

Agenda for Solon Library Board Meeting
Monday, August 31, 2026 @ 6:30 pm

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

Call to order

Approval of the agenda

Approval of the minutes

- Regular Board Meeting July 27, 2026

Citizen's Speak

Correspondence

Committee reports

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

Directors Report

Approval of Bills

- August 2026

Review of Foundation report: August 2026

Old Business

- Open Board Position (City resident)
- Strategic plan update
- Teen & Adult Services Positions

New Business

- Discussion and possible action on parking lot estimate
- Joint Boards Meeting hosted by Friends of SPL on Thursday, October 15 at 6 PM
- [Iowa Library Association's annual conference](#)
- Policy Review/Approval: [Photographs in Library](#)
- Board Continuing Education Suggestion: [Acting on Input: Results on Iowa Workday Archive](#)

Next Meeting: **Monday, September 28, 2026 at 6:30 pm**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes July 27, 2026

Call to Order

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

Present

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

Absent

Matthew Hanes, Matt Macke (City Liaison)

Approval of Agenda

The agenda was unanimously approved (Steve/Janet)

Approval of Minutes

The minutes were unanimously approved (Janet/Char)

Citizen's Speak and Correspondence

Citizen Speak: No Report

Correspondence: No Report

Committee Reports

- **Building:** The building had a walk-through from Public Works. Various Outdoor/Exterior and Indoor concerns were identified with plans for resolutions. A list was compiled for the board. One item was updated. Public Works contacted Rabe Hardware to schedule service and cleaning for solar panels and was assured that everything was in good order and the service was not needed at this time.
- **Finance:** No Report
- **Johnson County Liaison:** No Report
- **City of Solon Liaison:** City Administrator Cami Rasmussen attended the meeting and was able to give an overview of current activities of the City Council. The City's FY26 Budget is completing an end-of-year process. The water tower painting and maintenance project is near completion. The City also is soon to go through a software conversion. Cami also reported on Beef Days. It successfully attracted 25,000 people.
- **Board of Trustees Continuing Education:** No Report

The Solon Public Library Board

- **25th Anniversary Celebration Committee:** Char reported how the Committee and Library Staff were able to represent the Library on a fun float. Although the weather was hot they lucked out with a breeze and (with the help of the city) a larger trailer. No one had to walk. The next event will be helping at Dino at Dusk on August 8.
- **Library Director's Report:** Megan highlighted the new furniture in the teen and adult reading areas. It was noted that there was an increase of adults using the new seating throughout the day. She also wanted to highlight Sherri's 25th work anniversary. A celebration of her service to the Library and the community was held on July 24. She is greatly appreciated. Megan also reported on the Johnson County fair where Johnson County Libraries is hosting a booth. They offer a comfortable place at the fair.
- **Approval of Bills**
The bills for July 2026 were unanimously approved. (Janet/Steve)

Review of Foundation Report

The July report was reviewed.

Old Business

- **Open Board Position:** The position is still open.
- **Strategic Plan Update:** Megan created a timeline for completion of the updated strategic plan for this fall. This report is on track for a renewal of the Library's long range plan. For accreditation the plan should be complete by October.
- **Teen and Adult Services Positions:** Both openings have applicants. Interviews are ongoing.
- **Policy Review/ Approval: Internet Use & Public Computer and Technology Policy**
The policy was unanimously approved with the addition of fees on printing being noted. (Janet/Steve)

New Business

- **Discussion and Possible action regarding HF2490 Public Meetings & Records.**
After discussion the board is in compliance with the requirements. Library Board Meeting agendas are posted on the exterior bulletin board and also on the Library's website. The meeting is also available on zoom. (Steve/Janet)
- **Board of Trustees Continuing Education:** Items were listed for Board consideration.

Adjournment: The meeting was adjourned at 7:00 pm (Char/Janet)

The Solon Public Library Board

Next Meeting

Regular Meeting: August 31, 2026

Submitted by

Char Cosgrove

Director's Report August 2026

In August I attended the Iowa Library Association's Leadership Institute in Ankeny (August 4-6), City Council, Friends of the Library, and Foundation meetings. I also attended the quarterly Johnson County Library Directors meeting on Tuesday, August 25 at Iowa City Public Library. I also filed our Open Access and Direct State Aid reports for FY26, and started the Annual Survey process.

Our newest team member, Amanda Choi, started August 10 as our Teen Services Librarian. I have spent time with Amanda training on circulation desk activities and Amanda spent time with Lily learning about the programming aspects of her new position. Victor Resendiz transferred to the role of Adult Services Librarian and began learning about programming as well. I am excited for both Amanda and Victor to fully step into these programming roles in September, they will each bring great ideas and a fun spin to programs for our patrons. Lily Smith, our Youth Services Librarian, has been instrumental in leading the way with program training and processes for Amanda and Victor.

Community partnerships are an important function of the library and we are proud to continuing communicating with the school district to share important details for our after school programs that begin in September. The Master Gardeners of Johnson County and the Friends of the Library Landscaping committee have done a fantastic job keeping our library landscaping looking beautiful and with the addition of the pollinator garden at the west patio. This partnership continues to blossom!

We closed out our 2026 Summer Reading Program (June 1-July 31, 2026) with a variety of programs for all ages that were well-attended. Lily and Mykle did a fantastic job planning and executing these programs with the assistance of Victor, myself, and our wonderful summer clerks, Luran and Cora. The all-ages slime night was a surprise hit with 83 attendees! Our most popular program of the summer was the Stingray Touch Tanks presented by the National Mississippi River Museum and Aquarium with two sessions and 110 attendees. The Summer Reading Totals are attached, the numbers are incredible!

September is a busy month at the Library! September is National Library Card Sign Up Month, which means it is time to get a new library card, update your account, or get a replacement card for a chance to win a prize. We are preparing to welcome 1st-8th grade students to our BAM POW program on Thursdays with engaging and creative activities led by Lily, beginning September 10. We'll welcome teens on Tuesdays for Switch & Social starting September 8, led by Amanda.

We're also celebrating the 25th Anniversary (or birthday) of the Solon Public Library's new building on Saturday, September 26 from 11 a.m. to 2 p.m. Join us to share in the history, community, and enjoy a cupcake.

I'd like to close by sharing a special thank you to all of our volunteers, staff members, and summer clerks for making the Library a welcoming and fun space for our community. You are all an integral part of our Library!

Sincerely,

Megan Richardson
Interim Director, Solon Public Library

PLANT A SEED, READ

Summer Reading Totals



Littles (birth to kindergarten)

187 littles read 14,117 picture books



Kids & Teens

303 kids and 127 teens read 566,811 minutes



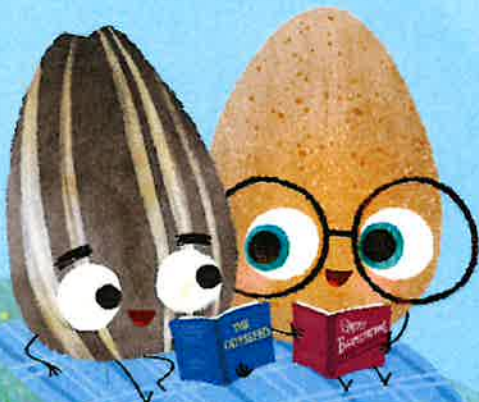
Adults, Parents, & Caregivers

254 people read 1,196 books & 5,693 picture books



2,015 Secret Codes redeemed

Over 4,000 small prizes claimed!



SOLON 
Public Library
...where you can branch out



Proclamation
Library Card Sign-up Month
September 2026

Whereas, libraries are foundational to education, imagination, and opportunity, offering everything from early literacy programs to digital tools that support lifelong learning and personal growth; and

Whereas, libraries welcome people of all ages, backgrounds and experiences and serve as accessible community spaces where residents can connect, learn, create and discover; and

Whereas, libraries provide equitable access to information, technology, cultural resources and programming that enrich the lives of individuals, families and communities; and

Whereas, library resources help households save money, reduce waste, and make sustainable choices, all through the simple power of a shared public good; and

Whereas, libraries help residents navigate an increasingly digital world by providing internet access, technology, research assistance, workforce resources and trusted information; and

Whereas, a library card provides residents with access to a wide range of resources and services, including books, digital materials, technology, educational programs and opportunities for discovery and connection; and

Whereas, Johnson County is fortunate to be served by a network of public libraries that provide valuable resources, programs and welcoming spaces for residents throughout our communities; and

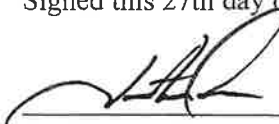
Whereas, libraries across the country are joining together to celebrate Library Card Sign-up Month under the theme “A Library Card Hits all the Right Notes”; and

Now, therefore, be it resolved that we, the Johnson County Board of Supervisors, do hereby proclaim the month of September 2026 to be

Library Card Sign-up Month

and encourage all residents to “B sharp” and sign up for a library card.

Signed this 27th day of August 2026, in Johnson County, Iowa.



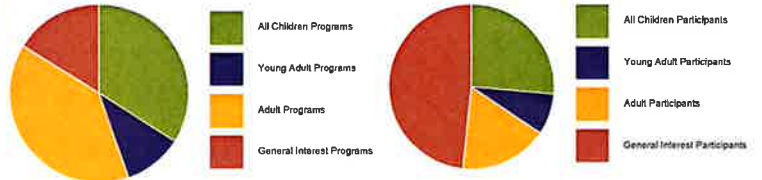
Jon Green, Chairperson
Johnson County Board of Supervisors



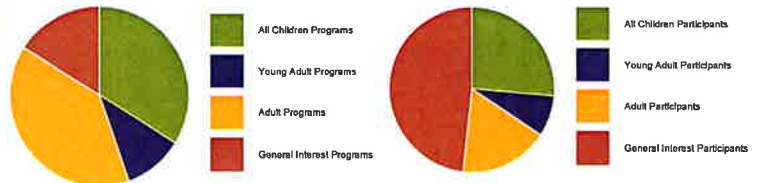
Solon Public Library

July, 2026 - July, 2026

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



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





Solon Public Library - Library Programs
Month Ending July-2026

Ages	Programs	%	Attendance	%	Views	%
All Children	19	33.93%	586	26.4%	0	-
Children (ages 0-5)	13	23.21%	360	16.22%	0	-
Children (ages 6-11)	6	10.71%	226	10.18%	0	-
Young Adult (ages 12-18)	6	10.71%	177	7.97%	0	-
Adult (ages 19+)	22	39.29%	385	17.34%	0	-
General Interest	9	16.07%	1072	48.29%	0	-
Total	56	100%	2220	100%	0	-

Types	Programs	%	Attendance	%	Views	%
In Person	50	89.29%	1770	79.73%	0	-
Live Virtual	0	0%	0	0%	0	-
Passive Programs	5	8.93%	435	19.59%	0	-
Combo In Person/Live Virtual	1	1.79%	15	0.68%	0	-
Combo Live Virtual / Content Recordings	0	0%	0	0%	0	-
Content Recordings	0	0%	0	0%	0	-
Total	56	100%	2220	100%	0	-

Solon Public Library

Jul-26

In July, you had 135 bookings overall with a cumulative attendance of 1259 patrons.

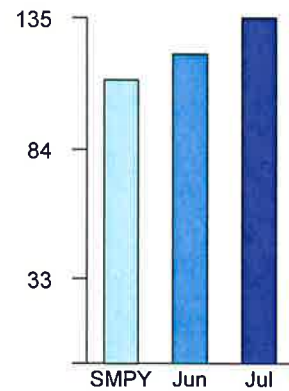
Change from prior month



135 ↑ 11.57%

Total Bookings

Total Monthly Bookings



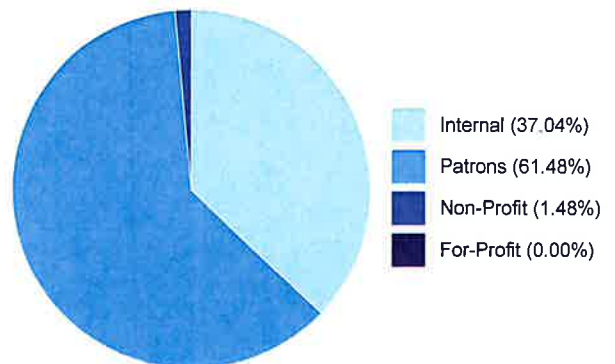
*SMPY: Same Month Prior Year



1259 ↓ -3.67%

Total Attendance

Booking Breakdowns By Percentage



9.3 ↓ -13.89%

Average Attendance

50 ↓ -12.28%
Internal Bookings

83 ↑ 31.75%
Patron Bookings

2 ↑ 100%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

Booking Breakdown



Meeting Room Bookings - Trend Summary
Solon Public Library
Month Ending Jul-26

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

Total Booking Information	Prior Month Compare		Same Month Prior Year Compare		Year-To-Date		Year-Over-Year	
	Jul-26	Change	Jul-25	Change	2026	2025	Change	%
	135	14	111	24	943	780	163	20.9%
	Total Bookings	-48	977	282	7961	6713	1248	18.59%
	1259	-1.5	8.8	0.5	8.4	8.6	-0.2	-2.33%
Average Attendance Per Booking								
Booking Breakdowns	50	-7	55	-5	471	427	44	10.3%
	Internal	83	55	28	460	335	125	37.31%
	Patrons	2	1	1	12	18	-6	-33.33%
	Non-Profit Organizations	0	0	0	0	0	0	-
	For-Profit Organizations	0	0	0	0	0	0	-

July 2026 Monthly Statistic

[illegible]

Patron PC Logins by Day and Hour

Dates: Wednesday July 1, 2026 - Friday July 31, 2026 Times: 9:00am to 7:00pm

Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev
Wed Jul 1	3	2	0	0	0	0	1	0	1	0	0	0	7	1	0	3	0	1
Thu Jul 2	0	0	0	0	1	1	2	0	2	0	0	0	6	1	0	2	0	1
Fri Jul 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Jul 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Jul 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jul 6	0	0	2	0	3	0	1	0	1	0	1	0	7	1	0	3	0	1
Tue Jul 7	0	0	0	0	5	3	1	1	0	0	2	0	12	1	0	5	0	2
Wed Jul 8	1	0	2	0	0	0	2	1	1	2	0	0	8	1	0	2	0	1
Thu Jul 9	6	1	1	1	4	0	1	0	1	0	1	0	15	1	0	6	1	2
Fri Jul 10	2	1	0	0	0	0	3	0	0	0	0	0	6	1	0	3	0	1
Sat Jul 11	0	1	0	0	0	2	1	0	0	0	0	0	4	0	0	2	0	1
Sun Jul 12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jul 13	1	2	2	1	2	4	0	0	0	0	1	0	13	1	0	4	1	1
Tue Jul 14	8	1	0	1	2	4	1	0	1	0	0	0	18	2	0	8	1	2
Wed Jul 15	1	1	1	2	0	0	1	2	5	0	0	0	13	1	0	5	1	2
Thu Jul 16	1	0	4	0	2	0	0	0	1	0	0	0	8	1	0	4	0	1
Fri Jul 17	1	0	2	0	1	0	0	0	0	0	0	0	4	0	0	2	0	1
Sat Jul 18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Jul 19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jul 20	0	6	3	0	0	0	0	0	0	0	0	0	9	1	0	6	0	2
Tue Jul 21	0	2	4	1	0	1	1	0	2	1	0	0	12	1	0	4	1	1
Wed Jul 22	1	1	2	0	1	0	2	1	0	0	0	0	8	1	0	2	1	1
Thu Jul 23	0	0	3	4	0	0	1	1	0	0	1	0	10	1	0	4	0	1
Fri Jul 24	1	2	1	0	5	0	0	0	0	0	0	0	9	1	0	5	0	2
Sat Jul 25	1	0	0	3	1	1	0	0	5	0	0	0	11	1	0	5	0	2
Sun Jul 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jul 27	3	0	0	0	0	0	0	0	1	0	0	0	4	0	0	3	0	1
Tue Jul 28	1	3	5	0	1	0	1	5	1	0	0	0	17	2	0	5	1	2
Wed Jul 29	2	1	2	0	0	0	3	2	3	0	1	0	14	1	0	3	1	1
Thu Jul 30	1	1	1	0	0	1	0	0	0	2	0	0	6	1	0	2	0	1
Fri Jul 31	0	0	0	4	0	0	0	0	0	0	0	0	4	0	0	4	0	1
Total	34	25	35	23	28	26	14	26	7	7	0	225						
Average	1.1	0.8	1.1	0.7	0.9	0.8	0.5	0.8	0.2	0.2	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	8	6	5	5	5	4	2	5	2	2	0							
Median	1	0	0	0	0	0	0	0	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Dev	1.8	1.3	1.4	1.4	1.3	1.2	0.7	1.5	0.6	0.5	0							

Solon Library Bills for August 2026			
Starting balance from July 2026 ending balance			
		Monthly Avg	
From Dues, Membership & Magazines (62100)	\$ 2,079.68		
Gazette subscription (Visa)	\$ 448.00		
Zoom inv#363646330 (Visa)	\$ 18.18		
Cricut monthly subscription order#201665228	\$ 10.69		
Total Spent	\$ 476.87	\$ 100.00	
Remaining Balance	\$ 1,602.81		
From Travel and Conference (62400)	\$ 271.32		
Mileage reimbursement for travel, JoCo Fair, ILA leadership, JoCo Library Directors	\$ 212.80		
Total Spent	\$ 212.80	\$ 62.50	
Remaining Balance	\$ 58.52		
From Building Maintenance (63100)	\$ 9,800.00		
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves	
IRT Services & Clearly Clean, exterior window washing, Inv100600	\$ 360.00		Exterior windows, every-other-month
3E, lightbulbs for meeting room, inv#9247414-00	\$ 103.04		
Total Spent	\$ 463.04	\$ 416.67	
Remaining Balance	\$ 4,336.96		
From Org Vehicle/Equipment Maint AC (63320)	\$ 4,615.30		
Google LLC, Google One storage (Visa)	\$ 106.99		
Google LLC, Google Workspace inv#5640685356 (Visa)	\$ 190.32		
Amazon, 2 Dell laptop AC adapter (Visa)	\$ 36.00		
Amazon, 3 ethernet cable (Visa)	\$ 20.11		
Total Spent	\$ 353.42	\$ 466.67	
Remaining Balance	\$ 4,261.88		
From Utilities (63710)	\$ 2,924.11		
Alliant Energy	\$ 64.61		
Mid-American	\$ 14.76		
Total Spent	\$ 79.37	\$ 583.33	
Remaining Balance	\$ 2,844.74		
From Telephone/Internet (63730)	\$ 4,127.00		
ICN inv#752977	\$ 188.00		
Southslope inv#11316442	\$ 183.34		
Total Spent	\$ 371.34	\$ 425.00	
Remaining Balance	\$ 3,755.66		
From Data Bases (63731)	\$ 1,324.78		
Total Spent	\$ -	\$ 208.33	
Remaining Balance	\$ 1,324.78		
From Publishing (64140)	\$ 800.00		
Total Spent	\$ -	\$ 50.00	
Remaining Balance	\$ 800.00		
From Educational Program (64340)	\$ 6,662.92		
Sam's Mainstreet Market, Teen program supplies (Visa)	\$ 36.84		
Amazon, hand towels, Adult program supplies (Visa)	\$ 22.49		
Aldi, Coffee, Adult program supplies (Visa)	\$ 20.78		
Menards, Beef Days kids corner supplies, bubbles (Visa)	\$ 24.95		
Blu Track, youth program supplies (Visa)	\$ 25.00		
HyVee, pasta, youth program supplies (Visa)	\$ 27.09		
Dollar Tree, clothespins, paint palettes, youth program supplies (Visa)	\$ 10.70		
Kurthcakes, adult program, inv#00908202601	\$ 215.00		
Solon Senior Support, July Chair Yoga, Inv#yogaJULY26	\$ 75.00		

Solon Senior Support, August Chair Yoga, Inv#YogaAUG26	\$ 60.00		
Total Spent	\$ 517.85	\$ 1,179.17	
Remaining Balance	\$ 6,145.07		
From Library Books (65020)	\$ 24,652.12		
Amazon, 2 Adult books (Visa)	\$ 40.45		
Amazon, 1 Adult book (Visa)	\$ 7.66		
Amazon, 1 Adult book (Visa)	\$ 7.39		
Amazon, 1 Adult book (Visa)	\$ 18.70		
Amazon, 1 Adult book (Visa)	\$ 16.00		
Amazon, 1 Adult book (Visa)	\$ 10.99		
Amazon, 1 Adult book (Visa)	\$ 13.88		
Amazon, 1 Adult book (Visa)	\$ 21.99		
Amazon, 1 Adult book (Visa)	\$ 8.23		
Amazon, 2 Adult books (Visa)	\$ 25.42		
Amazon, 2 Adult books (Visa)	\$ 27.89		
Amazon, 3 youth books (Visa)	\$ 41.51		
Amazon, 1 Youth book (Visa)	\$ 11.95		
Amazon, 25 youth books (Visa)	\$ 264.67		
Amazon, 12 youth books (Visa)	\$ 112.28		
Amazon, 1 Youth book (Visa)	\$ 12.34		
Amazon, 1 Youth book (Visa)	\$ 14.48		
Amazon, 1 Youth book (Visa)	\$ 12.09		
Amazon, 6 youth books (Visa)	\$ 54.46		
Amazon, 1 Youth book (Visa)	\$ 10.10		
Amazon, 1 Youth book (Visa)	\$ 7.79		
Amazon, 4 youth books (Visa)	\$ 25.94		
Amazon, 5 youth books (Visa)	\$ 48.29		
Amazon, 8 youth books (Visa)	\$ 89.99		
Amazon, 32 youth books (Visa)	\$ 284.03		
Amazon, 2 youth books (Visa)	\$ 16.48		
Amazon, 2 youth books (Visa)	\$ 23.38		
Ingram, 3 adult books inv#98720431	\$ 61.32		
Ingram, 1 adult book inv#98660913	\$ 26.25		
Ingram, 9 adult books inv#98234375	\$ 167.33		
Ingram, 3 adult books inv#98386540	\$ 61.33		
Ingram, 6 adult books inv#98562817	\$ 105.48		
Ingram, 1 adult book inv#98823647	\$ 27.40		
Ingram, 12 adult books inv#98898351	\$ 228.50		
Total Spent	\$ 1,905.99	\$ 2,000.00	
Remaining Balance	\$ 22,746.13		
From Library Video Materials (65030)	\$ 3,474.46		
Amazon, 1 adult dvd (Visa)	\$ 6.78		
Amazon, 1 adult dvd (Visa)	\$ 18.20		
Amazon, 9 adult dvd (Visa)	\$ 89.88		
Amazon, 1 youth dvd (Visa)	\$ 9.76		
Amazon, 3-disc cases (Visa)	\$ 25.69		
Midwest Tape, 1 adult dvd inv#509293571	\$ 26.99		
Midwest Tape, 3 dvd inv#509250334	\$ 86.97		
Midwest Tape, 1 adult dvd inv#509186972	\$ 23.24		
Midwest Tape, 1 adult dvd inv#509229957	\$ 22.49		
Midwest Tape, 1 adult dvd inv#509314550	\$ 22.49		
Total Spent	\$ 332.49	\$ 404.17	
Remaining Balance	\$ 3,141.97		
From Library Audio Materials (65040)	\$ 6,427.86		
Total Spent	\$ -	\$ 416.67	
Remaining Balance	\$ 6,427.86		
From Puzzles, Puppet Kits (65050)	\$ 1,146.02		
Amazon, Storage Containers for LOT (Visa)	\$ 34.19		LOT = Library of Things
Amazon, 2 puzzles (Visa)	\$ 34.17		

Total Spent	\$ 68.36	\$ 100.00	
Remaining Balance	\$ 1,077.66		
From Operating Supplies (65070)	\$ 4,136.23		
Amazon, sanitary napkin liners (Visa)	\$ 23.99		
Demco, book covering supplies (Visa)	\$ 297.31		
Office Express, Zep floor cleaner, paper towels, toilet paper inv#184188	\$ 176.47		
Total Spent	\$ 497.77	\$ 750.00	
Remaining Balance	\$ 3,638.46		
From Postage and Shipping (65080)	\$ 895.04		
USPS, ILL shipment (Visa)	\$ 4.87		
USPS, ILL shipment (Visa)	\$ 6.27		
USPS, ILL shipment (Visa)	\$ 4.87		
Total Spent	\$ 16.01	\$ 75.00	
Remaining Balance	\$ 879.03		
From Supplies (65990)	\$ (1.36)		
Total Spent	\$ -	\$ 20.83	
Remaining Balance	\$ (1.36)		
From Office Equipment (67250)	\$ 3,758.07		
Gordon Flesch Co. Printer Lease inv#I596348	\$ 196.43		
Gordon Flesch extra copies inv#IN15736653	\$ 5.04		
Total Spent	\$ 201.47	\$ 333.33	
Remaining Balance	\$ 3,556.60		
Trust & Agency			NOTES
Trust & Agency Education Program 031-4411-64340	\$ 2,595.48	Budget	\$2500 for 25th Anniversary Committee expenses
Total Available	\$ 2,595.48		
Total Spent	\$ -		
Remaining Balance	\$ 2,595.48		
Trust & Agency Library Books 031-4411-65020	\$ 5,000.00	Month	
Total Spent	\$ -		
Remaining Balance	\$ 5,000.00		
Trust and Agency Capital Equip/Memorial Donation (T&A 67271)	\$ 687.18	August	Pat Fiala memorial donation
Little Free Library (Visa)	\$ 687.18	August	Pat Fiala memorial Little Free Library
Total Spent	\$ 687.18		
Remaining Balance	\$ -		
Trust & Agency 031-4411-67270 Other Capital Equipment			
K-Log, Inc. 2-Caria Oversize tablet arm chairs, 2-Octave Arm Chairs, 2-motion stools	\$ 4,963.66	August	Furniture (Funded by Beef Days and local donors, T&A deposit FY26)

Solon Public Library Foundation - Solon State Bank
Treasurer's Report
August 26, 2026

Beginning Balance			\$	7,393.14
Income:				
	\$	-	\$	-
	\$	-	\$	-
	\$	-	\$	-
Expenses:				
	\$	-	\$	-
			\$	-
Ending Balance			\$	<u>7,393.14</u>

Solon Public Library Foundation - Greenstate
Treasurer's Report
August 26, 2026

Beginning Balance			\$	5.54
Income:				
Expenses:				
Savings Balance			\$	<u>5.54</u>
CD- renewed 8/12/25			\$	<u>10,891.05</u>

Solon Public Library Foundation Scholarship Account
Treasurer's Report
August 26, 2026

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

Portfolio Snapshot

Christine M Steinbrech

Combined Account Portfolio

Period: 7/1/26-7/31/26

Summary

As of: 7/31/26

Portfolio Performance

PORTFOLIO \$106,712

	SELECTED PERIOD (\$)	LAST QUARTER (\$)	YEAR TO DATE (\$)	LAST YEAR (\$)	SINCE START DATE (\$)
	7/1/26 - 7/31/26	Q2,26	7/31/26	2025	8/29/22
GAIN/LOSS					
Realized	\$574	106,423	97,309	105,840	92,099
Unrealized	\$20,806	0	0	-3,000	0
		289	9,114	3,872	13,741
		106,712	106,423	106,712	105,840
Beginning Value					
Net Contribution					
Change in Value					
Ending Value					
Return	0.27%	9.37%	3.73%	14.92%	12.17%

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
XXXXXX0115	8/29/22	106,712	100.00	0.27	9.37	3.73	14.92	12.17

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: 8/21/26.

Incomplete if presented without accompanying disclosure pages

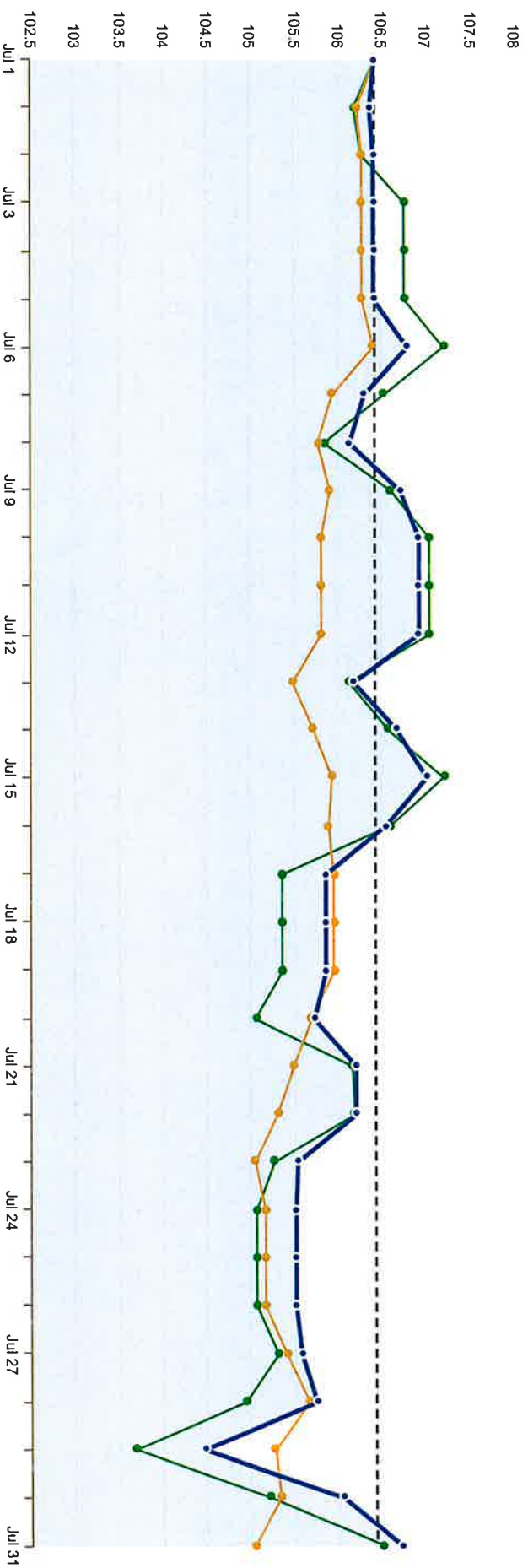
Portfolio Snapshot

Combined Account Portfolio

Christine M Steinbrech

Portfolio Value (thousands \$)

Period: 7/1/26-7/31/26



Combined Account Portfolio \$106,712 Bloomberg U.S. Aggregate Bond \$105,037 MSCI ACWI (TRN) \$106,505 -- BEGINNING VALUE + INVESTMENTS \$106,423

There are alternative methods to calculate performance, including IRR or DTWR, which may result in a higher or lower return depending on your cash flows.

The Modified Dietz formula is used as an approximation to the true, money-weighted rate-of-return (MWRR) or internal rate of return (IRR).

The portfolio or asset is valued at the starting and ending points of the period. Cash flows are included in the calculation based on their timing (i.e., when they occurred during the period).

The Modified Dietz will yield a result which approximates the IRR, which is the true, money-weighted rate-of-return. If the cash flows and returns are large, then the ability for the Modified Dietz to approximate the IRR is diminished. Otherwise, the Modified Dietz serves as an acceptable approximation to the IRR.

Performance returns for time periods longer than 365 days have been annualized.

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Portfolio Snapshot
Combined Account Portfolio

Christine M Steinbrech

As of: 7/31/26

Asset Type



ASSET TYPE	CURRENT ALLOCATION	VALUE (\$)	(%)
BLENDED		106,220	99.54
CASH OR EQUIVALENTS		492	0.46
Total:		\$106,712	100%

Investment Objective



INVESTMENT OBJECTIVE	CURRENT ALLOCATION	VALUE (\$)	(%)
ALLOCATION--50% TO 70% EQUITY		106,220	99.54
FDIC-INSURED BANK DEPOSIT - RETAIL		492	0.46
Total:		\$106,712	100%

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: 8/21/26.

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Disclosure

Christine M Steinbrech

Combined Account Portfolio

Disclosure

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Values are as of 07/31/2026. We believe the sources to be reliable, however, the accuracy and completeness of the information is not guaranteed. In the event of a discrepancy, the sponsor's and/or custodian's valuation shall prevail.

Data reflected within this report may reflect data held at various custodians and may not be covered under SIPC. The Firm's SIPC coverage only applies to those assets held on the books and records of the Firm. In addition, certain other reported entities may be SIPC members that provide coverage for assets held there. You should contact your financial representative, or the other entity, or refer to the other entity's statement, regarding SIPC coverage. Assets reflected on this report that are not held at the Firm on your behalf are not part of the Firm's books and records.

DATA DISPLAYED ON THIS SITE OR PRINTED IN SUCH REPORTS MAY BE PROVIDED BY THIRD PARTY PROVIDERS.

Performance data quoted represents past performance and does not guarantee future results. The investment return and principal of an investment will fluctuate so that an investor's shares when redeemed may be worth more or less than original cost. The values represented in this report may not reflect the true original cost of your initial investment.

Cost basis information may be incomplete or may not accurately reflect the methodology used by a particular client. Clients should consult with their tax advisor.

For fee-based accounts only: The data may or may not reflect the deduction of investment advisory fees. If the investment is being managed through a fee-based account or agreement, the returns may be reduced by those applicable advisory fees. The information contained in these reports is collected from sources believed to be reliable. However, you should always rely on the official statements received directly from the sponsors and/or custodians. If you have any questions regarding this report, please call your financial representative. Refer to your Advisor's Form ADV for additional information related to advisory business.

A The source data for the following accounts was provided by Pershing:

XXXXXX0115

The "Portfolio Value and Benchmark" report graphs your actual portfolio value over time. The starting point on the graph will always use that day's beginning balance. For fair comparison purposes, buy and sell transactions that occurred in your portfolio during the period will be applied to any included Benchmarks. The "Net Contribution" column in the underlying legend includes all cash flows in and out of the portfolio including but not limited to buys, sells, dividends, interest and fees.

Bloomberg U.S. Aggregate Bond

The Bloomberg U.S. Aggregate Bond Index is a broad-based benchmark that measures the investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM passsthroughs), ABS, and CMBS. The U.S. Aggregate rolls up into other Bloomberg flagship indices such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.

MSCI ACWI (TRN)

The MSCI ACWI (TRN) (All Countries World) (Total Return Net of Taxes) Index is designed to measure the equity market performance of developed and emerging markets. The MSCI ACWI consisted of 50 country indices comprising 23 developed and 26 emerging market country indices. The developed market country indices included are Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, the United Kingdom and the United States. The emerging market country indices included are Argentina, Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Kuwait, Malaysia, Mexico, Pakistan, Peru, Philippines, Poland, Qatar, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates. The index is net because dividends are reinvested after deducting a withholding tax from dividend distributions. Since taxes are withheld from the MSCI ACWI Index (net of taxes), the performance of the MSCI ACWI Index (net of taxes) will generally be lower than that of the MSCI ACWI Index (gross of taxes).

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Disclosure

Christine M Steinbrech

Combined Account Portfolio

MSCI

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Pie chart slices labeled as "other" may include securities classified as "other" by provider of asset classification data, as well as securities that did not fit in the other slices displayed.

Performance calculations are performed using the Modified Dietz Calculation method.

There are alternative methods to calculate performance, including IRR or DTWR, which may result in a higher or lower return depending on your cash flows.

The Modified Dietz formula is used as an approximation to the true, money-weighted rate-of-return (MWRR) or internal rate of return (IRR).

The portfolio or asset is valued at the starting and ending points of the period. Cash flows are included in the calculation based on their timing (i.e., when they occurred during the period).

The Modified Dietz will yield a result which approximates the IRR, which is the true, money-weighted rate-of-return. If the cash flows and returns are large, then the ability for the Modified Dietz to approximate the IRR is diminished. Otherwise, the Modified Dietz serves as an acceptable approximation to the IRR.

Performance returns for time periods longer than 365 days have been annualized.

Variable Rate Securities:

Interest rate data for certain complex and/or variable rate securities is provided by third-party data service providers. Although we seek to use reliable sources of information, the accuracy, reliability, timeliness, and completeness of interest rate data may vary sometimes, particularly for complex and/or variable rate securities and those with limited or no secondary market. As a result, we can offer no assurance as to the accuracy, reliability, timeliness, or completeness of interest rate data for such securities.

When updated interest rate data is received from a third-party data service provider, the updated data will be reflected in various sources where interest rate data is used or viewed. Prior use or communication of interest rate-related data will not be revised. Since variable interest rates may be subject to change at any time and are only as accurate as the data received from third-party data service providers, interest rate data should not be relied on for making investment, trading, or tax decisions. All interest rate data and other information derived from and/or calculated using interest rates are not warranted as to accuracy, reliability, timeliness, or completeness and are subject to change without notice. We disclaim any responsibility or liability to the fullest extent permitted by applicable law for any loss or damage arising from any reliance on or use of the interest rate data or other information derived from and/or calculated using interest rates in any way. You should request a current valuation for your securities from your financial adviser or broker prior to making a financial decision or placing an order or requesting a transaction in these securities.

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INVESTMENT PRODUCTS ARE NOT INSURED BY THE FDIC, ARE NOT DEPOSITS AND MAY LOSE VALUE.

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Prepared by: Christine M Steinbrech

Created on: 8/21/26

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Solon Public Library Strategic Plan Update - August 2026

Library Service Response 1: Visit a Comfortable Space

Goal 1: Community members of all ages will have spaces to pursue a variety of activities.

Objective 1: By September 2023, the Library will identify usable spaces and develop partnerships for potential spaces for programming and community gatherings.

- Community meeting space list was created in 2021. Updated list available at the library and on the library website. (July 2023)
- Lily coordinates seasonal Baby Time program with Recreation Dept. to utilize the Community Space and promote Tot Time. (Ongoing)
- Additional program space utilized through reservations with the Solon United Methodist Church's Family Life Center (summer programs, Noon Year's Eve, etc). (Ongoing)
- Lily coordinates two summer storytime programs at the Splash Pad to promote the Parks and expands our space in the library. (Ongoing)

Objective 2: In August 2023, the Library will evaluate current program timing schedules to maximize effective use of programming space and increase accessibility for patrons of all ages.

- Thursday early out programming for 1st-8th graders, utilize divided meeting room space to engage as many participants as possible right after school. Adult volunteer assisting. (Fall 2023)
- Staff create additional seating and table space for activities on Thursday early outs. (Ongoing)

Goal 2: The community will have a comfortable physical library space to work, learn, and gather.

Objective 1: By November 2023, Library Staff will evaluate current collections and current space utilization for optimal use by patrons.

- Staff are continually evaluating collections, displays, and floor space usage. (Ongoing)
- Collection locations shifted, shelving removed and updated, to provide more comfortable Teen/YA Space. (Summer 2026)
- Adult seating area updated, new furniture purchased, and more work spaces created for patrons. (Summer 2026)
- New dividing wall installed in the community meeting room to provide options for concurrent small group meetings. (October 2025)

Objective 2: By March 2024, the Library will schedule a professional space utilization assessment of the current facility.

- Liz applied for Space Utilization Grant through State Library of Iowa (November 2023)
- Consultant Shana L Stuart visited the library in January 2024 and presented final report to Board of Trustees April 2024.

Goal 3: As the community continues to grow, residents of all ages and abilities will have access to library facilities.

Objective 1: In 2025, the Library Staff will evaluate constraints of current Library hours, space, and programs, documenting needs and taking photos.

- Liz applied for the ALA Libraries Transforming Communities Accessibility grant. The award was used to complete the sidewalk/parking lot accessibility project to provide ADA compliant parking spaces, including two van accessible spaces, one regular ADA, and two reserved spots for persons with limited mobility. (May 2024)
- Liz applied for a second ALA Libraries Transforming Communities Accessibility grant. The award was used to install automatic door opener buttons on each restroom door. (Sept. 2025)
- Staff continue to evaluate hours, space, and programs.

Objective 2: In 2026, the Library will engage a professional building consultant to evaluate Library expansion needs and options.

- TBD

Library Service Response 2: Know your Community/Be an Informed Citizen

Goal 1: Residents will have a central source of information about the wide variety of services provided by agencies and organizations.

Objective 1: In January 2024, the Library will create a monthly schedule of health and wellness, social, and/or economic topics to promote local and national resources each year.

- Resource topics created (January 2024)
- Food Resources, Family and Youth Resources, DVIP/Domestic Violence Awareness, Mental Health Resources, Johnson County Prevention for Substance Abuse Prevention. (Ongoing)
- Iowa Water program with State Geologist (Feb. 2026)
- Dr. Lulu Merle Johnson Exhibit on display (March 2026)
- 25th Anniversary Committee display to highlight the history of the library throughout the years. Additional history included in weekly Solon Economist column. (April-Sept. 2026)

Objective 2: In September 2025, the Library will create displays each month that will be implemented in relevant areas of the library and on the library website to increase awareness of available resources.

- Displays/resources updated and rotated regularly on resource bulletin board. (Ongoing)
- Website resources updated regularly. (Ongoing)
- Physical resource binder updated and maintained regularly. (Ongoing)

Goal 2: Residents will have a central source of information about the wide variety of programs and activities provided by local agencies and organizations.

Objective 1: By May 2023, the Library will partner with the City Recreation Department to create an activity guide which promotes library summer programs and city parks and rec activities.

- Spring Activity Guide published, 50 copies distributed. (Jan. 2023)
- Summer Activity Guide published, 120 copies distributed. (April 2023)
- Fall Activity Guide published, 80 copies distributed. (July 2023)
- Continued through Spring 2025.

Objective 2: In April 2024, the Library will create a timeline to add other local organizations to the community activity guide/newsletter.

- Megan created guidelines for community events, process to submit events for the guide, and began adding community events in Fall 2023.
- Activity guide continued through Spring 2025.

Goal 3: Solon community members will have access to relevant, reliable information, and physical resources in times of emergency.

Objective 1: By April 2023, the Library will work with the City Safety Coordinator to finalize the Library Emergency Action Plan.

- This process is determined by the City Safety Coordinator, no updates or progress. (Aug. 2026)

Objective 2: By February 2024, the Library will create a disaster response plan/policy describing how the library will serve the community in the event of a disaster.

- This process is delayed due to the Library Emergency Action Plan delay. (Aug. 2026)

Goal 4: New Solon residents will feel connected to the community through specific library outreach and communication.

Objective 1: In 2023, the Library will provide a Discover Solon Guide to all new residents who sign up for a library card, and work with the Solon Economist to become part of the distribution process of the guide.

- Received 25 copies from Solon Economist. (July 2023)
- Ongoing. (Aug. 2026)

Objective 2: In 2023, the Library will provide library brochures around town at city hall, banks, community center, post office, pharmacy, etc. so more residents (new and old) are aware of library services.

- Brochures distributed. (Feb 2023)
- Routinely check stock of brochures. (through 2026)
- Distribute program flyers and activity calendars monthly. (through 2026)
- Library contributes weekly column of events, services, and new materials to Solon Economist.

Library Service Response 3: Celebrate Diversity

Goal 1: Solon residents of all ages will have opportunities to learn from and interact with each other through a variety of programs and services.

Objective 1: In 2023, the Library will incorporate six all-ages summer reading programs, and update program description wording to include individuals without children.

- 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. (Summer 2023)
- Updated descriptions to "All-Ages" and "For All" rather than using family/children focused language. (2023)
- All-ages international food programs: Spring Roll Class with Thai Spice Express (Oct 2025), Rice Bowl Class with Poimen Bosco Foods (Jan. 2026), Snacks Around the World (Summer 2026)

Objective 2: In 2024, the Library will incorporate monthly programs and displays for each age group to celebrate diversity and uniqueness in all aspects of identity.

- LGBTQ 101 Program with Onelowa (All-Ages)
- Lunar New Year, Festival of Colors, Midwestern Day (Teen Programs)
- Black History Month, Women's History Month, AAPI Month, Hispanic Heritage Month, Disability Awareness. (Displays in Teen, Youth, and Adult collections)
- Korean Lotus Lantern Program (Teens & Adults)
- Weekly Heritage Theme Storytimes (October 2024)

Goal 2: Senior adults in the Solon community will have access to programs and services that meet their specific needs.

Objective 1: By August 2023, the Library will evaluate the timing of programs to provide opportunities for adults and seniors with a variety of schedules to participate in programming.

- Staff evaluated timing, patron feedback, alternate days and times. (Ongoing)

Objective 2: In 2024, the Library will partner with Solon Senior Advocates, Solon Senior Support, and the Solon Retirement Village to identify the programming needs and wants of different senior groups within the community.

- Ongoing discussions with each group to provide programming.
- Visited Solon Senior Dining to provide information about programs, ALA Accessibility Grant.
- Provide Coffee & Conversations weekly, Chair Yoga twice weekly (ongoing)
- Partnering with Solon Senior Support, the library provides home deliveries of library materials since the City of Solon will not allow staff to make deliveries. (Sept. 2024 - Ongoing)
- Solicit feedback from seniors at weekly Coffee & Conversations program. (Sept. 2024)
- Megan met with Jill Weetman (Solon Senior Support) to provide assistance with newsletter, social media, website, and other marketing items. Discussed additional partnership opportunities. (Sept. 2024)
- Restarted Meal & A Movie with Solon Senior Advocates. (June 2026)
- Attended the Solon Senior Support Aging Well Expo to provide information on library services and programs. (May 2026)

Goal 3: Teens in the Solon community will have access to programs and services that meet their specific needs.

Objective 1: In 2023, the Library will evaluate current teen programming and consider implementing additional teen programs and/or shifting the days for current programming, including the potential for after-hours programs.

- Updated program schedule based on attendance (Sept. 2023)
- Teen Advisory Board restarted (Sept. 2023)

Objective 2: In 2023, the Library will incorporate more passive engagement activities in the teen/YA section of the library to encourage teens to visit the library and feel welcome in their area of the library.

- Art supplies & board games made available in Teen/YA corner. (Summer 2023)
- Sticky Note Debate, Manga Me, Sticky Note Mural, Collaborative Zine, Origami materials. (Summer 2024)
- Sticky Note Debate. (Summer Reading Programs)
- Rotating art supplies & board games continues. (August 2026)

Goal 4: Solon residents will have opportunities to explore and celebrate their personal heritage and the heritage of others in the community and the world.

- Objective 1: In 2023, the Library will organize Solon history materials in the basement to make them more accessible to patrons.
- Shelving put together and arranged by Public Works (Jan. 2023)
 - Staff and volunteer completed shelving, moved history materials to their new location, began organization process. (Oct. & Nov. 2023)
- Objective 2: In 2024, the Library will explore free online resources and evaluate genealogy databases to assist patrons with family history research.
- Megan attended EBSCO webinar about My Heritage genealogy database. Further research necessary. (Jan. 2024)
 - Many free databases are available and were explored through programming.
- Objective 3: In 2024, the Library will develop partnerships with local museums, cultural centers, and history centers to provide passes and joint programming opportunities.
- The library participates in the Iowa Adventure Pass program to provide passes to patrons. (2024-Ongoing)

COMPLETE OUR LIBRARY SURVEY



SOLON 
Public Library
...where you can branch out



1007 1st Ave. NW • PO Box 355
Farley, IA 52046
(563) 744-3422 Fax (563) 744-3146
Fed ID # 42-1463491
office@kluesnerconstruction.com

PROPOSAL

DATE	ESTIMATE #
8/3/2026	27258

NAME / ADDRESS	EMAIL	PHONE NUMBER
CITY OF SOLON 101 N IOWA ST SOLON, IA 52333-0267	ryan.stebral@solon-iowa.com	319-360-2735 RY...
LOCATION		

DESCRIPTION	TOTAL
ITEM 1: ASPHALT REPAIR	
• SAW EDGES	
• REMOVE OLD MATERIAL AND HAUL TO AN AREA PROVIDED BY THE CITY	
• PREP AND COMPACT BASE	
• FURNISH AND PLACE 4" OF ASPHALT	
AREA 1: SOLON LIBRARY - TWO AREAS - APPROXIMATELY 288 SQ FT	2,304.00
AREA 2: INTERSECTON OF 4TH ST AND HWY 1 - APPROXIMATELY 68 SQ FT	544.00
ITEM 2: ASPHALT MAINTENANCE OF SOLON LIBRARY - APPROXIMATELY 19,053 SQ FT	6,994.83
• CLEAN CRACKS AND CURB LINE WITH COMPRESSED AIR	
• SEAL CRACKS AND CURB LINE WITH D-3405 HOT APPLIED RUBBERIZED SEALANT	
• POWER BROOM AND CLEAN AREA TO BE SEAL COATED	
• APPLY TWO APPLICATIONS OF ASPHALT EMULSION SEALER	
• RE-STRIPE AND RE-STENCIL AS WAS USING AN IDOT APPROVED LATEX PAINT	
NOTE: THE CITY WILL PROVIDE 31-013 DESIGNATED TAX EXEMPTION CERTIFICATE AND AUTHORIZATION LETTER FOR MATERIALS	
	\$ 9298.83
WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS. SIGN: <i>Brad Brown</i>	TOTAL \$9,842.83

PAYMENT DUE UPON COMPLETION OF THE WORK.
PROPOSAL MAY BE WITHDRAWN BY US IF NOT
ACCEPTED WITHIN 30 DAYS.

SIGNATURE _____

Solon Public Library
Photographs in Library Policy

About Photographs in Library Policy

The purpose of this policy is to inform the public about photographs and/or recordings taken at library events or public meetings.

Photographs in the Library

1. Library programs or public meetings may be recorded and/or photographed by Library staff or volunteers.
2. Resulting photographs may appear on various print media used by the Library to advertise Library services. Photographs and/or recordings may also appear on the Library website, blog, or other social media accounts managed by the Library. The Library is not responsible for photographs copied from the Library website or social media and posted to outside sites.
3. Names will not be used with photographs, unless permission is received from the person photographed (or their guardian).
4. Attendance at Library programs constitutes understanding and acceptance of this policy. Those wishing to not be recorded should let library staff know, and every effort will be made to avoid taking or retaining recognizable images of these individuals.