing penalties for violations.

9. Expenditures. To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise for the erection of Library buildings, and of all other moneys belonging to the Library including fines and rentals collected under the rules of the Board.

10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the Library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.

11. Enforce the Performance of Conditions on Gifts. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City by action against the Council.

*(Code of Iowa, Ch. 661)*

12. Record of Proceedings. To keep a record of its proceedings.

13. Budget Request. To make and send to the Council, on or before December 15 each year, an estimate of the amount necessary for the improvement, operation and maintenance of the Library for the coming fiscal year, the amounts expended for like purposes for the two preceding years, and the amount of income expected for the next fiscal year from the sources other than taxation.

**21.05 GIFTS AND DONATIONS.** All gifts, donations, devises and bequests that may be made to the City for the purpose of establishing, increasing or improving the Library shall be administered by the Board, subject to Council approval on amounts in excess of one thousand dollars (\$1,000.00).

**21.06 CONTRACTING WITH OTHER LIBRARIES.** The Board has power to contract with other libraries in accordance with the following:

1. Contracting. The Board may contract with any other boards of trustees of free public libraries, with any other city, school corporation, private or semiprivate organization, institution of higher learning, township, or County, or with the trustees of any County library district for the use of the Library by their respective residents.

*(Code of Iowa, Sec. 392.5 & Ch. 28E)*

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five (5) percent in number of the electors who voted for governor in the territory of the contracting party at the last general election. The petition must be presented to the governing body not less than forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party seeking to terminate the contract.

**21.07 NONRESIDENT USE.** The Board may authorize the use of the Library by persons not residents of the City or County in any one or more of the following ways:

1. Lending. By lending the books or other materials of the Library to nonresidents on the same terms and conditions as to residents of

the City, or County, or upon payment of a special nonresident Library fee.

2. Depository. By establishing depositories of Library books or other materials to be loaned to nonresidents.

3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.

4. Branch Library. By establishing branch libraries for lending books or other Library materials to nonresidents.

**21.08 EXPENDITURES.** All money appropriated by the Council for the operation and maintenance of the Library shall be set aside in an account for the Library. Expenditures shall be paid for only on orders of the Board, signed by its President and Secretary.

*(Code of Iowa, Sec. 384.20 & 392.5)*

**21.09 INJURY TO BOOKS OR PROPERTY.** It is unlawful for a person willfully, maliciously or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture or other property belonging to the Library or reading room.

*(Code of Iowa, Sec. 716.1)*

**21.10 THEFT.** No person shall take possession or control of property of the Library with the intent to deprive the Library thereof. If any book or other property of the Library is retained by any person beyond the period provided by the rules and regulations of the Board, the Mayor, upon written request of the Board, shall refer the matter to the appropriate law enforcement officials for appropriate action thereon.

*(Code of Iowa, Sec. 714.1)*

**21.11 NOTICE POSTED.** There shall be posted in clear public view within the Library notices informing the public of the following:

1. Failure To Return. Failure to return Library materials for two (2) months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one (1) month or more after the date the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.

*(Code of Iowa, Sec. 714.5)*

2. Detention and Search. Persons concealing Library materials may be detained and searched pursuant to law.

*(Code of Iowa, Sec. 808.12)*