

Agenda for Solon Library Board Meeting
Monday, January 27, 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

- November 25, 2024

Citizen's Speak

Correspondence: State Library of Iowa Accreditation expiration date extended 1 year

Committee reports

- Building: Library Security
- Finance: January CD Update
- Johnson County Liaison
- City Liaison
- Board of Trustees Continuing Education

Directors Report

Approval of Bills

- December 2024 (Official approval after pre-approval at November meeting)
- January 2025

Review of Foundation report (December 2024 and January 2025)

Old Business

- Integrated Library System (ILS) conversion to Apollo by Biblionix
- FY26 Budget process update

New Business

- Policy Review: Conduct Policy
- Security Cameras / Patron Privacy
- Capital Improvement List for Library Department
- Strategic Plan update
- Volunteers needed for February 8th Fun For All Night
- Board Continuing Education Suggestion:

ILOC 2025: Assess, Adapt, Act: Making Evaluation Count

Thursday, Jan. 30, 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.

More Information & Registration

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

[ILOC 2025 Online Conference Link](#)

Special Trustee's Keynote 6 - 7 pm, Thursday, January 30, 2025

Title: Evaluating Your Library's Value Beyond Cost-Benefit Analysis

Description: One popular method of demonstrating the value of a library is cost-benefit analysis, which looks at the financial benefits of shared resources versus the cost of running the library. While this analysis is valid and important, libraries add value in many other ways that can be difficult to quantify. This presentation will touch on four of those areas, looking at libraries as institutions of learning, community builders, keepers of history, and sustainable resource sharers. It will outline ways to inventory the qualitative benefits of the library and how to incorporate those benefits into the strategic planning/implementation/evaluation cycle.

Next Meeting: **Monday, February 24, 2025 at 6:30 pm**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes November 25, 2024

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, Bill Christensen, Jen Fetzer, Janet Salathiel, Char Cosgrove, Steve Fisher, Matthew Hanes, Liz King (Library Director)

Absent

Cole Gabriel

Approval of Agenda

The agenda was unanimously approved. (Jen/Bill)

Approval of Minutes

The minutes of the October 28, 2024 meeting were unanimously approved. (Steve/Jen)

Citizen's Speak and Correspondence

Citizen speak: Janet relayed a message from a patron who appreciated and praised the Solon Library.
Correspondence: None

Committee Reports

- **Building:** E&J Electric returned and completed swapping out light bulbs in the children's section.
- **Finance:** No report
- **Johnson County Liaison:** No report
- **City of Solon Liaison:** No report
- **Board of Trustees Continuing Education:** No report

Library Director's Report:

A written report is included in the Board packet. Liz wished to bring to the board's attention documents added to the packet. She is keeping record of *Meeting Room Usage*, so that there is an accurate recording of the need for space within the Library. Also within her report, Liz wanted to highlight Meghan's work toward technological security improvements for the Library. Liz reminded us of the Johnson County Legislators Reception being held Dec. 2nd at the Coralville Library and hoped that a number of us could attend.

Approval of Bills

The bills for November 2024 were unanimously approved. (Janet/Char)

The bills for December 2024 were unanimously pre-approved in lieu of a December meeting (Janet/Char)

Review of Foundation Report

The October and November reports were reviewed.

The Solon Public Library Board

Old Business

- **Integrated Library System Vendor Update:** Liz reported that after much consideration and trial it was decided to go with Apollo rather than Atrium. The company's reputation and ease of use were factors in the decision. The change should happen in January. The current system is up for renewal in February.
- **FY26 Budget:** Liz reported that after conferring with Cami there was no knowledge of upcoming changes. The City will know more in January. As it is now, Liz's preliminary budget reflects an estimated increase in merit and COLA of 5.5%. Liz will give us updates on changes as they occur. The preliminary draft of the FY26 budget was unanimously approved. (Bill/Steve)

New Business:

- **January CD Maturing:** CD at Green State Credit Union comes due 1/4/25. As of today, the CD totaled \$163,351.95 at 5.3%. It was discussed and decided to keep the CD at Green State at the best possible rate & months. In the event that the rates drop significantly the board would need to have a special meeting to revisit this decision. The meeting would require a quorum and be held after the 4th and before the 14th of January. (Bill/Char)
- **Policy Review: Collection Policy:** Changes were made to the policy due to things no longer being pertinent or accurate. (Matt/Janet)
- **LTC Accessibility Grant:** The Library wishes to apply for this Grant, with the desire to replace the heavy restroom doors. Liz talked to Scott Kleppe about getting a couple of bids for the doors and the mechanics needed for them. There is no guarantee of receiving this Grant but it doesn't hurt to apply. We were awarded this grant last year and it was used for the handicap parking spots.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration.

Next Months Agenda:

- **CD Maturing**

Adjournment

The meeting was adjourned at 7:25 p.m. (Jen/Bill)

Next Meeting

Regular Meeting: Monday, January 27, 2025 at 6:30 p.m.

Submitted by

Char Cosgrove

FY26 Accreditation and Tier Level notice

1 message

Scott Dermont <toni.blair@iowa.gov>
Reply-To: scott.dermont@iowa.gov
To: lking@solon.lib.ia.us

Wed, Nov 6, 2024 at 8:19 AM

November 6, 2024
Solon Public Library
Tier Level: 3
Status Expiration Date: June 30, 2027

Dear Liz King,

This letter is to inform you of your Tier Level status and Status Expiration Date. The Status Expiration Date listed above indicates when your current Accreditation/Tier Level status is due to expire.

You do not need to reapply for accreditation or Tier Level Status this year.

Libraries to Receive One Year Added to Their Cycle

On Oct. 15, 2024, State Librarian, Michael Scott, announced a one-year deferment of Accreditation and Tier Status applications for FY26 due to my upcoming retirement. This means that **all libraries** will have one extra year added to their Accreditation and Tier Status cycle.

The Accreditation and Tier Status application process will resume December 2025. We will make an exception for the current year for any library that anticipates moving up a Tier Status. **If this applies to your library, please contact Scott.Dermont@iowa.gov by November 15, 2024. If you wish to apply this year, keep in mind that the due date for application has been pushed forward to December 16, 2024.**

Let me know if you have any questions.

Scott.

Scott Dermont
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Iowa Department of Administrative Services
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Director's Report January 2025

Since our last regular meeting in November 2024, 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. In early December, I attended the Johnson County Legislators Reception at Coralville Public Library along with Library, City, County (Rod Sullivan and Mandi Remington), and State leaders (Representatives Adam Zabner, Elinor Levin, and Amy Nielsen). The theme for this year's reception was Welcoming Our Diverse Communities: Libraries are for Everyone. Each Library Director presented 2-3 slides demonstrating the ways their library staff welcomes our diverse community members. I was joined by our Board members Steve Fisher and Janet Salathial. Here is a link to the slideshow we presented: [2024 Legislative Reception](#)

We hosted the Women's Club Annual Holiday Decorating Contest and Auction. They generously donated the proceeds of their successful auction to the Library to assist with the ongoing fundraising efforts to replace the meeting room divider. The library was a collection site for Toys for Tots and the Solon community was very generous again this year. I also had the opportunity to assist a local university student with an interview project on library community engagement efforts. We had a great conversation, and I got to share how amazing our staff is at engaging our community and assisting them with pursuing their learning goals.

In January, I attended weekly budget work sessions with the City Council, and Mayor Dan O'Neil re-appointed Bill Christensen to our Board of Trustees as a County representative and Janet Salathial as a City representative. We are grateful to be entering 2025 with a full Board of dedicated Library trustees.

Lily and Alexis prepared our annual Winter Library Challenge for December 2024 - January 2025. 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 activity allows patrons to choose between two in-person decorating timeslots on a Saturday morning or a take-home kit. Unfortunately, an ice storm prevented us from hosting the in-person programs, so each participant was able to take home a kit full of decorating materials and frosting. We are so grateful to the community volunteers who assisted with building gingerbread houses, and assembling 50 sets of decorating materials.

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 Saturday, December 28, 2024. We welcomed 198 people to the UMC Family Life Center gym to enjoy making mocktails, experimenting with exploding confetti, making a wish for 2025, posing at the photo booth, creating noise makers, party hats, and bird seed poppers, and counting down to our balloon drop at noon. We are especially proud of the balloon drop as Megan and Lily built our two balloon nets that we stuffed with 600 balloons. Thank you to our partners at Public Works (Kris and Jacob) who helped us transport the filled nets to the Family Life Center and hang them on the ceiling.

Our monthly Tech Talk program in December assisted patrons with using their personal devices. This was one of our best attended sessions with patrons able to ask questions about their new smartphone or tablet. In January Alexis provided instruction on phishing and email safety. We welcomed 86 people to our January Fun For All Night to play gym games and watch The Wild Robot with popcorn donated by Theisen's of Coralville.

Our Teen Services Librarian Christian has been on our team for 5 months. He is a very considerate team member and provides great service at the circulation desk. Christian continues to develop relationships with our teens each Tuesday afternoon and has offered several extra programs including an after-hours nerf party for teens. 2024 Teen Reading Challenge Final Stats: 21 Teens, 172 Responses, and 7 Completed Challenges.

One of the main focuses for everyone this month, but especially Megan, was our transition to a new library catalog system. After reviewing options from a couple different vendors, we decided to subscribe to Apollo by Biblionix, replacing VERSO by AutoGraphics that was implemented in 2013. Sherri was very helpful assessing each option for ease of cataloging and has spent extra time learning the new system catalog methods to ensure we can process our new materials efficiently.

Megan created detailed process guides covering the basic circulation desk functions and coordinated with each of our electronic resources, including Overdrive (Bridges/Libby) to ensure the transition would be smooth. On Monday, January 13, she came in on her day off to ensure the data transition from old system to new system went smoothly and completed her checklist prior to our go-live first thing Tuesday, January 14th. Her management of this major IT project has been exceptional and ensured a positive experience for staff and patrons alike. As we continue to learn new, helpful features of Apollo, we are extremely satisfied with our catalog system choice.

We celebrated staff anniversaries including Lily (2 years) in December and Liz (4 years) in January. Alexis left our team in January, and we thank her for the 5 years of service to our community. On her last day Alexis created a display of all the items found in returned library books over the past 5 years. Be sure to check out the large glass display case to be amazed by the assortment of items people have used as bookmarks! We will begin interviews for the next Adult Services Librarian at the end of January. I am very grateful to each of our staff members for assisting in covering extra shifts and responsibilities until our new team member is hired and trained.

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. Lily took over the preparation for this engaging literacy program, and we thank our volunteers who wrapped our mystery date books. Christian is hosting Auto Repair 101 with expert host Charlie Christie on Saturday, February 1 at 12:30 – 4 pm for teens and adults (6th grade and up). Lily is hosting Game Night for All on Monday, February 17 at 6 pm. The SPL Foundation's 4th annual "Put a Bid on It" Silent Art Auction will be February 24 - March 15. The Friends of the Library will be hosting their Annual Used Book Sale on Saturday, March 1 from 8:00 am - 12:00 noon.

We have been invited to attend a Corridor Libraries Staff Day on Thursday, February 20th. The library will be closed to allow each staff member to attend this professional development and networking opportunity with local library staff from the Cedar Rapids – Iowa City Eastern Corridor.

January 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

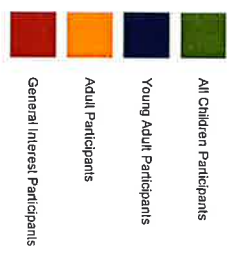
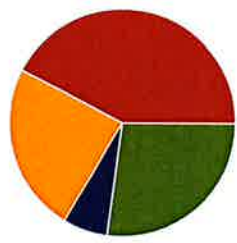
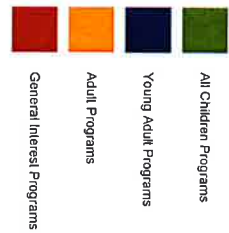
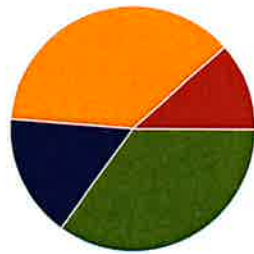
Director, Solon Public Library

Solon Public Library

July, 2024 - December, 2024

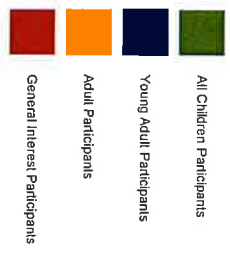
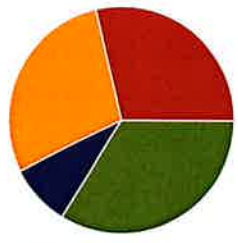
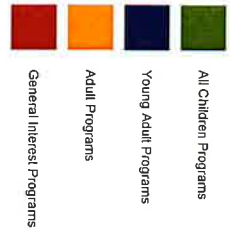
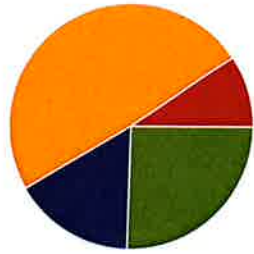
December

Overview					
All Children Programs	15	34.88%	All Children Participants	234	27.08%
Young Adult Programs	7	16.28%	Young Adult Participants	55	6.37%
Adult Programs	16	37.21%	Adult Participants	208	24.07%
General Interest Programs	5	11.63%	General Interest Participants	367	42.48%
Total Programs	43		Total Participants	864	



Year in Review

Overview					
All Children Programs	70	25.45%	All Children Participants	1938	33.72%
Young Adult Programs	44	16%	Young Adult Participants	510	8.87%
Adult Programs	135	49.09%	Adult Participants	1647	28.66%
General Interest Programs	26	9.45%	General Interest Participants	1652	28.75%
Total Programs	275		Total Participants	5747	



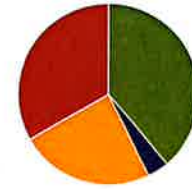
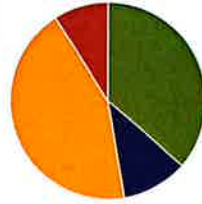
Solon Public Library

July, 2024 - December, 2024

July

Overview

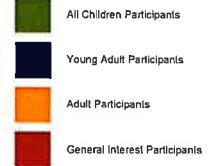
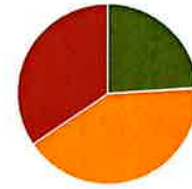
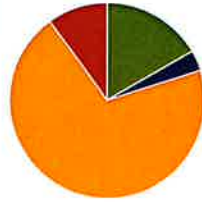
All Children Programs	20	36.36%	All Children Participants	569	38.79%
Young Adult Programs	6	10.91%	Young Adult Participants	56	3.82%
Adult Programs	24	43.64%	Adult Participants	353	24.06%
General Interest Programs	5	9.09%	General Interest Participants	489	33.33%
Total Programs	55		Total Participants	1467	



August

Overview

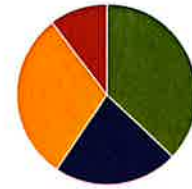
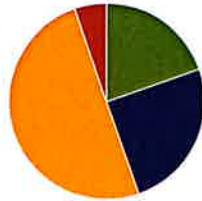
All Children Programs	5	16.67%	All Children Participants	138	23.88%
Young Adult Programs	1	3.33%	Young Adult Participants	1	0.17%
Adult Programs	21	70%	Adult Participants	239	41.35%
General Interest Programs	3	10%	General Interest Participants	200	34.6%
Total Programs	30		Total Participants	578	



September

Overview

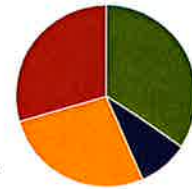
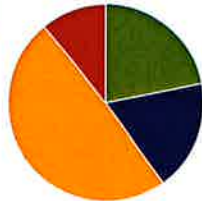
All Children Programs	11	19.64%	All Children Participants	389	37.12%
Young Adult Programs	14	25%	Young Adult Participants	233	22.23%
Adult Programs	28	50%	Adult Participants	317	30.25%
General Interest Programs	3	5.36%	General Interest Participants	109	10.4%
Total Programs	56		Total Participants	1048	



October

Overview

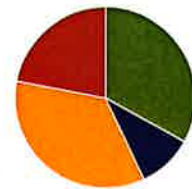
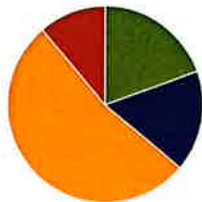
All Children Programs	12	21.82%	All Children Participants	418	34.35%
Young Adult Programs	10	18.18%	Young Adult Participants	109	8.96%
Adult Programs	27	49.09%	Adult Participants	329	27.03%
General Interest Programs	6	10.91%	General Interest Participants	361	29.66%
Total Programs	55		Total Participants	1217	



November

Overview

All Children Programs	7	19.44%	All Children Participants	190	33.16%
Young Adult Programs	6	16.67%	Young Adult Participants	56	9.77%
Adult Programs	19	52.78%	Adult Participants	201	35.08%
General Interest Programs	4	11.11%	General Interest Participants	126	21.98%
Total Programs	36		Total Participants	573	



	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	16	0
3	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	18	0
4	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	26	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	22	0
7	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	19	0
8	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	0	0
9					Total Chair Yoga	120	
10	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	11	0
11	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	15	0
12	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	14	0
13	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	0	0
14					Total Coffee & Conversations	40	
15	Afternoon Trivia	Adult (Ages 19+)	In Person	On Site	Adults	0	0
16	Book Club: The Art Thief	Adult (Ages 19+)	Combo in Person / Liv	On Site	Adults	12	2
17	Cookbook Club: Dips and Sauces	Adult (Ages 19+)	In Person	On Site	Adults	10	0
18	DIY Night: Paper Bag Snowflakes	Adult (Ages 19+)	In Person	On Site	Adults	8	0
19	KNIT LIT: The Knitter's Book of Socks	Adult (Ages 19+)	In Person	On Site	Adults	6	0
20	Tech Talk: Facebook	Adult (Ages 19+)	In Person	On Site	Adults	3	0
21	Trivia Night	Adult (Ages 19+)	In Person	On Site	Adults	0	0
22	Outreach at Solon Retirement Village	General Interest	In Person	Off Site	Adults	10	0
23					Total Adult Programs	211	
24							
25	Saturday Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	16	0
26	Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	29	0
27	Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	25	0
28					Total Storytime	70	
29	BAM POW: Build It! Fort Building & PomPom Fight	Children (Ages 6-11)	In Person	On Site	Youth	38	0
30	BAM POW: Make It! Painting Day	Children (Ages 6-11)	In Person	On Site	Youth	37	0
31	BAM POW: Play It! DIY Board Games	Children (Ages 6-11)	In Person	On Site	Youth	41	0
32					Total Thursday Early Out Activities	116	
33	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Passive	Babies	4	0
34	Coloring Challenge	General Interest	Passive Program	Passive	All Ages	44	0
35	Fun For All Night	General Interest	In Person	Off Site	Off Site	53	0
36	Let's Go LEGO!	General Interest	Passive Program	Passive	All Ages	19	0
37	Switch and Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	9	0
38	Switch and Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	12	0
39	Teen Advisory Board Meeting	Young Adult (Ages 12-18)	In Person	On Site	Teens	5	0
40	Teen Reading Challenge	Young Adult (Ages 12-18)	Passive Program	Passive	Teens	6	0
41	Teens: Super Smash Bros. Ultimate Tournament	Young Adult (Ages 12-18)	In Person	On Site	Teens	13	0
42	Trading Card Game Day	Young Adult (Ages 12-18)	In Person	On Site	Teens	11	0
43					Total Teens	56	

	A	B	C	D	E	F	G
1	Title	Age	Type	Site	Category	In-person Attendees	Virtual Attendees
2	Video Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	19	0
3	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	19	0
4	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	14	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	21	0
7	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	18	0
8	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	13	0
9					Total Chair Yoga	123	
10	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	12	0
11	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	13	0
12	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	12	0
13					Total Coffee & Conversations	37	
14	Book Club: Skipping Christmas	Adult (Ages 19+)	In Person	On Site	Adults	11	0
15	DIY Night: Melted Snowman Ornament	Adult (Ages 19+)	In Person	On Site	Adults	5	0
16	KNIT LIT: Holiday Magic	Adult (Ages 19+)	In Person	On Site	Adults	4	0
17	Outreach at Solon Retirement Village	Adult (Ages 19+)	In Person	Off Site	Adults	20	0
18	Tech Talk: Ask a Librarian	Adult (Ages 19+)	In Person	On Site	Adults	8	0
19					Total Adults	208	
20	Saturday Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	0	0
21	Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	35	0
22	Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	31	0
23	Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	31	0
24					Total Storytime	97	
25	BAM POW: Make It! Clay Creations	Children (Ages 6-11)	In Person	On Site	Youth	42	0
26	BAM POW: Play It! Parachute & Recess Games	Children (Ages 6-11)	In Person	On Site	Youth	39	0
27	BAM POW: Watch It! Hoodwinked [PG]	Children (Ages 6-11)	In Person	On Site	Youth	38	0
28					Total Thursday Early Out Activities	119	
29	Read with Willa the Dog!	Children (Ages 6-11)	In Person	On Site	Youth	7	0
30	Read with Willa the Dog!	Children (Ages 6-11)	In Person	On Site	Youth	6	0
31	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Passive	Babies	5	0
32	Coloring Challenge	General Interest	Passive Program	Passive	All Ages	88	0
33	Gift Wrapping Station	General Interest	Passive Program	Passive	Adults	15	0
34	Gingerbread House Take Home Kits	General Interest	Passive Program	Passive	All Ages	49	0
35	Let's Go LEGO!	General Interest	Passive Program	Passive	All Ages	17	0
36	Noon Years Eve	General Interest	In Person	Off Site	Off Site	198	0
37							
38	Switch and Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	14	0
39	Switch and Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	19	0
40	Switch and Social	Young Adult (Ages 12-18)	In Person	On Site	Teens	4	0
41	Teen Advisory Board Meeting	Young Adult (Ages 12-18)	In Person	On Site	Teens	0	0
42	Teen Reading Challenge	Young Adult (Ages 12-18)	Passive Program	Passive	Teens	3	0
43	Teen: After Hours Nerf Party!	Young Adult (Ages 12-18)	In Person	On Site	Teens	13	0
44	Teens: Hot Cocoa Board Games & Conversations	Young Adult (Ages 12-18)	In Person	On Site	Teens	2	0
45					Total Teens	55	

Solon Public Library Monthly Statistics December 2024

1/24/2025

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Monthly Statistic	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
1													
2	110	183	160	174	256	145							1028
3	540	197	195	167	17	35							1151
4	260	288	302	340	234	199							1623
5	107	74	58	91	80	58							468
6	53	41	45	41	34	31							245
7	2	1	1	1	0	0							5
8	77	53	51	47	26	31							285
9	2332	2240	1808	2107	2112	2058							12657
10	1225	1193	1226	1191	1295	1254							7384
11	276	267	273	261	275	262							1614
12	3	24	13	22	11	27							100
13	1	4	6	4	4	8							27
14	1706	1712	1728	1730	1737	1744							10357
15	85	40	58	52	38	57							330
16	588	593	599	604	611	620							3615
17	105	37	49	38	43	93							365
18	1685	1704	1719	1731	1736	1724							10299
19	3	9	4	0	0	3							19
20	63	64	64	64	64	64							383
21	206	154	128	161	95	84							828
22	403	341	339	326	318	353							2080
23	82	90	30	51	67	0							320
24	\$ 1,427.32	\$ 1,612.81	\$ 556.91	\$ 852.96	\$ 1,136.69	\$ -							\$ 5,586.69
25	5790	3933	3585	3777	315	2987							20387
26	8490	6135	6237	6595	331	4998							32786
27	52	81	40	79	6	84							342
28	6	6	1	0	1	0							14
29													
30	0	0	0	0	0	0							0
31	0	0	1	1	0	0							2
32	1	1	1	1	1	0							5
33	1	0	1	1	1	0							4
34	0	0	0	0	0	0							0

Patron PC Logins by Day and Hour

Dates: Sunday December 1, 2024 - Tuesday December 31, 2024 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
Sun Dec 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Dec 2	3	0	0	1	0	1	1	2	0	0	0	8	1	0	3	0	0	1
Tue Dec 3	0	0	0	0	0	2	0	1	0	0	0	3	0	0	2	0	0	1
Wed Dec 4	0	0	1	0	2	0	2	2	2	3	0	12	1	0	3	1	0	1
Thu Dec 5	0	1	0	1	0	5	9	3	1	0	0	20	2	0	9	1	0	3
Fri Dec 6	0	0	1	0	1	0	2	0	0	0	0	4	0	0	2	0	0	1
Sat Dec 7	0	0	0	2	0	0	0	0	0	0	0	2	0	0	2	0	0	1
Sun Dec 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Dec 9	0	0	0	1	0	0	2	1	0	0	0	4	0	0	2	0	0	1
Tue Dec 10	0	0	0	0	5	5	1	1	0	1	0	13	1	0	5	0	0	2
Wed Dec 11	0	0	0	0	0	0	3	1	1	0	0	5	1	0	3	0	0	1
Thu Dec 12	0	0	0	0	3	18	12	6	0	0	0	39	4	0	18	0	0	6
Fri Dec 13	1	0	0	0	0	0	2	0	0	0	0	3	0	0	2	0	0	1
Sat Dec 14	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	0
Sun Dec 15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Dec 16	0	0	0	1	0	2	3	1	0	0	0	7	1	0	3	0	0	1
Tue Dec 17	0	0	0	1	0	0	0	2	0	0	0	3	0	0	2	0	0	1
Wed Dec 18	0	0	2	1	0	0	9	3	1	0	0	16	2	0	9	0	0	3
Thu Dec 19	0	1	1	1	5	4	4	3	0	1	0	20	2	0	5	1	1	2
Fri Dec 20	0	0	0	0	0	1	1	3	0	0	0	5	1	0	3	0	0	1
Sat Dec 21	1	0	1	2	0	2	3	4	0	0	0	13	1	0	4	1	0	1
Sun Dec 22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Dec 23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Dec 24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wed Dec 25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu Dec 26	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	0
Fri Dec 27	0	0	0	0	3	6	2	0	0	0	0	11	1	0	6	0	0	2
Sat Dec 28	2	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0	1
Sun Dec 29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Dec 30	1	0	0	1	0	1	1	0	1	0	0	4	0	0	1	0	0	1
Tue Dec 31	0	0	0	0	1	0	0	2	0	0	0	3	0	0	2	0	0	1
Total	8	2	6	12	20	47	57	36	6	5	0	199						
Average	0.3	0.1	0.2	0.4	0.6	1.5	1.8	1.2	0.2	0.2	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	3	1	2	2	5	18	12	6	2	3	0							
Median	0	0	0	0	0	0	1	1	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi	0.7	0.2	0.5	0.6	1.4	3.5	2.9	1.5	0.5	0.6	0							

Patron PC Logins by Day and Hour

Dates: Friday November 1, 2024 - Saturday November 30, 2024 Times: 9:00am to 7:00pm

Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev
Fri Nov 1	0	0	0	1	0	1	0	2	1	0	0	5	1	0	2	0	0	1
Sat Nov 2	1	2	0	0	3	4	0	0	0	0	0	10	1	0	4	0	0	1
Sun Nov 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Nov 4	0	0	0	0	0	0	1	3	0	0	0	4	0	0	3	0	0	1
Tue Nov 5	0	0	0	0	0	0	0	0	1	1	0	2	0	0	1	0	0	0
Wed Nov 6	0	0	0	0	0	0	0	1	4	0	0	5	1	0	4	0	0	1
Thu Nov 7	0	0	0	0	0	4	17	14	2	0	0	37	3	0	17	0	0	6
Fri Nov 8	1	1	0	0	1	1	0	0	1	0	0	5	1	0	1	0	0	1
Sat Nov 9	0	0	0	0	0	0	3	1	0	0	0	4	0	0	3	0	0	1
Sun Nov 10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Nov 11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tue Nov 12	1	2	0	2	2	2	0	3	0	1	0	11	1	0	3	1	0	1
Wed Nov 13	0	0	1	1	1	0	0	2	3	0	0	7	1	0	3	0	0	1
Thu Nov 14	0	0	1	0	6	16	2	2	1	2	1	29	3	0	16	1	0	5
Fri Nov 15	2	1	1	0	0	0	0	0	3	0	0	7	1	0	3	0	0	1
Sat Nov 16	0	0	5	3	1	2	1	1	0	0	0	12	1	0	5	0	0	2
Sun Nov 17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Nov 18	0	0	1	0	1	1	0	0	0	0	0	3	0	0	1	0	0	1
Tue Nov 19	1	1	0	0	0	2	0	0	0	0	0	4	0	0	2	0	0	1
Wed Nov 20	0	1	1	0	0	2	7	1	1	0	0	12	1	0	7	0	0	2
Thu Nov 21	1	0	0	0	3	15	14	0	0	0	1	34	3	0	15	0	0	6
Fri Nov 22	2	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0	1
Sat Nov 23	0	1	0	0	0	0	0	0	1	0	0	2	0	0	1	0	0	0
Sun Nov 24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Nov 25	0	0	1	0	1	1	0	2	2	2	0	8	1	0	2	0	0	1
Tue Nov 26	1	1	0	1	2	7	6	2	2	1	0	21	2	0	7	1	1	2
Wed Nov 27	2	3	1	3	0	0	0	1	0	0	0	10	1	0	3	0	0	1
Thu Nov 28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fri Nov 29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Nov 30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	12	13	13	14	26	66	59	22	7	2	0	234						
Average	0.4	0.4	0.4	0.5	0.9	2.2	2	0.7	0.2	0.1	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	3	5	3	6	17	14	4	2	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	0.7	0.8	1	1	1.5	4.8	3.6	1.1	0.6	0.2	0							

	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	12/1/2024	Community Meeting Room	1 Internal			12/2/2024	Study Room 1	1 Internal			12/2/2024	Study Room 2	1 Internal	
2	12/1/2024	Community Meeting Room	30 Patrons			12/3/2024	Study Room 1	1 Patrons			12/2/2024	Study Room 2	2 Patrons	
3	12/2/2024	Community Meeting Room	10 Patrons			12/3/2024	Study Room 1	2 Patrons			12/3/2024	Study Room 2	1 Patrons	
4	12/5/2024	Community Meeting Room	1 Non-Profit Organizations			12/3/2024	Study Room 1	1 Patrons			12/3/2024	Study Room 2	1 Patrons	
5	12/6/2024	Community Meeting Room	0 Internal			12/3/2024	Study Room 1	0 Internal			12/5/2024	Study Room 2	1 Internal	
6	12/7/2024	Community Meeting Room	10 Internal			12/4/2024	Study Room 1	1 Patrons			12/9/2024	Study Room 2	1 Patrons	
7	12/8/2024	Community Meeting Room	35 Patrons			12/5/2024	Study Room 1	2 Internal			12/10/2024	Study Room 2	1 Patrons	
8	12/8/2024	Community Meeting Room	1 Internal			12/9/2024	Study Room 1	1 Patrons			12/11/2024	Study Room 2	1 Patrons	
9	12/9/2024	Community Meeting Room	10 Non-Profit Organizations			12/9/2024	Study Room 1	2 Patrons			12/12/2024	Study Room 2	1 Internal	
10	12/10/2024	Community Meeting Room	5 Internal			12/10/2024	Study Room 1	1 Internal			12/17/2024	Study Room 2	1 Internal	
11	12/12/2024	Community Meeting Room	10 Non-Profit Organizations			12/10/2024	Study Room 1	2 Patrons			12/19/2024	Study Room 2	3 Patrons	
12	12/13/2024	Community Meeting Room	4 Patrons			12/12/2024	Study Room 1	2 Patrons			12/30/2024	Study Room 2	1 Patrons	
13	12/14/2024	Community Meeting Room	0 Internal			12/13/2024	Study Room 1	1 Patrons			Total uses of Study Room 2		14	
14	12/15/2024	Community Meeting Room	0 Internal			12/13/2024	Study Room 1	1 Internal						
15	12/15/2024	Community Meeting Room	15 Non-Profit Organizations			12/16/2024	Study Room 1	1 Patrons						
16	12/15/2024	Community Meeting Room	2 Internal			12/16/2024	Study Room 1	1 Patrons						
17	12/16/2024	Community Meeting Room	0 Internal			12/17/2024	Study Room 1	1 Patrons						
18	12/16/2024	Community Meeting Room	38 Internal			12/17/2024	Study Room 1	1 Patrons						
19	12/18/2024	Community Meeting Room	0 Internal			12/18/2024	Study Room 1	1 Patrons						
20	12/19/2024	Community Meeting Room	0 Internal			12/19/2024	Study Room 1	5 Patrons						
21	12/19/2024	Community Meeting Room	0 Internal			12/20/2024	Study Room 1	1 Internal						
22	12/19/2024	Community Meeting Room	10 Patrons			12/20/2024	Study Room 1	2 Patrons						
23	12/27/2024	Community Meeting Room	7 Internal			12/27/2024	Study Room 1	1 Internal						
24	12/30/2024	Community Meeting Room	13 Internal			12/30/2024	Study Room 1	2 Patrons						
25	12/30/2024	Community Meeting Room	2 Internal			12/31/2024	Study Room 1	1 Internal						
26	12/31/2024	Community Meeting Room	0 Internal			Total Uses of Study Room 1		29						
27	Total Uses of Community Meeting Room													
28	31													
29														
30														
31														
32														
33														

Solon Library Bills for December, 2024

Starting balance from Expenditure Report dated 12/19/24

		Monthly Avg
From Dues, Membership & Magazines (62100)	\$ 410.90	
Zoom inv#282655381 (Visa)	\$ 17.11	
Cricut monthly subscription order#148555994(Visa)	\$ 10.59	
Iowa Library Association ILA, annual membership Liz (Visa)	\$ 140.00	
Total Spent	\$ 167.70	\$ 100.00
Remaining Balance	\$ 243.20	
From Travel and Conference (62400)	\$ 656.90	
Total Spent	\$ -	\$ 62.50
Remaining Balance	\$ 656.90	
From Building Maintenance (63100)	\$ 7,648.49	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
E & J Electric, Inc. replace bulbs and fixtures inv#17148	\$ 1,303.78	
Amazon, 4-pack furnace filters (Scott Visa)	\$ 47.84	
Total Spent	\$ 1,351.62	\$ 416.67
Remaining Balance	\$ 1,296.87	
From Org Vehicle/Equipment Maint AC (63320)	\$ 1,069.56	
Biblionix, Migration from VERSO to Apollo catalog system inv#10650	\$ 4,200.00	One time Migration fee \$1,500, Annual Subscription \$2,700
Google LLC, Google Workspace inv#5119335602 (Visa)	\$ 44.94	
Amazon, HDMI to VGA connector (Visa)	\$ 7.99	
Bitdefender, security software for 5 devices order# 24598926 (Visa)	\$ 58.84	
Bitdefender, security software for 5 devices order# 245686496 (Visa)	\$ 53.49	
Bitdefender, security software for 5 devices order# 245680795 (Visa)	\$ 58.84	
Total Spent	\$ 4,424.10	\$ 466.67
Remaining Balance	\$ (3,354.54)	
From Utilities (63710)	\$ 2,862.22	
Alliant Energy	\$ 59.63	
Mid-American	\$ 50.03	
Total Spent	\$ 109.66	\$ 583.33
Remaining Balance	\$ 2,752.56	
From Telephone/Internet (63730)	\$ 2,652.44	
ICN inv#712283	\$ 188.00	
Southslope inv#10876837	\$ 180.13	
Total Spent	\$ 368.13	\$ 425.00
Remaining Balance	\$ 2,284.31	
From Data Bases (63731)	\$ 1,419.88	
Total Spent	\$ -	\$ 208.33
Remaining Balance	\$ 1,419.88	
From Publishing (64140)	\$ 325.00	
Total Spent	\$ -	\$ 50.00
Remaining Balance	\$ 325.00	
From Educational Program (64340)	\$ 7,043.16	
Walmart, Teen program supplies (Employee Reimbursement)	\$ 20.00	
Best Buy, Teen program supplies (Employee Reimbursement)	\$ 10.00	
Charles Christie, Speaker Fee for Teen Program inv#45614	\$ 150.00	
Solon Senior Support, November Chair Yoga, inv#YogaNOV24	\$ 60.00	
Amazon, Youth program supplies (Visa)	\$ 94.33	
Amazon, Teen program supplies (Visa)	\$ 17.99	
Amazon, Youth program supplies (Visa)	\$ 37.28	
Amazon, Teen program supplies (Visa)	\$ 10.00	
Amazon, Adult program supplies (Visa)	\$ 8.97	
ALDI, Teen program supplies (Visa)	\$ 11.82	
ALDI, Youth program supplies (Visa)	\$ 74.55	Gingerbread House supplies
Michaels, Youth program supplies (Visa)	\$ 142.30	
Sam's Mainstreet Market, Teen program supplies (Visa)	\$ 20.34	
Target, Adult program supplies (Visa)	\$ 5.29	Coffee & Conversations

Target, Youth program supplies (Visa)	\$ 59.60		Gingerbread House supplies
Total Spent	\$ 722.47	\$ 1,179.17	
Remaining Balance	\$ 6,320.69		
From Library Books (65020)	\$ 14,191.42		
Baker & Taylor Inv#2038692894	\$ 196.24		112.25 Adult books
Baker & Taylor Inv#2038710854	\$ 334.86		280.36 Adult books
Baker & Taylor Inv#2038733963	\$ 262.51		202.60 Adult books
Amazon, 1 Adult book (Visa)	\$ 7.80		Replacement
Amazon, 1 Adult book (Visa)	\$ 13.13		Replacement
Amazon, 9 Youth books (Visa)	\$ 82.19		
Amazon, 1 Youth book (Visa)	\$ 11.43		
Amazon, 1 Youth book (Visa)	\$ 12.64		
Amazon, 4 Adult books (Visa)	\$ 51.06		
Amazon, 1 Adult book (Visa)	\$ 28.00		Patron Request
Amazon, 1 Adult book (Visa)	\$ 12.78		
Amazon, 1 Adult book (Visa)	\$ 10.99		Holiday
Pediment, 1 Youth Book (Visa)	\$ 39.90		
A Kid's Company, 24 Youth books (Visa)	\$ 159.39		
Total Spent	\$ 1,222.92	\$ 2,000.00	
Remaining Balance	\$ 12,968.50		
From Library Video Materials (65030)	\$ 2,866.26		
Midwest Tape inv#506371463	\$ 82.47		
Midwest Tape inv#505400472	\$ 136.46		
Amazon, 1 DVD (Visa)	\$ 19.96		
Total Spent	\$ 238.89	\$ 404.17	
Remaining Balance	\$ 2,627.37		
From Library Audio Materials (65040)	\$ 3,587.18		
Baker & Taylor Inv#2038692894	\$ 21.97		
Baker & Taylor Inv#2038710854	\$ 25.27		
OverDrive Advantage, 8 audiobooks inv#06497CO24389407	\$ 486.92		
OverDrive Advantage, 7 Ebooks inv#06497CO24389413	\$ 378.98		
Total Spent	\$ 913.14	\$ 416.67	
Remaining Balance	\$ 2,674.04		
From Puzzles, Puppet Kits (65050)	\$ 686.40		
			LOT = Library of Things
Total Spent	\$ -	\$ 100.00	
Remaining Balance	\$ 686.40		
From Operating Supplies (65070)	\$ 5,870.18		
Office Express, 2 date stamps, copy paper inv#91796	\$ 51.41		
Office Express, toilet paper inv#92021	\$ 68.65		
Amazon, barcode labels (Visa)	\$ 27.44		
ALDI, floor cleaner, dish soap, hand soap (Visa)	\$ 18.02		
Amazon, trash bags (Visa)	\$ 14.24		
Total Spent	\$ 179.76	\$ 750.00	
Remaining Balance	\$ 5,690.42		
From Postage and Shipping (65080)	\$ 310.62		
USPS, library share of pre-stamped envelopes	\$ 152.03		
USPS, 1 ILL Return (Visa)	\$ 5.11		
USPS, 2 ILL Returns (Visa)	\$ 10.22		
Total Spent	\$ 167.36	\$ 75.00	
Remaining Balance	\$ 143.26		
From Supplies (65990)	\$ 198.00		
Total Spent	\$ -	\$ 20.83	
Remaining Balance	\$ 198.00		
From Office Equipment (67250)	\$ 1,450.31		
Gordon Flesch Co. Printer Lease inv#I00975135	\$ 171.63		
Total Spent	\$ 171.63	\$ 333.33	
Remaining Balance	\$ 1,278.68		

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2024 to 12/31/2024

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	244,232.00	244,232.00	115,566.02	17,081.14	0.00	128,665.98	47.3
61100 FICA SOCIAL SECURITY	18,684.00	18,684.00	8,821.76	1,303.81	0.00	9,862.24	47.2
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	10,420.95	1,612.46	0.00	12,635.05	45.2
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	789.10	152.70	0.00	410.90	65.8
62400 TRAVEL AND CONFERENCE	750.00	750.00	93.10	0.00	0.00	656.90	12.4
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	2,351.51	1,527.93	0.00	7,648.49	23.5
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	4,530.44	380.94	0.00	1,069.56	80.9
63710 UTILITIES	3,000.00	3,000.00	247.44	109.66	0.00	2,752.56	8.2
63730 TELEPHONE/INTERNET	4,500.00	4,500.00	2,027.69	180.13	0.00	2,472.31	45.1
63731 DATA BASES	2,850.00	2,850.00	1,430.12	0.00	0.00	1,419.88	50.2
64080 INSURANCE	27,740.00	27,740.00	0.00	0.00	0.00	27,740.00	0.0
64140 PUBLISHING	600.00	600.00	275.00	0.00	0.00	325.00	45.8
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	7,106.84	633.31	0.00	7,043.16	50.2
65020 LIBRARY BOOKS	24,000.00	24,000.00	9,808.58	1,526.49	0.00	14,191.42	40.9
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	1,983.74	209.67	0.00	2,866.26	40.9
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	1,412.82	86.32	0.00	3,587.18	28.3
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	513.60	12.99	0.00	686.40	42.8
65070 OPERATING SUPPLIES	9,000.00	9,000.00	3,129.82	377.20	0.00	5,870.18	34.8
65080 POSTAGE AND SHIPPING	600.00	600.00	289.38	10.22	0.00	310.62	48.2
65990 SUPPLIES	250.00	250.00	52.00	52.00	0.00	198.00	20.8
67250 OFFICE EQUIPMENT	3,500.00	3,500.00	2,210.83	227.62	0.00	1,289.17	63.2
LIBRARY SERVICES	420,007.00	420,007.00	173,060.74	25,484.59	0.00	246,946.26	41.2
Expenditures	420,007.00	420,007.00	173,060.74	25,484.59	0.00	246,946.26	41.2
Grand Total Net Effect:	-420,007.00	-420,007.00	-173,060.74	-25,484.59	0.00	-246,946.26	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2024 to 12/31/2024

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	500.00	500.00	78.06	78.06	0.00	421.94	15.6
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	1,446.26	78.06	0.00	9,053.74	13.8
Expenditures	10,500.00	10,500.00	1,446.26	78.06	0.00	9,053.74	13.8
Grand Total Net Effect:	-10,500.00	-10,500.00	-1,446.26	-78.06	0.00	-9,053.74	

Solon Library Bills for January, 2025

Starting balance from Expenditure Report dated 1/20/25

		Monthly Avg
From Dues, Membership & Magazines (62100)	\$ 243.20	
Zoom inv#286485966 (Visa)	\$ 17.11	
Cricut monthly subscription order#151356641(Visa)	\$ 10.59	
Consumer Reports annual subscription (Visa)	\$ 26.50	
Total Spent	\$ 54.20	\$ 100.00
Remaining Balance	\$ 189.00	
From Travel and Conference (62400)	\$ 656.90	
Employee travel reimbursement for outreach	\$ 5.36	
Total Spent	\$ 5.36	\$ 62.50
Remaining Balance	\$ 651.54	
From Building Maintenance (63100)	\$ 6,296.87	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Total Spent	\$ -	\$ 416.67
Remaining Balance	\$ 1,296.87	
From Org Vehicle/Equipment Maint AC (63320)	\$ (3,264.54)	
Eli Richardson, data entry inv#Data011025	\$ 90.00	
Google LLC, Google Workspace inv#5141450768 (Visa)	\$ 44.94	
Total Spent	\$ 134.94	\$ 466.67
Remaining Balance	\$ (3,399.48)	
From Utilities (63710)	\$ 2,752.56	
Alliant Energy	\$ 67.00	
Mid-American	\$ 220.44	
Total Spent	\$ 287.44	\$ 583.33
Remaining Balance	\$ 2,465.12	
From Telephone/Internet (63730)	\$ 2,284.31	
ICN inv#714215	\$ 188.00	
Southslope inv#10898445	\$ 178.89	
Total Spent	\$ 366.89	\$ 425.00
Remaining Balance	\$ 1,917.42	
From Data Bases (63731)	\$ 1,419.88	
Total Spent	\$ -	\$ 208.33
Remaining Balance	\$ 1,419.88	
From Publishing (64140)	\$ 325.00	
Solon Economist, WLC ad, Santa Letters ad, inv#1521	\$ 175.68	
Total Spent	\$ 175.68	\$ 50.00
Remaining Balance	\$ 149.32	
From Educational Program (64340)	\$ 6,320.69	
Wilson's Orchard, Adult Program supplies (Emp. Reimbursement)	\$ 22.62	
Dollar Tree, Adult Program supplies (Emp. Reimbursement)	\$ 11.93	
ALDI's, Teen program supplies (Emp. Reimbursement)	\$ 18.53	
Hobby Lobby, Teen program supplies (Emp. Reimbursement)	\$ 14.99	
Good Vibes, Teen program supplies (Emp. Reimbursement)	\$ 10.00	
Solon Senior Support, December Chair Yoga, inv#YogaDEC24	\$ 60.00	
Amazon, Adult program supplies (Visa)	\$ 65.44	
Amazon, Adult program supplies (Visa)	\$ 8.18	
Amazon, Adult program supplies (Visa)	\$ 42.94	Blind Date with a Book
Amazon, Youth program supplies (Visa)	\$ 105.52	Noon Year's Eve
ALDI's, Teen program supplies (Visa)	\$ 13.91	
Fareway, Teen program supplies (Visa)	\$ 3.49	
HyVee, Teen program supplies (Visa)	\$ 24.62	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$ 95.47	Noon Year's Eve
Target, Youth program supplies (Visa)	\$ 15.99	Noon Year's Eve

Target, Youth program supplies (Visa) \$ 58.82 Noon Year's Eve
 Total Spent \$ 572.45 \$ 1,179.17
Remaining Balance \$ 5,748.24

From Library Books (65020) \$ 12,968.50

Baker & Taylor Inv#2038754695 \$ 695.89 44.44 Adult Books
 Baker & Taylor Inv#2038774982 \$ 154.97 70.03 Adult Books
 Baker & Taylor Inv#2038793941 \$ 319.77 248.50 Adult Books
 Amazon, 1 youth book (Visa) \$ 10.37 Memorial Book
 Amazon, 1 adult book (Visa) \$ 10.24 Holiday
 Amazon, 4 adult books (Visa) \$ 65.85 1 Holiday, 3 replacement (38.86)
 Amazon, 1 adult book (Visa) \$ 16.99 Patron request
 Amazon, 1 adult book (Visa) \$ 16.63 Replacement for damaged ILL book
 Amazon, 1 adult book (Visa) \$ 9.99 Patron request/replacement book
 Amazon, 3 adult books (Visa) \$ 36.41
 Amazon, 1 adult book (Visa) \$ 15.75 Memorial Book
 Amazon, 3 adult books (Visa) \$ 42.37
 Amazon, 1 adult book (Visa) \$ 10.22 Replacement
 Amazon, 2 adult books (Visa) \$ 30.74 Replacement
 Amazon, 3 adult books (Visa) \$ 37.04
 Amazon, 1 adult book (Visa) \$ 9.68 Memorial Book
 Amazon, 1 adult book (Visa) \$ 15.34 Patron request
 Amazon, 1 adult book (Visa) \$ 11.49
 Amazon, 2 adult books (Visa) \$ 25.47
 Amazon, 1 adult book (Visa) \$ 11.21 State Library Big Discussions title
 Total Spent \$ 1,546.42 \$ 2,000.00
Remaining Balance \$ 11,422.08

From Library Video Materials (65030) \$ 2,627.37

Midwest Tape inv#506487967 \$ 51.73
 Midwest Tape inv#506592450 \$ 76.47
 Amazon, 1 DVD (Visa) \$ 18.44 Replacement
 Total Spent \$ 146.64 \$ 404.17
Remaining Balance \$ 2,480.73

From Library Audio Materials (65040) \$ 2,674.04

Total Spent \$ - \$ 416.67
Remaining Balance \$ 2,674.04

From Puzzles, Puppet Kits (65050) \$ 686.40

Amazon, 3D Pen supplies LOT (Visa) \$ 6.98 LOT = Library of Things
 Total Spent \$ 6.98 \$ 100.00
Remaining Balance \$ 679.42

From Operating Supplies (65070) \$ 5,690.42

Office Express, 2 sets colored cardstock inv#93613 \$ 33.28
 Office Express, staples, paper towels, trash bags inv#96569 \$ 61.95
 Amazon, 3-pack disinfecting wipes (Visa) \$ 11.68
 DEMCO, book processing supplies (Visa) \$ 147.64
 Total Spent \$ 254.55 \$ 750.00
Remaining Balance \$ 5,435.87

From Postage and Shipping (65080) \$ 143.26

USPS, ILL return (Visa) \$ 5.82
 USPS, ILL return (Visa) \$ 5.82
 USPS, ILL return (Visa) \$ 6.53
 Total Spent \$ 18.17 \$ 75.00
Remaining Balance \$ 125.09

From Supplies (65990) \$ 198.00

Amazon, sympathy book gift (Visa) \$ 10.37
 Total Spent \$ 10.37 \$ 20.83
Remaining Balance \$ 187.63

From Office Equipment (67250)	\$ 1,278.68	
Gordon Flesch Co. Printer Lease inv#I00983501	\$ 171.63	
Gordon Flesch Co. Images over base amount inv#IN14934856	\$ 4.50	75 color images over base of 1500 (November)
Gordon Flesch Co. Images over base amount inv#IN15008630	\$ 1.20	100 bw images over base of 1600 (January)
Walmart, Tineco cordless vacuum (Visa)	\$ 74.99	
Walmart, 3-year protection plan for vacuum (Visa)	\$ 12.00	
Menards, replacement sink stoppers, 12 pk cleaning cloths (Visa)	\$ 17.56	1 sink stopper wrong size, to be returned
Total Spent	\$ 281.88	\$ 333.33
Remaining Balance	\$ 996.80	

EXPENDITURE REPORT

City of Salon

For the Period: 7/1/2024 to 1/31/2025

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
60100 SALARIES	244,232.00	244,232.00	131,817.48	8,218.62	0.00	112,414.52	54.0
61100 FICA SOCIAL SECURITY	18,684.00	18,684.00	10,062.07	627.26	0.00	8,621.93	53.9
61300 IPERS	23,056.00	23,056.00	11,955.11	775.85	0.00	11,100.89	51.9
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	956.80	167.70	0.00	243.20	79.7
62400 TRAVEL AND CONFERENCE	750.00	750.00	93.10	0.00	0.00	656.90	12.4
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	2,399.35	47.84	0.00	7,600.65	24.0
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	9,044.54	4,514.10	0.00	-3,444.54	161.5
63710 UTILITIES	3,000.00	3,000.00	534.88	287.44	0.00	2,465.12	17.8
63730 TELEPHONE/INTERNET	4,500.00	4,500.00	2,582.58	366.89	0.00	1,917.42	57.4
63731 DATA BASES	2,850.00	2,850.00	1,430.12	0.00	0.00	1,419.88	50.2
64080 INSURANCE	27,740.00	27,740.00	0.00	0.00	0.00	27,740.00	0.0
64140 PUBLISHING	600.00	600.00	275.00	0.00	0.00	325.00	45.8
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	7,829.31	722.47	0.00	6,320.69	55.3
65020 LIBRARY BOOKS	24,000.00	24,000.00	11,031.50	1,222.92	0.00	12,968.50	46.0
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	2,222.63	238.89	0.00	2,627.37	45.8
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	2,325.96	913.14	0.00	2,674.04	46.5
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	513.60	0.00	0.00	686.40	42.8
65070 OPERATING SUPPLIES	9,000.00	9,000.00	3,309.58	179.76	0.00	5,690.42	36.8
65080 POSTAGE AND SHIPPING	600.00	600.00	456.74	167.36	0.00	143.26	76.1
65990 SUPPLIES	250.00	250.00	52.00	0.00	0.00	198.00	20.8
67250 OFFICE EQUIPMENT	3,500.00	3,500.00	2,386.96	176.13	0.00	1,113.04	68.2
Expenditures	420,007.00	420,007.00	201,279.31	18,626.37	0.00	218,727.69	47.9
Grand Total Net Effect:	-420,007.00	-420,007.00	-201,279.31	-18,626.37	0.00	-218,727.69	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2024 to 1/31/2025	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
64340 EDUCATIONAL PROGRAM	500.00	500.00	78.06	0.00	0.00	421.94	15.6
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
Expenditures	10,500.00	10,500.00	1,446.26	0.00	0.00	9,053.74	13.8
Grand Total Net Effect:	-10,500.00	-10,500.00	-1,446.26	0.00	0.00	-9,053.74	

**Solon Public Library Foundation - Solon State Bank
Treasurer's Report
December 26, 2024**

Beginning Balance		\$ 8,889.38
Income:		
	Donation: Anderson	\$ 500.00
Expenses:		
		\$ -
Ending Balance		<u>\$ 9,389.38</u>

**Solon Public Library Foundation - Greenstate
Treasurer's Report
December 26, 2024**

Beginning Balance		\$ 5.54
Income:		
Expenses:		
	Savings Balance	<u>\$ 5.54</u>
	CD Balance	<u>\$ 10,067.95</u>

**Solon Public Library Foundation Scholarship Account
Treasurer's Report
December 26, 2024**

Beginning Balance		\$ 2,000.00
Income:		0 \$ -
Expenses:		
Ending Balance		<u>\$ 2,000.00</u>

Portfolio Snapshot

Combined Account Portfolio

Solion Public Library Foundation

Summary As of: 11/30/24

Portfolio Performance

Period: 11/1/24-11/30/24

PORTFOLIO	\$94,008	SELECTED PERIOD (\$)	LAST QUARTER (\$)	YEAR TO DATE (\$)	LAST YEAR (\$)	SINCE START DATE (\$)	
		11/1/24 - 11/30/24	Q3,24	11/30/24	2023	8/29/22	
GAIN/LOSS		Beginning Value	90,549	87,693	79,876	69,263	0
		Net Contribution	0	0	0	0	70,000
Unrealized	\$19,896	Change in Value	3,459	3,894	14,132	10,614	24,008
		Ending Value	94,008	91,587	94,008	79,876	94,008
		Return	3.82%	4.44%	17.69%	15.32%	13.94%

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
XXXXXXXX0115	8/29/22	94,008	100.00	11/1/24 - 11/30/24	Q3,24	11/30/24	2023	13.94
					4.44	17.69	15.32	

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

Prepared by: Solion Public Library Foundation

Created on: 12/26/24.

Incomplete if presented without accompanying disclosure pages

**Solon Public Library Foundation - Solon State Bank
Treasurer's Report
January 22, 2025**

Beginning Balance		\$ 9,389.38
Income:		
	Donation: Anderson Put into Scholarship on 11/30 by mistake	\$ (500.00)
Expenses:		\$ -
Ending Balance		<u>\$ 8,889.38</u>

**Solon Public Library Foundation - Greenstate
Treasurer's Report
January 22, 2025**

Beginning Balance		\$ 5.54
Income:		
Expenses:		
	Savings Balance	<u>\$ 5.54</u>
	CD Balance	<u>\$ 10,193.82</u>

**Solon Public Library Foundation Scholarship Account
Treasurer's Report
January 22, 2025**

Beginning Balance		\$ 2,000.00
Income:		
	Donation: Anderson Put into Scholarship on 11/30 by mistake, will get bank to move to main	\$ 500.00
Expenses:		\$ -
Ending Balance		<u>\$ 2,500.00</u>

Portfolio Snapshot

Combined Account Portfolio

Solon Public Library Foundation

Period: 12/1/24-12/31/24

Summary As of: 12/31/24

Portfolio Performance

PORTFOLIO	\$92,099	SELECTED PERIOD (\$)		LAST QUARTER (\$)		YEAR TO DATE (\$)		LAST YEAR (\$)		SINCE START DATE (\$)	
		12/1/24 - 12/31/24	12/31/24	Q3, 24	12/31/24	2023	8/29/22				
GAIN/LOSS		Beginning Value	94,008	87,693	79,876	69,263	0				
		Net Contribution	0	0	0	0	70,000				
Unrealized	\$13,250	Change in Value	-1,909	3,894	12,223	10,614	22,099				
		Ending Value	92,099	91,587	92,099	79,876	92,099				
		Return	-2.03%	4.44%	15.26%	15.32%	12.41%				

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
XXXXXXXX0115	8/29/22	92,099	100.00	-2.03	4.44	15.26	15.32	12.41

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

Prepared by: Solon Public Library Foundation

Created on: 1/11/25.

Incomplete if presented without accompanying disclosure pages



Statement of Activity
 Solon Public Library Foundation Education Endowment Fund
 October 01, 2024 through December 31, 2024

Beginning Balance	\$30,475.22
<u>Income</u>	
Interest and Dividends	\$274.75
Realized Gain - Loss	\$339.03
Unrealized Gain - Loss	\$-848.72
Total Fund Income	\$-234.94
<u>Expenses</u>	
Administrative Fee	\$93.72
Grant Expense	\$0
Investment Mgmt Fee	\$25.52
Total Fund Expenses	\$119.24
Ending Balance	\$30,121.04

Activity Detail

Donations

<u>Date</u>	<u>Donor</u>	<u>Amount</u>
n/a	n/a	\$n/a
Total Donations		\$0.00

Grants

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



Solon Public Library
DRAFT Conduct Policy

About Conduct Policy

The Solon Public Library welcomes every member of the community to use and enjoy the Library's facilities, collections, programs, and services. Libraries are public places designed to serve people of all ages with a wide range of interests. The purpose of this policy is to define expectations for behavior.

Policy

Expectations:

- The Conduct Policy applies everywhere the Library provides service: on Library property, in the community, through our website or social media, and by phone, chat, or email.
- Library patrons are expected to: be safe; be respectful of other patrons, library staff, and volunteers; be respectful of library property; obey the law; and comply with requests from library staff.
- Library staff will intervene to stop prohibited activities and behaviors that:
 - threaten the peaceful and secure environment of the Library; or
 - interfere with the rights of individuals to use Library materials and services; or,
 - interfere with the health and safety of individuals in the Library, or
 - interfere with the ability of the Library staff to conduct Library business

Prohibited conduct may include, but is not limited to, the following:

1. Willfully annoying, harassing or threatening another person.
2. Behaving in a disorderly, loud, or disruptive manner.
3. Impeding access to the Library or an area of the Library.
4. Consuming or possessing alcoholic beverages, or any controlled substances, on library grounds or being under the influence of alcohol or controlled substances in a manner that causes public disturbance.
5. Smoking in the Library or on Library grounds.
6. Defacing or destroying library property or the property of others.
7. Willfully exposing patrons or staff to offensive images or language.
8. Bringing animals into the Library, except as required as service or therapy animals, or for Library-sponsored programming.
9. Picture taking or video taping of people, except at events, unless authorized by the people involved or their responsible adults, if minors are present.
10. Campaigning, petitioning, interviewing, survey taking, soliciting, or selling, unless authorized by the Director or his/her designee.
11. Using electronic or communication devices in a manner that is disruptive.
12. Consuming food or beverages at the public computers.

Solon Public Library
DRAFT Conduct Policy

13. Impacting library cleanliness by not properly disposing of waste items.
14. Using scooters, skates, or skateboards in the Library, library entrance, or sidewalk area.
15. Entering non-public areas, unless accompanied by a staff member or through prior authorization from a staff member.

Unattended Child Policy

- The Solon Public Library staff welcomes children to use our services and facilities and we provide adult supervision during Thursday Early Out programs and during other special programming as advertised.
- Outside of scheduled programs, children under age 10 must be accompanied by a designated caregiver at least 11 years old.
- Older children able to maintain proper library behavior may use the library unattended, otherwise they should be adequately supervised by a parent, guardian, or responsible caregiver.
- There is no adult supervision outdoors at any time except during outdoor programming as advertised.

Responses to prohibited behavior:

- In most cases, people who are behaving inappropriately in the Library will be given one warning and asked to behave in an appropriate manner. People who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.
- Persons who behave inappropriately on a regular basis or who engage in unlawful activities while on Library property may have all or part of their library privileges revoked or risk being barred from the Library for a period of time, as well as face the possibility of legal charges.
- In case of extreme situations library staff may contact:
City Public Works 319-631-5071
Johnson County Sheriff Non-emergency number 319-356-6020
Or call 911 for Emergency assistance
- All incidents in which patron conduct results in expulsion by a staff member or the police will be recorded by Library Staff.

CAPITAL IMPROVEMENT EVALUATION LIST

1/18/2023

Department	Item Description	1-5 Years	6-10 Years	11+ Years
Streets	Stinocher Street Reconstruction			
	Emergency Signal - Hwy 1			
	5th Street West of Hwy 1			
	Hwy 1 Turn Lane at Main Street			
	Cedar Street/East Main Street			
	Sovers Street Improvement			
	Chabal Street Intersection			
	Fox Ridge Street Light Project			
Sidewalk/Trails	Hwy 382 Sidewalks - Trail Ridge			
	Main Street Connection Sidewalk/Trail			
	Fox Ridge Golf Cart Connection			
Water	Stinocher Street -Water Main			
ARPA Funds	Chabal Street - Water Main	x		
ARPA Funds	Elm & West Street Water Main 4" to 6"	x		
Sewer	Sewer Plant - Property purchase	x		
	Sewer Plant - Design	x		
	Sewer Pant - Construction	x		
	Televise I&I Project	x		
Storm	Sovers Street Storm Drainage Plan			
Parks	Park expansion - SRNA			
	SRNA Trail Lighting			
Rec	Rec Fields Update	x		
	Bike racks/drinking fountains/Signage			
	2nd Volleyball Court			
	Playground Eq - SRNA and other parks			
	Pickleball Courts			
	Recreation Center/Indoor BB Courts			
Emergency	Sheriff Substation	x		
Annual	Curb & Gutter			
	Manhole Project			
	I&I Lining			
Other	Old Fire Station			
	Under Construction			
	Planning Phase			

Substantial Completion
Substantial Completion

East Fifth Street Project
Fire Station

	A	B	C	D	E	F	G
1	Library Capital Improvement Project List 2025						
2							
3	Department						
4	Library	Item Description	Estimated Cost	1-5 Years	6-10 Years	11+ Years	Notes
5		Staff workroom improvements: Install Washer/Dryer and large utility sink					Stackable Washer/Dryer or Combo unit \$1,500; Large Utility Sink: \$200; Installation/Plumbing Cost: Fundraising efforts ongoing with SPL Foundation and Solon Women's Club
6		Replace Meeting Room Dividing Wall	\$10,000 - \$15,000?				
7		Replace library carpet (original 2001 carpet)					Last estimate 10+ years ago: \$20,000, probably at least double that now
8		Creating a programming/meeting room space in the library basement					According to Cami, the current water main to the library cannot handle the water required to support current building codes (sprinkler system, etc.) so this would have to be factored into any expense estimate
9		Library Building Expansion onto the previously purchased lot on the North side of the building (60-foot lot purchased from the American Legion in 2011					
10							
11							
12							
13							

Solon Public Library Strategic Plan Timeline Tracker

1/24/2025

A	B	C	D	E	F
Year	Month	Objective	Staff Member(s)	Date	Description of Action
2023	January	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.
	February	Library brochures made available at City Hall, Community Center, and local businesses (LSR2, G4, O2)	Megan	Feb-23	Brochures placed, periodically checking and restocking.
	March	Teen programming evaluated with participant feedback on schedule, frequency, and content (LSR3, G3, O1)	Madison		Updated programming schedule beginning September 2023 based on attendance of programs. TAB restarted September 2023.
	April	Library Emergency Action Plan completed (LSR2, G3, O1)	Liz	TBD	This timeline is driven by Scott Kleppe and Sandy Jordan
	May	Community Summer Activity Guide published (LSR2, G2, O1)	Megan	4/25/2023	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.
		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	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.
		Meeting with Solon Senior Advocates to solicit needs for library resources and programs (LSR3, G2, O2)	Liz	Ongoing	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
	June	2023 Discover Solon Guide copies acquired and made available to new community members (LSR2, G4, O1)	Liz	7/1/2023	Received 25 new copies from Catherine at Solon economist. 10/6/23: Received 35 copies from Catherine.
	July	Passive programming implemented in Teen/YA area of Library (LSR3, G3, O2)	Madison		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.
	August	Library programming schedule and use of space evaluated (LSR1, G1, O2)	Lily, Madison	Ongoing	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
		Solon History information organization project phase 2 completed (LSR3, G4, O1)	Megan	10/7/2023	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.
	September	List of community spaces available for programs and gatherings compiled with community partners. (LSR1, G1, O1)	Megan	7/19/2023	Initial list created 2021. Updated list ready 7/20/23

Solon Public Library Strategic Plan Timeline Tracker

1/24/2025

A	B	C	D	E	F
Year	Month	Objective	Staff Member(s)	Date	Description of Action
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)		Ongoing	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		Meeting with Solon Retirement Village to solicit needs for library resources and programs (LSR3, G2, O2)	Alexis	3/17/2023	Met with Scott Maters and other staff to gather info and create partnerships programs. Will provide monthly programs at Assisted Care Center, Books for monthly checkout, etc. Quarterly Intergenerational Storytimes. Alexis continues to build outreach programming with Solon Retirement Village. Monthly programs and book deliveries.
21	February	Library Disaster Response Plan/Policy approved (LSR2, G3, O2)	Board of Trustees	TBD	
22		Solon History information organization project phase 3 completed (LSR3, G4, O1)	Megan		Planned workday on 1/10/23 during Veteran's Day closure. Will continue to move and organize History collection on the bookshelves.
23	March	Professional analysis of space utilization completed (LSR1, G2, O2)	Liz	1/17/2023	Applied for Space Utilization Grant 11/7/23 through IowaGrants.gov (State Library of Iowa). 1/23/24: Notified that we received one of the grants for \$3000. Contacted consultant Shana L. Stuart. She will visit library for initial assessment 1/29/24 and attend the Board of Trustees meeting that evening. Shana Stuart to present final report at April 29 Board Meeting.

Solon Public Library Strategic Plan Timeline Tracker

1/24/2025

A	B	C	D	E	F	
1	Year	Month	Objective	Staff Member(s)	Date	Description of Action
24			Update physical binder and online Community Resources (LSR2, G1 and G4)	Megan	3/21/2024	Updated physical binder and online Community Resources, will continue to maintain with relevant info. 3/21/24 (And Ongoing) More community resources updated and added on our website. 9/2024
25			Meeting with Solon Senior Support to solicit needs for library resources and programs (LSR3, G2, O2)	Liz	Ongoing	Partner with Solon Senior Support to provide home deliveries of Library materials since City of Solon will not allow staff to make deliveries for liability reasons. Solicit feedback and suggestions from Seniors at weekly coffee & conversations program. Megan met with Jill Weetman (Solon Senior Support) to provide assistance with newsletter, social media, and marketing items. 9/2024
26			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. Carni will have one week to review community events in guide prior to publication each quarter.
27			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						
29			2024 Discover Solon Guide copies acquired and made available to new community members (LSR2, G4, O1)	Liz	7/1/2024	Catherine from Solon Economist delivered copies of the updated 2024 Discover Solon Guide for Library staff to share with new patrons. Additional copies delivered 9/2024
30						
31			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.
32			Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1)			
33						
34						
35						
36						

Solon Public Library Strategic Plan Timeline Tracker

A	B	C	D	E	F	
1	Year	Month	Objective	Staff Member(s)	Date	Description of Action
37		January				Weekly newspapers (print editions) provided Monday - Saturday. Online subscriptions also available to patrons in the library.
38		February				
39		March				
40		April				
41		May				
42		June				
43		July				
44		August				
45		September	Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1)			
46		October				
47		November				
48		December				
49	2026					
50		January				
51		February	Professional building consultant hired to evaluate library expansion needs (LSR1, G3, O2)			
52		March				
53		April				
54		May				
55		June				
56		July				
57		August				
58		September	Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1)			
59		October				
60		November				
61		December				
62	2027					
63		January				
64		February				
65		March				
66		April				
67		May				
68		June				
69		July				
70		August				
71		September	Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1)			
72		October				
73		November				
74		December				