

Agenda for Solon Library Board Meeting

Monday, April 28, 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

- March 31, 2025

Citizen's Speak

Correspondence

Committee reports

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

Directors Report

Approval of Bills

- April 2025

Review of Foundation report: April 2025 Foundation report

Old Business

- ALA LTC Small and Rural Accessible Libraries Grant: Community Conversation Wednesday, May 21st, 9 am

New Business

- Policy Review: Volunteer Policy
- August Board Meeting Date change to Monday, August 18, 2025
- Board Continuing Education Suggestion:
 - [Workday Learning Platform](#) (Log in with your email address and password)
 - [Using Workday Learning: Overview for State Library](#)
This guide is a general overview of Workday Learning, the State Library of Iowa's Education Academy. You will use Workday Learning to keep track of your endorsements, any courses you've enrolled in, and the CE hours you've earned.
 - [Search and Enroll Smart Guide for State Library](#)

This guide shows how to search and enroll in courses in Workday Learning, where you take courses for your endorsements and CE hours.

Closed Session for Director Evaluation

Next Meeting: **Monday, May 19, 2025 at 6:30 pm (Note date change due to Memorial Day)**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes March 31, 2025

Call to Order

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

Present

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

Absent

None

Approval of Agenda

The agenda was unanimously approved. (Bill/Jen)

Approval of Minutes

The minutes of the February 25, 2025 meeting were unanimously approved. (Steve/Janet)

Citizen's Speak and Correspondence

Citizen speak: None

Committee Reports

- **Building:** (Humidifier Repair) Liz was notified that the Library showed an increase in water usage. It was discovered that the humidifier was not working. Solon Heating and Air was called and a new part was ordered. The cost of the repair will be in the \$400 - \$500 range.
- **Finance:** Nothing new to report.
- **Johnson County Liaison:** Steve reported that Rod Sullivan is the new Johnson County Supervisor. There were no funding changes to report.
- **City of Solon Liaison:** Cole reported that the city is in the final stretch of the budget season. There will be a closed session held April 2. He also let us know that they have found someone to become the head of Public Works. The new hire will begin mid-May.
- **Board of Trustees Continuing Education:** Janet reported on Meet Me at the Library. There was also a discussion that many of the board members were having difficulty with the new Work Day when trying to enter Continuing Education sites.

Library Director's Report:

A written report is included in the Board Packet. Liz reported on the upcoming Library Week.

The Solon Public Library Board

Approval of Bills

The bills for March 2025 were unanimously approved. (Char/Matthew)

Review of Foundation Report

The February and March reports were reviewed.

Old Business

- **SPL Building 25th Anniversary in 2026:** Liz and the staff have decided to make the theme of Summer Reading 2026 the 25th Birthday/ Anniversary of the Solon Library. It was deemed a good opportunity to bring the event to the community's attention. Other events could build off that.

New Business:

- **Policy Review: Collection Development Policy** This policy was revisited in 2022 and was extensively reviewed at that time. There was one typo found and corrected. The board unanimously approved the corrected policy. (Matt/Janet)
- **Directors Evaluation Process/Timeline:** The evaluation forms were distributed for the Board to use. The forms need to be filled in and returned to Sandy by April 22-23. Either bring them to the Library or send them to Sandy.
- **Volunteers Needed for Fun For All Night:**
- **ALA LTC Accessible Small and Rural Libraries Grant Round 3** Solon Library was awarded a grant for \$10,000. This money will be used to make the women's bathroom door more accessible. The current door is hard for patrons with difficulties to open or navigate through. The projected cost of a new entry, for one bathroom, will take all the funds allotted by the grant. The Women's bathroom is more frequently used so these funds will be used for that door. Funds to change the men's bathroom door will need to be found from a different source.
- **National Library Week: April 6-12, 2025 Theme: Drawn to the Library:**
 - April 2 - City Council Proclamation
 - April 7 - Right to Read Day and State of America's Libraries Report (Includes top 10 Most Challenged Books of 2023)
 - April 8 - National Library Workers Day
 - April 9 - National Library Outreach Day (formerly National Bookmobile Day)
 - April 10 - Take Action for Libraries Day (a day to rally advocates to support Libraries)
- **Board of Trustees Continuing Education:** Items were listed for board consideration.

Next Months Agenda:

The Solon Public Library Board

- Closed Session for Library Director Evaluation

Adjournment

The meeting was adjourned at 7:04 p.m. (Jen/Char)

Next Meeting

Regular Meeting: Monday, April 28, 2025, at 6:30 p.m.

Submitted by

Char Cosgrove

Director's Report April 2025

In April I attended regular meetings with the City Council, the Friends of the Library, and the SPL Foundation. The Friends of the Library Citywide Garage Sale Registration Fundraiser is ongoing from April 7 - May 19. They will provide the garage sale listing and map by Thursday, June 5th, and they will be hosting a sale in our Meeting Room on Friday 6/6 & Saturday 6/7. The Foundation scholarship committee reviewed ten applications for the two \$500 Don Ochs Scholarships which will be awarded at the SHS Awards Ceremony on Sunday April 27, 2025. The recipients will be invited to the Foundation meeting in May.

The State Library of Iowa agreement for Enrich Iowa that is made up of three distinct programs: Open Access, ILL Reimbursement, and Direct State Aid, which is the funding awarded for meeting public library standards will be emailed to all eligible libraries in early May 2025.

During National Library Week/Month, we are recognizing all of our volunteers and expressing our gratitude for each person's contribution to our library. This includes our Board of Trustees, The Friends of the Library, Foundation members, and our regular weekly volunteers at the Library. I included some notes from our patrons in support of National Library Week in our Correspondence. Thank you to Mayor Dan O'Neil for reading the National Library Week Proclamation at the April 2nd City Council Meeting.

Lily hosted the Spring Session of Baby Time each Monday morning at the Solon Community Center providing a wonderful opportunity for littles and their caregivers to sing songs, learn rhymes, make new friends, and stay for Tot Time in the gym. Attendance for this program has been higher than in recent years, and we plan to continue this partnership with the Community Center for future sessions. Mykle is building our partnership with the Solon Retirement Village with monthly outreach programs. He has a special program planned for May with local service dogs visiting the residents. These outreach activities bring the library experiences to our community members who are not able to visit our space. Mykle provided instruction on our new catalog system to our monthly Tech Talk attendees.

In addition to our weekly Switch & Social Teen programming, Christian hosted a Teen Trading Card Game Program and an Upcycled Arts and Crafts Program in honor of Earth Day. Who knew that a shoebox and rubber bands could make a guitar that actually makes music! At our final Fun for All Night of the season, we welcomed 49 people to gym games and a showing of Moana 2. We are grateful to Theisens of Coralville for donating our popcorn each month. We look forward to welcoming the community back to this program at the Community Center in September.

We were thrilled to be awarded a second ALA Libraries Transforming Communities (LTC) Accessibility Grant in the amount of \$10,000. We will be hosting our Community Conversation on Wednesday, May 21 at 9:00 am to gather feedback from our community on how to make the library more accessible for everyone, but especially those with mobility challenges.

Our incredible programming staff (Lily, Christian, and Mykle) have been busy planning all of their programs and finalizing details for our Summer Reading Program (SRP) activities. The 2025 SRP theme is ***Level Up at Your Library***. In addition to creating youth summer programming, Lily works with local businesses and organizations who are interested in sponsoring our SRP. Megan created a new larger format for our SRP brochure to make it easier to read and includes a full page to showcase all of the local sponsors' logos. After countless hours of revising and proofreading, Lily and Megan met their goal of submitting all SRP materials to the printer by Friday, April 18, a full 2 weeks earlier than last year!

Sherri continues to catalog all of our new items in a timely manner to ensure that our patrons have new items to choose from each time they visit the library. She also processes our weeded items accurately to make room in our collections for new materials.

Looking ahead to May, to recognize Mental Health Awareness Month, Mykle is hosting the National Alliance on Mental Illness (NAMI) In Our Own Voice Program. Christian is hosting an all-ages May the Fourth Be With You: Star Wars Day and a Mario Kart Wii Tournament for our teens. Our SRP Kick-off Party is Friday, May 30 at 6:00 pm. Join us outside the Library to enjoy popcorn, activities, a foam party and pick up your summer reading materials to get started.

Summer reading programs are so important for keeping our patrons engaged while developing a lifelong love of reading and learning. We are very grateful to all of our community partners who help to support our Summer Reading Program along with other Library activities and projects throughout the year. In addition to our Friends of the Library and our Foundation, the Solon Women's Club is another champion of the Library and provides generous donations each year. We are so proud to serve in a community that values a thriving public library!

Sincerely,

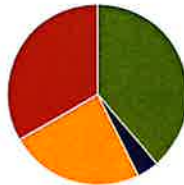
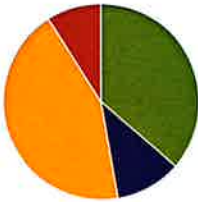
Liz King
Director, Solon Public Library

Solon Public Library
July, 2024 - March, 2025

July

Overview

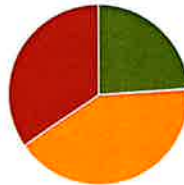
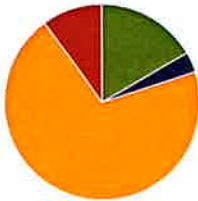
All Children Programs	20	36.36%	All Children Participants	569	38.79%
Young Adult Programs	6	10.91%	Young Adult Participants	56	3.82%
Adult Programs	24	43.64%	Adult Participants	353	24.06%
General Interest Programs	5	9.09%	General Interest Participants	489	33.33%
Total Programs	55		Total Participants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



August

Overview

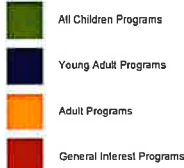
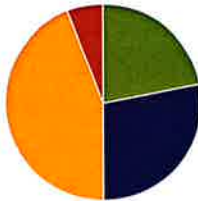
All Children Programs	5	16.67%	All Children Participants	138	23.88%
Young Adult Programs	1	3.33%	Young Adult Participants	1	0.17%
Adult Programs	21	70%	Adult Participants	239	41.35%
General Interest Programs	3	10%	General Interest Participants	200	34.8%
Total Programs	30		Total Participants	578	



September

Overview

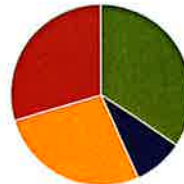
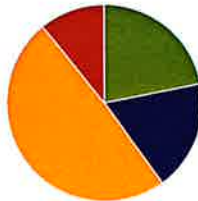
All Children Programs	11	22%	All Children Participants	389	39.13%
Young Adult Programs	14	28%	Young Adult Participants	233	23.44%
Adult Programs	22	44%	Adult Participants	263	26.46%
General Interest Programs	3	6%	General Interest Participants	109	10.97%
Total Programs	50		Total Participants	994	



October

Overview

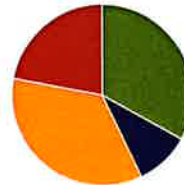
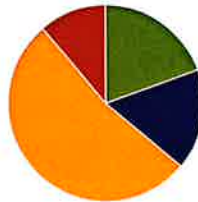
All Children Programs	12	21.82%	All Children Participants	418	34.35%
Young Adult Programs	10	18.18%	Young Adult Participants	109	8.96%
Adult Programs	27	49.09%	Adult Participants	329	27.03%
General Interest Programs	6	10.91%	General Interest Participants	361	29.66%
Total Programs	55		Total Participants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

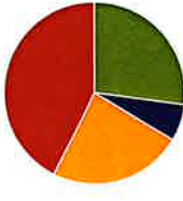


Solon Public Library
July, 2024 - March, 2025

December

Overview

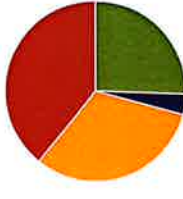
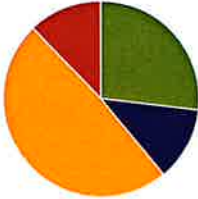
All Children Programs	9	24.32%	All Children Participants	234	27.08%
Young Adult Programs	7	18.92%	Young Adult Participants	55	6.37%
Adult Programs	16	43.24%	Adult Participants	208	24.07%
General Interest Programs	5	13.51%	General Interest Participants	367	42.48%
Total Programs	37		Total Participants	864	



January

Overview

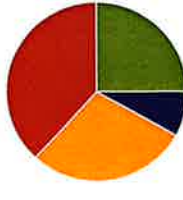
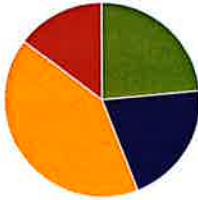
All Children Programs	11	26.83%	All Children Participants	234	25.55%
Young Adult Programs	5	12.2%	Young Adult Participants	33	3.6%
Adult Programs	20	48.78%	Adult Participants	290	31.66%
General Interest Programs	5	12.2%	General Interest Participants	359	39.19%
Total Programs	41		Total Participants	916	



February

Overview

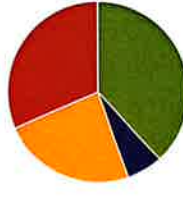
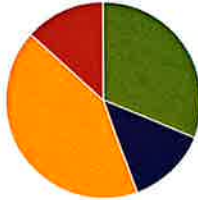
All Children Programs	8	23.53%	All Children Participants	132	24.91%
Young Adult Programs	7	20.59%	Young Adult Participants	43	8.11%
Adult Programs	14	41.18%	Adult Participants	153	28.87%
General Interest Programs	5	14.71%	General Interest Participants	202	38.11%
Total Programs	34		Total Participants	530	



March

Overview

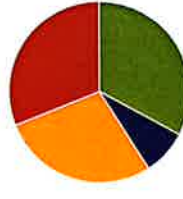
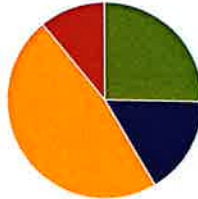
All Children Programs	14	31.11%	All Children Participants	301	38.15%
Young Adult Programs	6	13.33%	Young Adult Participants	51	6.46%
Adult Programs	19	42.22%	Adult Participants	189	23.95%
General Interest Programs	6	13.33%	General Interest Participants	248	31.43%
Total Programs	45		Total Participants	789	



Year in Review

Overview

All Children Programs	97	25.33%	All Children Participants	2605	32.86%
Young Adult Programs	62	16.19%	Young Adult Participants	637	8.03%
Adult Programs	182	47.52%	Adult Participants	2225	28.07%
General Interest Programs	42	10.97%	General Interest Participants	2461	31.04%
Total Programs	383		Total Participants	7928	



Solon Public Library March 2025 Program Details

	A	B	C	D	E	F
1	Title	Age	Type	Category	In-person Attendees	Virtual Attendees
2	Video Chair Yoga	Adult (Ages 19+)	In Person	Adults	17	0
3	Video Chair Yoga	Adult (Ages 19+)	In Person	Adults	2	0
4	Video Chair Yoga	Adult (Ages 19+)	In Person	Adults	14	0
5	Video Chair Yoga	Adult (Ages 19+)	In Person	Adults	15	0
6	Video Chair Yoga	Adult (Ages 19+)	In Person	Adults	14	0
7	Video Chair Yoga	Adult (Ages 19+)	In Person	Adults	15	0
8	Chair Yoga	Adult (Ages 19+)	In Person	Adults	18	0
9	Chair Yoga	Adult (Ages 19+)	In Person	Adults	19	0
10	Chair Yoga	Adult (Ages 19+)	In Person	Adults	23	0
11			Total Chair Yoga		137	
12	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	2	0
13	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	12	0
14	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	12	0
15	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	12	0
16			Total Coffee & Conversations		38	
17	Book Club: In the Heart of the Sea	Adult (Ages 19+)	Combo in Person / Live Virtual	Adults	13	1
18	DIY Night: March Mammal Madness Clay Sculptures	Adult (Ages 19+)	In Person	Adults	0	0
19	KNIT LIT: Hooked	Adult (Ages 19+)	In Person	Adults	0	0
20	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Babies	4	0
21	Spring Baby Time	Children (Ages 0-5)	In Person/Off Site	Babies	9	0
22	Spring Baby Time	Children (Ages 0-5)	In Person/Off Site	Babies	4	0
23	Storytime: Daily Counting	Children (Ages 0-5)	In Person	Storytime	29	0
24	Saturday Storytime	Children (Ages 0-5)	In Person	Storytime	14	0
25	Storytime: Money Smart	Children (Ages 0-5)	In Person	Storytime	28	0
26	Storytime: Clocks & Time	Children (Ages 0-5)	In Person	Storytime	34	0
27	Storytime: Our World in Numbers	Children (Ages 0-5)	In Person	Storytime	25	0
28			Total Storytime		130	
29	BAM POW: Play It - Card Game Day	Children (Ages 6-11)	In Person	Youth	27	0
30	BAM POW: Watch It - Lilo & Stitch [PG]	Children (Ages 6-11)	In Person	Youth	43	0
31	BAM POW: Build It! Fort Building & PomPom Fight	Children (Ages 6-11)	In Person	Youth	43	0
32			Total BAM POW Early Out Thursday		113	
33	Drawing Club (Spring Session)	Children (Ages 6-11)	In Person	Youth	11	0
34	Read with Willa the Dog!	Children (Ages 6-11)	In Person	Youth	9	0
35	Space Stations with the Iowa Children's Museum	Children (Ages 6-11)	In Person	Youth	21	0
36	All-Ages Lego Day!	General Interest	In Person	All Ages	44	0
37	Coloring Challenge	General Interest	Passive Program	All Ages	54	0
38	Fun For All Night	General Interest	In Person/Off Site	Off Site	42	0
39	Let's Go LEGO!	General Interest	Passive Program	All Ages	38	0
40	March Mammal Madness Brackets	General Interest	Passive Program	All Ages	47	0
41	Spring Break Movie Day: The Garfield Movie [PG]	General Interest	In Person	All Ages	23	0
42	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	6	0
43	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	8	0
44	Switch and Social	Young Adult (Ages 12-18)	In Person	Teens	8	0
45	Teen Reading Challenge	Young Adult (Ages 12-18)	Passive Program	Teens	20	0
46	Teens: Hot Cocoa Board Games & Conversations	Young Adult (Ages 12-18)	In Person	Teens	6	0
47	Teens: Open Teen Advisory Board Meeting	Young Adult (Ages 12-18)	In Person	Teens	3	0
48			Total Teens		51	

Patron PC Logins by Day and Hour

Dates: Saturday March 1, 2025 - Monday March 31, 2025 Times: 9:00am to 7:00pm

Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev
Sat Mar 1	2	2	0	0	0	0	0	0	0	0	0	0	4	0	0	2	0	1
Sun Mar 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 3	0	0	1	0	0	0	1	3	0	0	0	0	5	1	0	3	0	1
Tue Mar 4	0	2	0	3	0	0	0	3	1	0	0	0	9	1	0	3	0	1
Wed Mar 5	0	0	0	0	0	0	1	2	0	0	0	0	3	0	0	2	0	1
Thu Mar 6	0	1	0	0	0	6	9	11	4	2	1	0	34	3	0	11	1	4
Fri Mar 7	0	1	2	0	0	1	2	4	0	0	0	0	10	1	0	4	0	1
Sat Mar 8	2	0	2	0	1	1	1	1	0	0	0	0	8	1	0	2	1	1
Sun Mar 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 10	3	0	0	2	1	0	1	0	2	2	0	0	11	1	0	3	1	1
Tue Mar 11	0	1	0	1	1	2	0	3	1	0	0	0	9	1	0	3	1	1
Wed Mar 12	1	0	1	0	1	0	4	2	0	0	0	0	9	1	0	4	0	1
Thu Mar 13	1	2	0	1	1	13	10	4	1	1	0	0	34	3	0	13	1	4
Fri Mar 14	2	0	0	2	0	0	0	2	0	0	0	0	6	1	0	2	0	1
Sat Mar 15	0	0	0	0	0	2	2	0	0	0	0	0	4	0	0	2	0	1
Sun Mar 16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 17	2	1	5	2	0	1	2	2	1	1	0	0	17	2	0	5	1	1
Tue Mar 18	2	3	0	2	0	1	0	1	0	0	0	0	9	1	0	3	0	1
Wed Mar 19	0	0	0	1	0	0	0	2	1	0	0	0	4	0	0	2	0	1
Thu Mar 20	1	1	1	5	2	0	0	3	1	0	0	0	14	1	0	5	1	2
Fri Mar 21	1	0	2	1	0	1	3	0	0	0	0	0	8	1	0	3	0	1
Sat Mar 22	0	2	2	0	2	0	2	0	0	0	0	0	8	1	0	2	0	1
Sun Mar 23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 24	1	0	0	0	0	1	0	1	1	2	0	0	6	1	0	2	0	1
Tue Mar 25	0	0	0	0	0	1	0	3	2	1	0	0	7	1	0	3	0	1
Wed Mar 26	0	1	0	0	0	0	0	3	0	2	0	0	6	1	0	3	0	1
Thu Mar 27	0	0	0	0	2	15	10	3	0	0	0	0	30	3	0	15	0	5
Fri Mar 28	1	0	1	0	1	0	0	0	0	0	0	0	3	0	0	1	0	1
Sat Mar 29	0	0	1	1	0	0	0	0	0	0	0	0	2	0	0	1	0	0
Sun Mar 30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 31	1	1	1	1	0	0	0	0	0	1	4	0	9	1	0	4	1	1
Total	20	18	19	22	19	48	55	43	17	8	0	269						
Average	0.6	0.6	0.6	0.7	0.6	1.5	1.8	1.4	0.5	0.3	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	3	3	5	5	6	15	11	4	2	4	0							
Median	0	0	0	0	0	0	0	1	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi:	0.9	0.8	1.1	1.1	1.2	3.7	3	1.5	0.8	0.8	0							

Solon Public Library March 2025 Monthly Statistics

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Monthly Statistic	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
2	Items Cataloged	110	183	160	174	256	145	298	161	212				1699
3	Items Deleted	540	197	195	167	17	35	176	205	439				1971
4	Patron Computer Use	260	288	302	340	234	199	246	157	269				2295
5	Interlibrary Loan - BORROWED	107	74	58	91	80	58	73	48	87				676
6	Interlibrary Loan - LENDED	53	41	45	41	34	31	37	20	54				356
7	Community ZOOM Meeting Room	2	1	1	1	0	0	0	0	0				5
8	Use of Community Meeting Room	77	53	51	47	26	31	50	47	50				432
9	Website Visits	2332	2240	1808	2107	2112	2058	3070	2051	2642				20420
10	Bridges: Number of Checkouts	1225	1193	1226	1191	1295	1254	1333	1309	1586				11612
11	Bridges: Number of Users	276	267	273	261	275	262	419	371	377				419
12	Kanopy: Videos Streamed	3	24	13	22	11	27	65	112	64				341
13	Kanopy: Users	1	4	6	4	4	8	3	8	3				8
14	Facebook Followers	1706	1712	1728	1730	1737	1744	1750	1757	1767				1767
15	Facebook Posts	85	40	58	52	38	57	45	63	73				511
16	Instagram Followers	588	593	599	604	611	620	626	629	632				632
17	Instagram Posts	105	37	49	38	43	93	51	72	72				560
18	Newsletter Subscribers	1685	1704	1719	1731	1736	1724	1746	1714	1683				1746
19	Notary Appointments	3	9	4	0	0	3	3	2	1				25
20	YouTube Followers	63	64	64	64	64	64	65	65	66				66
21	YouTube Views	206	154	128	161	95	84	148	96	110				1182
22	WiFi Usage	403	341	339	326	318	353	303	290	316				2989
23	Number of items repaired	82	90	30	51	67	0	49	0	78				447
24	\$ Value Saved	\$1,427.32	\$1,612.81	\$556.91	\$852.96	\$1,136.69	\$0.00	\$873.19	\$0.00	\$1,294.03				\$7,753.91
25	Monthly Circulation	5790	3933	3585	3777	3099	2987	3499	3148	3959				35222
26	Monthly Door Count	8490	6135	6237	6595	6498	4998	5143	3932	5664				56686
27	Reference Questions	52	81	40	79	119	84	191	117	130				956
28	Adventure Pass	6	6	1	0	1	0	0	0	0				14
29	Outreach													
30	Spartan Early Childhood Center - Visits	0	0	0	0	0	0	0	0	0				0
31	Solon Independent Living Visits	0	0	1	1	0	0	0	0	0				2
32	Solon Retirement Village Visits	1	1	1	1	1	0	0	0	1				5
33	Solon Care Center Visits	1	0	1	1	1	0	0	0	0				4
34	Solon School Holds Delivered	0	0	0	0	0	0	0	0	0				0

Solon Public Library March 2025 Meeting Room Usage

	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	3/1/2025	Community Meeting Room	0	Internal		3/3/2025	Study Room 1	1	Internal		3/3/2025	Study Room 2	1	Internal
2	3/1/2025	Community Meeting Room	25	Patrons		3/3/2025	Study Room 1	0	Patrons		3/3/2025	Study Room 2	2	Patrons
3	3/1/2025	Community Meeting Room	30	Non-Profit Organizations		3/5/2025	Study Room 1	1	Patrons		3/6/2025	Study Room 2	1	Internal
4	3/2/2025	Community Meeting Room	17	Internal		3/6/2025	Study Room 1	4	Patrons		3/6/2025	Study Room 2	3	Patrons
5	3/3/2025	Community Meeting Room	10	Patrons		3/7/2025	Study Room 1	4	Patrons		3/10/2025	Study Room 2	1	Patrons
6	3/3/2025	Community Meeting Room	29	Internal		3/10/2025	Study Room 1	3	Patrons		3/12/2025	Study Room 2	2	Internal
7	3/4/2025	Community Meeting Room	6	Internal		3/10/2025	Study Room 1	0	Internal		3/13/2025	Study Room 2	1	Patrons
8	3/4/2025	Community Meeting Room	2	Internal		3/11/2025	Study Room 1	2	Internal		3/14/2025	Study Room 2	2	Patrons
9	3/5/2025	Community Meeting Room	2	Internal		3/11/2025	Study Room 1	2	Patrons		3/15/2025	Study Room 2	1	Patrons
10	3/5/2025	Community Meeting Room	0	Internal		3/12/2025	Study Room 1	1	Patrons		3/18/2025	Study Room 2	1	Patrons
11	3/6/2025	Community Meeting Room	27	Internal		3/12/2025	Study Room 1	2	Internal		3/18/2025	Study Room 2	1	Patrons
12	3/6/2025	Community Meeting Room	3	Internal		3/13/2025	Study Room 1	1	Patrons		3/19/2025	Study Room 2	1	Internal
13	3/6/2025	Community Meeting Room	10	Patrons		3/13/2025	Study Room 1	2	Patrons		3/19/2025	Study Room 2	9	Internal
14	3/6/2025	Community Meeting Room	5	Patrons		3/13/2025	Study Room 1	2	Patrons		3/26/2025	Study Room 2	2	Patrons
15	3/7/2025	Community Meeting Room	14	Internal		3/13/2025	Study Room 1	4	Patrons		3/26/2025	Study Room 2	1	Patrons
16	3/8/2025	Community Meeting Room	25	Patrons		3/14/2025	Study Room 1	2	Patrons		3/26/2025	Study Room 2	2	Patrons
17	3/9/2025	Community Meeting Room	14	Internal		3/18/2025	Study Room 1	2	Patrons		3/27/2025	Study Room 2	1	Patrons
18	3/10/2025	Community Meeting Room	12	Patrons		3/19/2025	Study Room 1	2	Internal		3/31/2025	Study Room 2	1	Internal
19	3/10/2025	Community Meeting Room	28	Internal		3/20/2025	Study Room 1	2	Internal					
20	3/11/2025	Community Meeting Room	0	Internal		3/20/2025	Study Room 1	2	Patrons					
21	3/11/2025	Community Meeting Room	0	Internal		3/24/2025	Study Room 1	1	Internal					
22	3/11/2025	Community Meeting Room	12	Internal		3/24/2025	Study Room 1	2	Patrons					
23	3/12/2025	Community Meeting Room	15	Internal		3/24/2025	Study Room 1	1	Patrons					
24	3/12/2025	Community Meeting Room	43	Internal		3/25/2025	Study Room 1	2	Patrons					
25	3/13/2025	Community Meeting Room	15	Non-Profit Organizations		3/25/2025	Study Room 1	1	Patrons					
26	3/15/2025	Community Meeting Room	0	Internal		3/25/2025	Study Room 1	5	Patrons					
27	3/15/2025	Community Meeting Room	14	Internal		3/26/2025	Study Room 1	2	Internal					
28	3/17/2025	Community Meeting Room	44	Internal		3/26/2025	Study Room 1	3	Patrons					
29	3/17/2025	Community Meeting Room	34	Internal		3/27/2025	Study Room 1	5	Patrons					
30	3/18/2025	Community Meeting Room	6	Internal		3/27/2025	Study Room 1	4	Patrons					
31	3/18/2025	Community Meeting Room	13	Internal		3/31/2025	Study Room 1	1	Internal					
32	3/19/2025	Community Meeting Room	12	Internal		3/31/2025	Study Room 1	1	Patrons					
33	3/19/2025	Community Meeting Room	15	Internal		3/31/2025	Study Room 1	1	Patrons					
34	3/19/2025	Community Meeting Room	2	Internal										
35	3/20/2025	Community Meeting Room	23	Internal										
36	3/20/2025	Community Meeting Room	0	Patrons										
37	3/20/2025	Community Meeting Room	35	Patrons										
38	3/22/2025	Community Meeting Room	18	Internal										
39	3/24/2025	Community Meeting Room	21	Internal										
40	3/24/2025	Community Meeting Room	25	Internal										
41	3/25/2025	Community Meeting Room	8	Patrons										
42	3/25/2025	Community Meeting Room	10	Internal										
43	3/25/2025	Community Meeting Room	12	Internal										
44	3/26/2025	Community Meeting Room	19	Internal										
45	3/26/2025	Community Meeting Room	11	Internal										
46	3/26/2025	Community Meeting Room	0	Internal										
47	3/26/2025	Community Meeting Room	3	Internal										
48	3/27/2025	Community Meeting Room	45	Patrons										
49	3/27/2025	Community Meeting Room	23	Internal										
50	3/31/2025	Community Meeting Room	0	Internal										
51	3/31/2025	Community Meeting Room												

Enrich Iowa Totals

	Open Access Paid FY25	ILL Paid FY25	FY25 total for Check	Direct State Aid Paid FY25	Total Enrich Iowa Paid FY25
Totals	\$900,000.00	\$464,823.00	\$1,364,823.00	\$1,100,000.00	\$2,464,823.00

Enrich Iowa Funding FY25

Library Name	City/Agency	Open Access Paid FY25	ILL Paid FY25	FY25 Total OA/ILL For Check	Direct State Aid Paid FY25	Total Enrich Iowa Paid FY25
Solon Public Library	Solon	\$1,668.20	\$534.42	\$2,202.62	\$3,568.30	\$5,770.92

Solon Library Bills for April, 2025

Starting balance from Expenditure Report dated 4/3/2025

		Monthly Avg
From Dues, Membership & Magazines (62100)	\$ (912.55)	
Zoom inv#298777579 (Visa)	\$ 17.11	
Cricut monthly subscription order#159312162 (Visa)	\$ 10.59	
Solon Economist annual subscription	\$ 55.00	
Secretary of State, Notary Public License renewal Megan (Visa)	\$ 30.00	
Total Spent	\$ 112.70	\$ 100.00
Remaining Balance	\$ (1,025.25)	
From Travel and Conference (62400)	\$ 562.22	
Total Spent	\$ -	\$ 62.50
Remaining Balance	\$ 562.22	
From Building Maintenance (63100)	\$ 7,600.65	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Professional Window Cleaning, LLC, windows (in + out) inv#3714	\$ 160.00	
Total Spent	\$ 160.00	\$ 416.67
Remaining Balance	\$ 2,440.65	
From Org Vehicle/Equipment Maint AC (63320)	\$ (5,243.02)	
Google LLC, Google Workspace inv#5214864128 (Visa)	\$ 44.94	
Amazon, TP-LINK ethernet splitter, ethernet cable (Visa)	\$ 36.34	
Amazon, Display port to VGA adapter (Visa)	\$ 7.99	
Amazon, Logitech laser presentation remote clicker (Visa)	\$ 33.99	
Total Spent	\$ 123.26	\$ 466.67
Remaining Balance	\$ (5,366.28)	
From Utilities (63710)	\$ 1,545.79	
Alliant Energy	\$ 100.74	
Mid-American	\$ 123.67	
Total Spent	\$ 224.41	\$ 583.33
Remaining Balance	\$ 1,321.38	
From Telephone/Internet (63730)	\$ 1,186.00	
ICN inv#720013	\$ 188.00	
Southslope inv#10965492	\$ 179.31	
Total Spent	\$ 367.31	\$ 425.00
Remaining Balance	\$ 818.69	
From Data Bases (63731)	\$ 1,419.88	
Total Spent	\$ -	\$ 208.33
Remaining Balance	\$ 1,419.88	
From Publishing (64140)	\$ 149.32	
Total Spent	\$ -	\$ 50.00
Arti	\$ 149.32	
From Educational Program (64340)	\$ 4,252.86	

Walmart, Teen program supplies (Emp. Reim.)	\$	10.33	
Video Games etc, Teen program supplies (Emp. Reim.)	\$	6.00	
Solon Senior Support, March Chair Yoga, inv#YogaMAR25	\$	15.00	
Copyworks, SRP Printed materials inv#81549	\$	798.70	SRP = Summer Reading Program
The Dealt Hand, Adult Murder Mystery Program SRP inv#000468	\$	295.00	SRP = Summer Reading Program
Superstar Service Dogs, LLC, Adult Outreach Program inv#05062025SSD	\$	100.00	
Amazon, Teen program supplies (Visa)	\$	89.03	
Amazon, Teen program supplies (Visa)	\$	23.37	
Amazon, Adult program supplies (Visa)	\$	110.00	
Amazon, SRP program supplies (Visa)	\$	15.99	SRP = Summer Reading Program
Amazon, SRP program supplies (Visa)	\$	486.39	SRP = Summer Reading Program
Amazon, Youth program supplies (Visa)	\$	111.77	
Amazon, Teen program supplies (Visa)	\$	22.95	
Amazon, Teen program supplies (Visa)	\$	19.99	
Amazon, Adult program supplies (Visa)	\$	593.78	
Michaels, Teen program supplies (Visa)	\$	44.71	
ALDI, Teen program supplies (Visa)	\$	14.95	
Artifact Puzzles, Adult program supplies (Visa)	\$	40.00	
GeekCity, Youth SRP program supplies (Visa)	\$	24.99	SRP = Summer Reading Program
Michaels, Adult program supplies (Visa)	\$	15.36	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$	17.98	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$	17.67	
Sam's Mainstreet Market, Teen program supplies (Visa)	\$	7.14	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$	31.97	
Singer, Sewing machine, Adult program supplies (Visa)	\$	169.99	
Uncle Sangs Sushi & Kitchen, Teen program supplies (Visa)	\$	10.00	
Total Spent	\$	3,093.06	\$ 1,179.17
Remaining Balance	\$	1,159.80	

From Library Books (65020)	\$	8,965.70	
Baker & Taylor Inv#2038954472	\$	267.23	
Baker & Taylor Inv#2038964805	\$	1,211.72	
Baker & Taylor Inv#2038970045	\$	84.90	
Baker & Taylor Inv#2038994957	\$	161.86	
Baker & Taylor Inv#2039003843	\$	106.47	
Baker & Taylor Inv#2039010987	\$	45.02	
Amazon, 1 Adult book (Visa)	\$	14.84	Replacement
Amazon, 1 Adult book (Visa)	\$	16.80	Knit-Lit title
Amazon, 1 Adult book (Visa)	\$	14.13	Patron Request
Amazon, 5 Youth books (Visa)	\$	108.16	Replacements
Amazon, 1 set of 5 Youth books (Visa)	\$	52.90	Replacements
Amazon, 1 Adult book (Visa)	\$	10.91	Romance
Amazon, 1 Adult book (Visa)	\$	9.00	Romance, replacement
Amazon, 2 Adult books (Visa)	\$	17.30	
Amazon, 1 Adult book (Visa)	\$	6.97	Replacement
Amazon, 1 Adult book (Visa)	\$	13.13	
Amazon, 1 Adult book (Visa)	\$	19.60	Romance
Amazon, 1 Adult book (Visa)	\$	13.90	Romance, patron request
Amazon, Set of 8 youth books & set of 11 youth books (Visa)	\$	167.98	
Amazon, 1 Youth Book (Visa)	\$	9.58	
Amazon, 2 Adult books (Visa)	\$	30.98	
Amazon, 2 Adult books (Visa)	\$	20.00	Replacements
Total Spent	\$	2,403.38	\$ 2,000.00
Remaining Balance	\$	6,562.32	

From Library Video Materials (65030)	\$	1,809.94
Midwest Tape, inv#507001190	\$	57.73
Midwest Tape, inv#507033935	\$	23.24

Swank Movie Licensing USA, 3-year copyright compliance license inv#3917834	\$	1,004.00		
Amazon, 1 season DVD set (Visa)	\$	20.99		
Amazon, 3 DVD set (Visa)	\$	7.65		
Amazon, 1 DVD (Visa)	\$	15.88		
Total Spent	\$	1,129.49	\$	404.17
Remaining Balance	\$	680.45		

From Library Audio Materials (65040)	\$	1,735.19		
OverDrive Advantage, 7 Ebooks inv#06497CO25117186	\$	281.34		
OverDrive Advantage, 10 Audiobooks inv#06497CO25117194	\$	577.40		
Amazon, 1 audiobook CD (Visa)	\$	37.49		
Amazon, 1 audiobook CD (Visa)	\$	49.00		
Total Spent	\$	945.23	\$	416.67
Remaining Balance	\$	789.96		

From Puzzles, Puppet Kits (65050)	\$	677.45		
Amazon, 2 puzzles (Visa)	\$	42.99		
Amazon, 1 puzzle (Visa)	\$	12.99		Replacement
Amazon, 2 plush characters (Visa)	\$	30.99		New puppet kit
Amazon, set of 6 plush characters (Visa)	\$	38.99		New puppet kit
Amazon, 4 puzzles (Visa)	\$	50.00		
Amazon, 1 puzzle (Visa)	\$	18.99		
Total Spent	\$	194.95	\$	100.00
Remaining Balance	\$	482.50		

From Operating Supplies (65070)	\$	4,851.72		
Office Express, tape, copy paper, toner for brother printer inv#110544	\$	141.20		
ALDI, ziplock bags, floor cleaner, dish soap, sponges (Visa)	\$	17.52		
DEMCO, book processing supplies inv#7620651 (Visa)	\$	92.53		
Total Spent	\$	251.25	\$	750.00
Remaining Balance	\$	4,600.47		

From Postage and Shipping (65080)	\$	103.94		
USPS ILL shipment (Visa)	\$	4.40		
USPS, Library portion of stamped envelopes	\$	91.06		
Total Spent	\$	95.46	\$	75.00
Remaining Balance	\$	8.48		

From Supplies (65990)	\$	187.63		
Amazon, 200 resealable cookie bags (Visa)	\$	8.49		Volunteer Appreciation
The Eat Shop, 2 dozen cookies (Visa)	\$	50.00		Volunteer Appreciation
The Eat Shop, 1 dozen cookies (Visa)	\$	28.00		Volunteer Appreciation
The Eat Shop, 1 dozen cookies (Visa)	\$	28.00		Volunteer Appreciation
Total Spent	\$	114.49	\$	20.83
Remaining Balance	\$	73.14		

From Office Equipment (67250)	\$	335.97		
DEMCO, 2 youth headphones inv#7620651 (Visa)	\$	37.18		
Gordon Flesch, excess copies March inv#IN15092132 (Visa)	\$	0.19		
Total Spent	\$	37.37	\$	333.33
Remaining Balance	\$	298.60		

EXPENDITURE REPORT

Page: 1

4/3/2025

8:18 am

City of Solon

For the Period: 7/1/2024 to 4/30/2025

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	175,427.38	0.00	0.00	68,804.62	71.8
61100 FICA SOCIAL SECURITY	18,684.00	18,684.00	13,390.89	0.00	0.00	5,293.11	71.7
61300 IPERS	23,056.00	23,056.00	16,071.92	0.00	0.00	6,984.08	69.7
61500 EMPLOYEE GROUP INSURANCE/ANNUI	15,245.00	15,245.00	0.00	0.00	0.00	15,245.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	1,200.00	1,200.00	2,112.55	1,073.85	0.00	-912.55	176.0
62400 TRAVEL AND CONFERENCE	750.00	750.00	187.78	89.32	0.00	562.22	25.0
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	2,399.35	0.00	0.00	7,600.65	24.0
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	10,843.02	1,708.53	0.00	-5,243.02	193.6
63710 UTILITIES	3,000.00	3,000.00	1,678.62	224.41	0.00	1,321.38	56.0
63730 TELEPHONE/INTERNET	4,500.00	4,500.00	3,493.31	179.31	0.00	1,006.69	77.6
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	450.68	0.00	0.00	149.32	75.1
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	9,897.14	1,042.71	0.00	4,252.86	69.9
65020 LIBRARY BOOKS	24,000.00	24,000.00	15,034.30	917.77	0.00	8,965.70	62.6
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	3,040.06	484.01	0.00	1,809.94	62.7
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	3,264.81	844.12	0.00	1,735.19	65.3
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	522.55	0.00	0.00	677.45	43.5
65070 OPERATING SUPPLIES	9,000.00	9,000.00	4,148.28	222.35	0.00	4,851.72	46.1
65080 POSTAGE AND SHIPPING	600.00	600.00	496.06	10.22	0.00	103.94	82.7
65990 SUPPLIES	250.00	250.00	62.37	0.00	0.00	187.63	24.9
67250 OFFICE EQUIPMENT	3,500.00	3,500.00	2,982.66	142.89	0.00	517.34	85.2

LIBRARY SERVICES

420,007.00

420,007.00

266,933.85

6,939.49

0.00

153,073.15

63.6

Expenditures

420,007.00

420,007.00

266,933.85

6,939.49

0.00

153,073.15

63.6

Grand Total Net Effect:

-420,007.00

-420,007.00

-266,933.85

-6,939.49

0.00

-153,073.15

EXPENDITURE REPORT

Page: 1
4/3/2025
8:19 am

City of Solon

For the Period: 7/1/2024 to 4/30/2025

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	0.00	0.00	421.94	15.6
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
67270 OTHER CAPITAL EQUIPMENT	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	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	0.00	0.00	9,053.74	13.8
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Expenditures	10,500.00	10,500.00	1,446.26	0.00	0.00	9,053.74	13.8
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Grand Total Net Effect:	-10,500.00	-10,500.00	-1,446.26	0.00	0.00	-9,053.74	
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BUDGET WORKSHEET

Page: 1
4/6/2025
6:32 pm

City of Solon

FY24 FY25

FY26

Month: 4/30/2025	Prior Year	Current Year			(6)	(7)	(8)
	Actual	Original Budget	Amended Budget	Actual Thru April	Estimated Total	Requested	Recommended Adopted
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	219,643	244,232	244,232	175,427	0	257,665	
61100 FICA SOCIAL SECURITY	16,764	18,684	18,684	13,391	0	19,711	
61200 FICA MEDICARE	0	0	0	0	0		
61300 IPERS	20,648	23,056	23,056	16,072	0	24,324	
61500 EMPLOYEE GROUP INSURANCE/ANNUI	57	15,245	15,245	0	0	16,617	
62100 DUES, MEMBERSHIPS & MAGAZINE S	2,359	1,200	1,200	2,113	0	2,250	
62400 TRAVEL AND CONFERENCE	447	750	750	188	0	750	
63100 BUILDING MAINTENANCE	16,009	10,000	10,000	2,399	0	10,000	
63320 ORG VEHICLE/EQUIPMENT MAINT AC	9,628	5,600	5,600	10,843	0	6,400	
63710 UTILITIES	2,256	3,000	3,000	1,679	0	3,000	
63730 TELEPHONE/INTERNET	4,219	4,500	4,500	3,493	0	4,500	
63731 DATA BASES	2,264	2,850	2,850	1,430	0	2,850	
64080 INSURANCE	16,404	27,740	27,740	0	0	20,752	
64140 PUBLISHING	802	600	600	451	0	800	
64340 EDUCATIONAL PROGRAM	14,330	14,150	14,150	9,897	0	14,150	
65020 LIBRARY BOOKS	27,372	24,000	24,000	15,034	0	25,000	
65030 LIBRARY VIDEO MATERIALS	3,248	4,850	4,850	3,040	0	3,800	
65040 LIBRARY AUDIO MATERIALS	4,319	5,000	5,000	3,265	0	6,000	
65050 PUZZELS, PUPPET KITS	1,227	1,200	1,200	523	0	1,200	
65070 OPERATING SUPPLIES	7,114	9,000	9,000	4,148	0	8,000	
65080 POSTAGE AND SHIPPING	998	600	600	496	0	900	
65990 SUPPLIES	315	250	250	62	0	250	
67250 OFFICE EQUIPMENT	1,313	3,500	3,500	2,983	0	3,500	
LIBRARY SERVICES	371,736	420,007	420,007	266,934	0	432,419	0
Total Expenditures	371,736	420,007	420,007	266,934	0	432,419	0
Grand Total:	-371,736	-420,007	-420,007	-266,934	0	-432,419	0

Solon Public Library Foundation - Solon State Bank
Treasurer's Report
April 23, 2025

Beginning Balance		\$	9,289.38
Income:			
	Fundraiser	\$	1,940.00
	Donations	\$	350.00
	Petty cash return	\$	200.00
Expenses:			
	Art auction printing CK #1281	\$	6.00
Ending Balance		\$	<u>11,773.38</u>

Solon Public Library Foundation - Greenstate
Treasurer's Report
April 23, 2025

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

Solon Public Library Foundation Scholarship Account
Treasurer's Report
April 23, 2025

Beginning Balance		\$	2,000.00
Income:		\$	-
Expenses:			
	CK #1114 Karyn Tam Huynh	\$	500.00
	CK #1115 Brianna Henning	\$	500.00
Ending Balance		\$	<u>1,000.00</u>

Portfolio Snapshot

Combined Account Portfolio

Solon Public Library Foundation

Period: 3/1/25-3/31/25

Summary As of: 3/31/25 Portfolio Performance

PORTFOLIO	\$89,768	SELECTED PERIOD (\$)	LAST QUARTER (\$)	YEAR TO DATE (\$)	LAST YEAR (\$)	SINCE START DATE (\$)
		3/1/25 - 3/31/25	Q4,24	3/31/25	2024	8/29/22
GAIN/LOSS		94,041	91,587	92,099	79,876	0
		0	0	0	0	70,000
Unrealized	\$10,928	-4,273	512	-2,331	12,223	19,768
		89,768	92,099	89,768	92,099	89,768
Ending Value						
Return		-4.54%	0.56%	-2.53%	15.26%	10.07%

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
		3/31/25	3/31/25	3/1/25 - 3/31/25	Q4,24	3/31/25	2024	
XXXXXX0115	8/29/22	89,768	100.00	-4.54	0.56	-2.53	15.26	10.07

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: 4/22/25.

Incomplete if presented without accompanying disclosure pages



Community Foundation
of Johnson County

Statement of Activity
Solon Public Library Foundation Education Endowment Fund
January 01, 2025 through March 31, 2025

Beginning Balance \$30,121.04

Income

Interest and Dividends	\$128.97
Realized Gain - Loss	\$370.34
Unrealized Gain - Loss	\$-773.74
Total Fund Income	<u>\$-274.43</u>

Expenses

Administrative Fee	\$95.12
Grant Expense	\$0
Investment Mgmt Fee	\$25.65
Total Fund Expenses	<u>\$120.77</u>

Ending Balance

\$29,725.84

Activity Detail

Donations

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

Grants

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



DRAFT Solon Public Library Volunteer Policy

About Volunteer Policy

The Solon Public Library volunteer program is an important extension of the Library Staff. Volunteers perform a wide variety of tasks that are vital to the Library. Volunteers perform a service of their own free will and contribute time, energy and talents directly or on behalf of our Library. Volunteers are not paid and do not take the place of Library Staff. This policy is designed to provide guidelines for using and supporting our library volunteers.

Policy

Utilization of Volunteers

The Solon Public Library seeks and welcomes volunteers from the community to:

- Implement programs and services that further its goals and objectives not funded in the regular budget.
- Establish a core group of volunteers to assist with large projects that require additional staffing, to be on-call for tasks occurring on an intermittent basis, or to provide regular on-going assistance.
- Create and facilitate strong community connections so that volunteers become empowered in their knowledge and advocate for library services and needs when they are in the larger community.
- Provide meaningful experiences for special groups, such as community service clients, personal development classes, students, special needs populations, and others, as staffing permits and suitable jobs are available.

After fulfilling library procedures, the library accepts and encourages the involvement of volunteers within appropriate programs and activities. Library Staff will make every effort to use the skills and interests of volunteers to their best advantage.

Guidelines:

- Volunteers must abide by the policies, procedures, goals, and services of the Solon Public Library.
- Each volunteer is required to complete a volunteer application. All personal information about the volunteer is for internal use only.
- Volunteers may start service in 6th grade with parental permission for those under the age of 14.
- Approved applicants will be placed in available positions based on their interests, availability, and skills. Placement of an applicant may not always be possible.
- Volunteers will receive orientation training from designated Library Staff including the mission of the Library, its services, relevant policies, and a general list of tasks that can be performed.
- Volunteers are responsible for maintaining the confidentiality of ALL Library information, and the volunteer will sign a confidentiality agreement form.
- Volunteers will wear a volunteer badge while performing volunteer work at the Library.

**DRAFT Solon Public Library
Volunteer Policy**

- Volunteers will work under the supervision of paid Library Staff.
- Volunteers represent the Library and its Staff. Volunteers will conduct themselves in a friendly and professional manner.
- Volunteers will be covered with respect to liability insurance in relation to their duties at the Library.
- Volunteers must understand that they are not paid staff and all inquiries from patrons shall be handled by Library Staff.
- Volunteers may be used to augment basic services but will not be used to replace paid Library Staff positions.
- The Library Staff will, upon request, provide a letter of reference for a volunteer, if deemed appropriate. Records of volunteer time will be kept for one year for use by the volunteer.
- The Solon Public Library reserves the right to terminate the services of the volunteer.

**DRAFT Solon Public Library
Volunteer Policy**

Solon Public Library

Volunteer Confidentiality Agreement

This is to certify that I, _____, a volunteer of the Solon Public Library, understand that any written, verbal, or other form of information obtained during the performance of my duties must remain confidential. This includes all information about patrons, community members, families, employees, as well as any other information otherwise marked or known to be confidential.

I have read and understand and have had the opportunity to have my questions answered regarding the Confidentiality of Patrons in the Circulation Policy. Failure to uphold this agreement will result in immediate termination of the volunteer position.

Signature of Volunteer

Date

Signature of Library Staff Member

Date