

Agenda for Solon Library Board Meeting
Monday, April 27, 2026 @6:30 pm

Call to order

Approval of the agenda

Approval of the minutes

- Regular Board Meeting March 30, 2026
- Special Board Meeting April 3, 2026

Citizen's Speak

Correspondence

Committee reports

- Building: Update on LED Bulb Replacements
- Finance: Update on CD that matured 4/6/26 at Green State
- Johnson County Liaison
- City Liaison
- Board of Trustees Continuing Education
- 25th Anniversary Celebration Committee
- Interview Committee

Directors Report

Approval of Bills

- April 2026

Review of Foundation report: (April 2026)

Old Business

- Open Board Position (City resident)

New Business

- Discussion and possible action on Interim Library Director job description
- Review of Current FY26 Budget and Possible Budget Amendment
- Discussion and possible action on Heart Health Initiatives Program
- Policy Review/Approval: [Library Copyright Policy](#)
- Board Continuing Education Suggestion:
 - Review Iowa Code 336.8 and 392.5; City of Solon Chapter 21; [Iowa Libraries Trustees Handbook](#) chapter 3.
 - Boardroom Series 2021 | The Key to the City: Forming Strong Relationships between Boards and Councils ([Webinar Archive](#))

Next Meeting: **Monday, May 18, 2026 at 6:30 pm (Please note date change due to Memorial Day)**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes March 30, 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, Liz King (Library Director), Megan Richardson (Interim Director) Janet Salathiel, Char Cosgrove, Steve Fisher, Matthew Hanes

Absent

Bill Christensen, Matt Macke (City Liaison)

Approval of Agenda

The agenda was unanimously approved. (Steve/Janet)

Approval of Minutes

The minutes were unanimously approved (Matthew/Char)

Approval of Interview Committee Minutes

The Minutes were unanimously approved (Steve/Janet)

Citizen's Speak and Correspondence

Citizen Speak: None

Correspondence: None

Staff Presentation: Heart Health Initiative by Mykle Clark

Mykle gave a presentation concerning the need for more people in a community being trained and informed about CPR and AEB. With that in mind he was asking to add to the Library of Things a CPR kit and an AEB training kit. Future programs could be a possibility for the community if there is interest.

Committee Reports:

- **Building:** No report.

A job for replacing LED lights at the Library is still pending. We are waiting on E&J Electric to do the work.

- **Finance:** Library CD Maturing on 3/16/26 at Green State was renewed for 22 months.
- **Johnson County Liaison:** No report

The Solon Public Library Board

- **City of Solon Liaison:** No report
- **Board of Trustees Continuing Education:** No report
- **25th Anniversary Celebration Committee:** Char highlighted some of the plans the committee has in store for the upcoming 25th anniversary of Solon Public Library. The plan is to have something every month until September 26th featuring the Library. From displays, banners, to parade participation.
- **Interview Committee:** Sandy reported that the committee had received a number of applicants in this second round of interviews. The Committee had just completed an interview via Zoom and has plans for additional interviews.

Library Director's Report: Liz wanted us to know that the Accessibility Grant has been closed out. This Grant helped the library to modify the public restroom doors to make them easier to open.

With this being her last Director Report she wanted to let us know how grateful she was to serve the Solon community along with the staff, board members and volunteers.

Approval of Bills

The bills for March 2026 were unanimously approved. (Janet/Matthew)

Review of Foundation Report

The February and March 2026 Foundation financial reports were reviewed.

Old Business

- **Open Board Position:** The mayor is working on filling this city position. If we know of anyone that may be interested, encourage them to apply at City Hall or the Library.
- **Washer/Dryer Project:** This job has been completed. After some use, Liz found the machines in working order.

New Business

- **CD maturing on 4/6/26 at Green State:** The board agreed to the CD for approximately \$172,443 be renewed for a 22 month at a 3.75 rate. (Steve/Matthew)
- **Policy Review: Citizen Speak Policy:** This policy was reviewed and approved. No changes were necessary. (Matthew/Janet)

The Solon Public Library Board

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

Adjournment: The meeting was adjourned at 7:25 p.m. (Janet/Char)

Next Meeting

Regular Meeting: Monday, April 27, 2026 at 6:30 p.m.

Submitted by

Char Cosgrove

The Solon Public Library Board

DRAFT Special Meeting Minutes

Friday, April 3, 2026

Call to Order

Meeting was called to order at 4:00 pm

Members Present: Sandy Lawrence, Matthew Hanes, Janet Salathiel, Char Cosgrove

Members Absent: Bill Christensen, Steve Fisher, Matt Macke (City Liaison)

Approval of Agenda: Agenda was approved unanimously. (Janet/Char)

Approval of Minutes from Interview Committee Meeting

- March 30, 2026 Minutes (Matthew/Char)
- April 1, 2026 Minutes (Janet/Matthew)

New Business: Discussion and possible action on Library Director Position:

- After discussion it was decided that Megan Richardson be offered Interim Library Director to be reviewed in one year's time. This offer has a salary of \$60,500 with an understanding that in July there would be an automatic COLA and Merit increase of 5%.

This proposal was unanimously approved. (Char/Janet)

Meeting was Adjourned. 5:17 pm

Submitted by

Char Cosgrove

April 2026 Director's Report

In April I attended regular meetings with the City Council, Friends of the Library, and the Solon Public Library Foundation. The Friends of the Library Solon Area Garage Sale registration continues through May 22. The Friends will provide the sales map and listings by Thursday, June 4th, and they will host their sale in the community meeting room on Friday, June 5 and Saturday, June 6. The Foundation scholarship committee reviewed applications for the two \$750 Don Ochs Scholarships which were awarded on Sunday, April 26 at the Solon High School Awards ceremony.

It has been a month of transition as the library staff (and patrons) adjust to the library since Liz's last day. The Library staff attended the Corridor Libraries Staff Training day on April 6 at Coralville Public Library. The staff highlight of the day was the morning keynote speaker, Shamichael Hallman, author of *Meet me at the Library*, and member of the Urban Libraries Council.

Additionally, I have completed the State Library of Iowa's Director Endorsement (certificate is attached).

The State Library of Iowa agreement for Enrich Iowa that makes up three 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 2026.

During National Library Week we are recognizing all of our volunteers and our gratitude for their contributions to our library. This appreciation includes our Board of Trustees, the Friends of the Library, Foundation, and our weekly volunteers. Thank you to Mayor Dan O'Neil for reading the National Library Week Proclamation at the April 15th City Council meeting.

Lily has been hosting regular Storytime and BAM POW programs as they plan for summer reading. Mykle continues to hold a monthly outreach program with the Solon Retirement Village in addition to his regular monthly programs for adult patrons. In May Mykle is hosting a meet the author event for local author, Dan Henderson. Christian continues to hold weekly Switch & Social programs, as well as special teen programs like Super Smash Bros. Ultimate Tournament. In May, Christian will hold a special program for making Mug Cakes.

Sherri continues to catalog all of our new items in a timely manner which ensures our patrons have access to new items each time they visit the Library.

Lily has taken the lead on planning our incredible summer reading program, and finalizing the details for special events, prizes, and more. Christian and Mykle are providing support as we near the deadline to finalize our print materials. The 2026 theme is Plant a Seed, Read! We look forward to hosting our epic Summer Reading Kick-Off Party on Friday, May 29th with the support of our incredible volunteers and community partners.

Sincerely,

Megan Richardson

Interim Director, Solon Public Library



View Certification: Megan Richardson [E]

Certification State Library of Iowa | Director Endorsement (Bronze) - State Of Iowa
Certification Number
Issued Date 04/15/2026
Expiration Date 04/15/2029
Entered On 04/15/2026
Source Learning
ID CERTIFICATION_QUALIFICATION-3-14148

History

Date	Action	Certification	Issuer	Issued Date	Expiration Date	Source	Status
04/15/2026	Add	State Library of Iowa Director Endorsement (Bronze) - State Of Iowa - (Issued by Learning)	State Of Iowa	04/15/2026	04/15/2029	Learning	Successfully Completed



Solon Public Library
 Month Ending March-2026

Library Programs

Ages	Programs	%	Attendance	%	Views	%
All Children	16	32%	259	33.51%	0	-
Children (ages 0-5)	10	20%	117	15.14%	0	-
Children (ages 6-11)	6	12%	142	18.37%	0	-
Young Adult (ages 12-18)	8	16%	105	13.58%	0	-
Adult (ages 19+)	21	42%	293	37.9%	0	-
General Interest	5	10%	116	15.01%	0	-
Total	50	100%	773	100%	0	-

Types	Programs	%	Attendance	%	Views	%
In Person	46	92%	726	93.92%	0	-
Live Virtual	0	0%	0	0%	0	-
Passive Programs	4	8%	47	6.08%	0	-
Combo In Person/Live Virtual	0	0%	0	0%	0	-
Combo Live Virtual / Content R	0	0%	0	0%	0	-
Content Recordings	0	0%	0	0%	0	-
Total	50	100%	773	100%	0	-

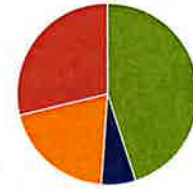
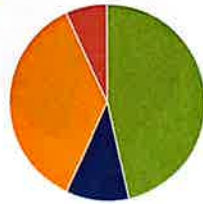
Solon Public Library

July, 2025 - March, 2026

July

Overview

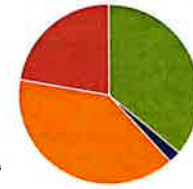
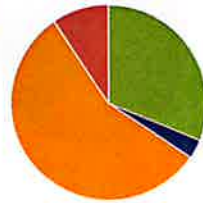
All Children Programs	27	46.55%	All Children Participants	784	45.08%
Young Adult Programs	6	10.34%	Young Adult Participants	106	6.1%
Adult Programs	21	36.21%	Adult Participants	349	20.07%
General Interest Programs	4	6.9%	General Interest Participants	500	28.75%
Total Programs	58		Total Participants	1739	



August

Overview

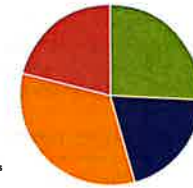
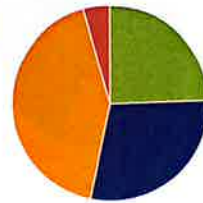
All Children Programs	10	31.25%	All Children Participants	213	36.04%
Young Adult Programs	1	3.13%	Young Adult Participants	13	2.2%
Adult Programs	18	56.25%	Adult Participants	234	39.59%
General Interest Programs	3	9.38%	General Interest Participants	131	22.17%
Total Programs	32		Total Participants	591	



September

Overview

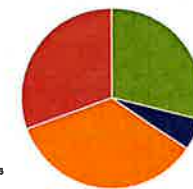
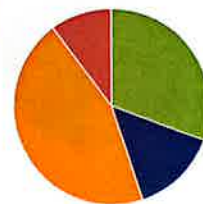
All Children Programs	11	24.44%	All Children Participants	216	25.78%
Young Adult Programs	13	28.89%	Young Adult Participants	167	19.93%
Adult Programs	19	42.22%	Adult Participants	278	33.17%
General Interest Programs	2	4.44%	General Interest Participants	177	21.12%
Total Programs	45		Total Participants	838	



October

Overview

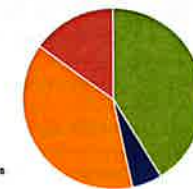
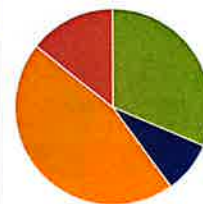
All Children Programs	15	30.61%	All Children Participants	336	28.84%
Young Adult Programs	7	14.29%	Young Adult Participants	66	5.67%
Adult Programs	22	44.9%	Adult Participants	408	35.02%
General Interest Programs	5	10.2%	General Interest Participants	355	30.47%
Total Programs	49		Total Participants	1165	



November

Overview

All Children Programs	11	31.43%	All Children Participants	238	41.25%
Young Adult Programs	3	8.57%	Young Adult Participants	31	5.37%
Adult Programs	16	45.71%	Adult Participants	221	38.3%
General Interest Programs	5	14.29%	General Interest Participants	87	15.08%
Total Programs	35		Total Participants	577	



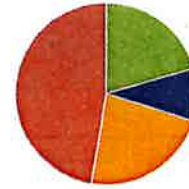
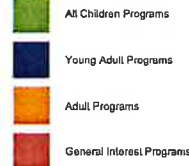
Solon Public Library

July, 2025 - March, 2026

December

Overview

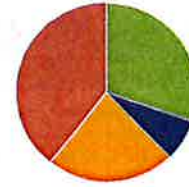
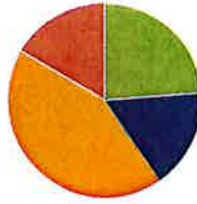
All Children Programs	10	21.74%	All Children Participants	200	20.47%
Young Adult Programs	11	23.91%	Young Adult Participants	90	9.21%
Adult Programs	17	36.96%	Adult Participants	225	23.03%
General Interest Programs	8	17.39%	General Interest Participants	462	47.29%
Total Programs	46		Total Participants	977	



January

Overview

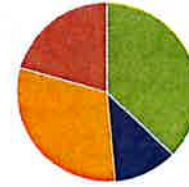
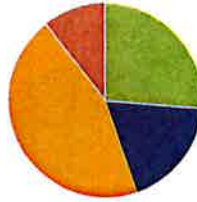
All Children Programs	10	23.81%	All Children Participants	284	30.15%
Young Adult Programs	7	16.67%	Young Adult Participants	71	7.54%
Adult Programs	18	42.86%	Adult Participants	217	23.04%
General Interest Programs	7	16.67%	General Interest Participants	370	39.28%
Total Programs	42		Total Participants	942	



February

Overview

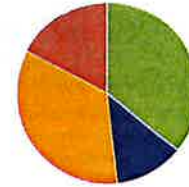
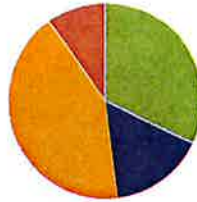
All Children Programs	10	26.32%	All Children Participants	269	37.1%
Young Adult Programs	7	18.42%	Young Adult Participants	83	11.45%
Adult Programs	17	44.74%	Adult Participants	223	30.76%
General Interest Programs	4	10.53%	General Interest Participants	150	20.69%
Total Programs	38		Total Participants	725	



March

Overview

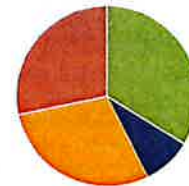
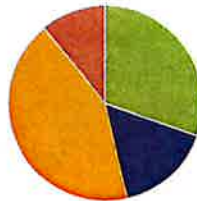
All Children Programs	16	32%	All Children Participants	305	35.76%
Young Adult Programs	8	16%	Young Adult Participants	106	12.43%
Adult Programs	21	42%	Adult Participants	293	34.35%
General Interest Programs	5	10%	General Interest Participants	149	17.47%
Total Programs	50		Total Participants	853	



Year in Review

Overview

All Children Programs	120	30.38%	All Children Participants	2845	33.84%
Young Adult Programs	63	15.95%	Young Adult Participants	733	8.72%
Adult Programs	169	42.78%	Adult Participants	2448	29.12%
General Interest Programs	43	10.89%	General Interest Participants	2381	28.32%
Total Programs	395		Total Participants	8407	





Trend Summary
 Solon Public Library
 Month Ending Mar-26

Meeting Room Bookings

	Prior Month Compare			Same Month Prior Year Compare			Year-To-Date			Year-Over-Year		
	Jan-26	Feb-26	Mar-26	Mar-25	Change	%	2026	2025	Change	%		
Total Booking Information												
Total Bookings	119	143	159	108	51	47.22%	421	311	110	35.37%		
Total Attendance	787	975	1091	911	180	19.76%	2853	2352	501	21.3%		
Average Attendance Per Booking	6.6	6.8	6.9	8.4	-1.5	-17.86%	6.8	7.6	-0.8	-10.53%		
Booking Breakdowns												
Internal	77	73	88	61	27	44.26%	238	178	60	33.71%		
Patrons	41	67	68	45	23	51.11%	176	125	51	40.8%		
Non-Profit Organizations	1	3	3	2	1	50%	7	8	-1	-12.5%		
For-Profit Organizations	0	0	0	0	0	-	0	0	0	-		
Booking Breakdowns												
Internal	88	15	20.55%	61	27	44.26%	238	178	60	33.71%		
Patrons	68	1	1.49%	45	23	51.11%	176	125	51	40.8%		
Non-Profit Organizations	3	0	0%	2	1	50%	7	8	-1	-12.5%		
For-Profit Organizations	0	0	-	0	0	-	0	0	0	-		

In March, you had 159 bookings overall with a cumulative attendance of 1091 patrons.

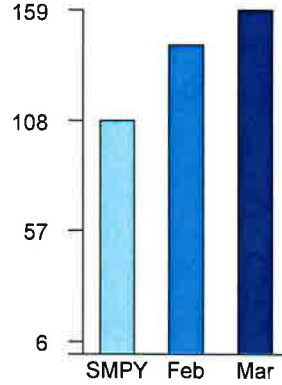
Change from prior month



159 ↑ 11.19%

Total Bookings

Total Monthly Bookings



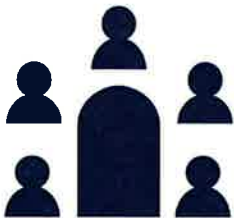
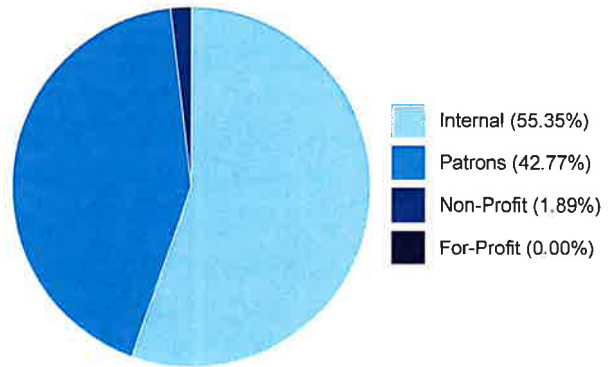
*SMPY: Same Month Prior Year



1091 ↑ 11.9%

Total Attendance

Booking Breakdowns By Percentage



6.9 ↑ 1.47%

Average Attendance

88 ↑ 20.55%
Internal Bookings

68 ↑ 1.49%
Patron Bookings

3 ↑ 0%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

Booking Breakdown

Patron PC Logins by Day and Hour

Dates: Sunday March 1, 2026 - Tuesday March 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
Sun Mar 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 2	1	2	0	0	0	0	1	0	0	0	0	4	4	0	0	2	0	1
Tue Mar 3	0	0	0	0	0	0	6	3	0	0	0	9	1	0	6	0	0	2
Wed Mar 4	0	0	1	0	1	1	5	3	2	0	0	13	1	0	5	1	0	2
Thu Mar 5	1	1	2	1	4	8	16	11	2	1	0	47	4	0	16	2	1	5
Fri Mar 6	1	1	1	0	1	1	3	0	0	0	0	8	1	0	3	1	1	1
Sat Mar 7	1	0	1	0	0	0	2	0	0	0	0	4	0	0	2	0	0	1
Sun Mar 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 9	0	0	2	1	1	0	0	0	0	0	0	4	0	0	2	0	0	1
Tue Mar 10	0	0	0	0	0	0	4	3	1	1	0	9	1	0	4	0	0	1
Wed Mar 11	0	0	0	0	1	3	3	4	4	0	0	15	1	0	4	0	0	2
Thu Mar 12	2	1	0	0	6	13	8	2	0	0	0	32	3	0	13	1	0	4
Fri Mar 13	2	6	1	1	0	0	0	0	0	0	0	10	1	0	6	0	0	2
Sat Mar 14	0	2	2	0	1	0	0	0	0	0	0	5	1	0	2	0	0	1
Sun Mar 15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 16	0	0	0	0	3	3	4	1	1	0	0	12	1	0	4	0	0	2
Tue Mar 17	0	1	0	1	1	0	0	0	0	0	0	3	0	0	1	0	0	1
Wed Mar 18	1	1	0	2	1	1	1	1	1	0	0	8	1	0	2	1	1	1
Thu Mar 19	1	0	1	1	2	1	1	0	0	0	0	7	1	0	2	1	1	1
Fri Mar 20	0	1	2	3	0	0	1	0	0	0	0	7	1	0	3	0	0	1
Sat Mar 21	0	0	2	1	1	0	1	0	0	0	0	5	1	0	2	0	0	1
Sun Mar 22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 23	0	0	0	0	1	0	3	1	0	1	0	6	1	0	3	0	0	1
Tue Mar 24	0	0	0	0	1	0	9	5	0	0	0	15	1	0	9	0	0	3
Wed Mar 25	0	2	1	2	1	2	2	2	1	0	0	13	1	0	2	1	2	1
Thu Mar 26	0	1	1	0	4	6	5	7	2	0	0	26	2	0	7	1	0	3
Fri Mar 27	0	1	0	0	2	2	1	0	0	0	0	6	1	0	2	0	0	1
Sat Mar 28	0	0	0	0	3	0	1	1	0	0	0	5	1	0	3	0	0	1
Sun Mar 29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Mar 30	0	0	0	0	0	0	2	2	1	1	0	6	1	0	2	0	0	1
Tue Mar 31	0	0	0	0	0	1	3	4	2	0	0	10	1	0	4	0	0	1
Total	10	20	17	13	35	45	79	50	16	4	0	289						
Average	0.3	0.6	0.5	0.4	1.1	1.5	2.5	1.6	0.5	0.1	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	6	2	3	6	13	16	11	4	1	0							
Median	0	0	0	0	1	0	1	0	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi:	0.6	1.2	0.8	0.8	1.5	2.8	3.4	2.5	0.9	0.3	0							

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Solon Library Bills for April, 2026

Starting balance from Expenditure Report dated 4/6/2026

Monthly Avg

From Dues, Membership & Magazines (62100) \$ 201.79

Solon Economist, annual subscription Inv#491 \$ 55.00

Zoom inv#347468512 (Visa) \$ 18.18

Cricut monthly subscription order#191104831 (Visa) \$ 10.69

Total Spent \$ 83.87 \$ 100.00

Remaining Balance \$ 117.92

From Travel and Conference (62400) \$ 689.20

Employee Travel Expense: Corridor Libraries Training \$ 18.76

Total Spent \$ 18.76 \$ 62.50

Remaining Balance \$ 670.44

From Building Maintenance (63100) \$ 6,590.19

\$5,000 allocated for reserve funds \$ 5,000.00 Hidden balance for reserves

Total Spent \$ - \$ 416.67

Remaining Balance \$ 1,590.19

From Org Vehicle/Equipment Maint AC (63320) \$ 124.56

Google LLC, Google Workspace inv#5524465575 (Visa) \$ 111.82

Total Spent \$ 111.82 \$ 466.67

Remaining Balance \$ 12.74

From Utilities (63710) \$ 78.96

Alliant Energy \$ 292.36

Mid-American \$ 165.58

Total Spent \$ 457.94 \$ 583.33

Remaining Balance \$ (378.98)

From Telephone/Internet (63730) \$ 1,530.87

ICN inv#745205 \$ 188.00

Southslope inv#11227761 \$ 173.99

Total Spent \$ 361.99 \$ 425.00

Remaining Balance \$ 1,168.88

From Data Bases (63731) \$ 1,411.76

Total Spent \$ - \$ 208.33

Remaining Balance \$ 1,411.76

From Publishing (64140) \$ 471.70

Total Spent \$ - \$ 50.00

Remaining Balance \$ 471.70

From Educational Program (64340) \$ 3,363.66

Antelope Lending Library, program and supplies, Inv#4132026 \$ 415.00

Superstar Service Dogs, LLC, SRV Outreach Speaker's Fee inv#05052026SSD \$ 100.00

Dairy Queen Gift Cards, Aldi, Teen Program supplies, Employee Reimbursement \$ 44.69

Amazon, Adult program supplies (Visa) \$ 29.22

Amazon, Adult program supplies (Visa) \$ 35.29

Total Spent \$ 228.98 \$ 404.17
 Remaining Balance \$ 5.13

From Library Audio Materials (65040) \$ 1,512.33
 Ingram Inv#95727813 \$ 26.49
 OverDrive, 6 Ebooks Inv#06497CO26119650 \$ 272.49
 OverDrive, 9 Audiobooks inv#06497CO26119648 \$ 755.87

Total Spent \$ 1,054.85 \$ 416.67
 Remaining Balance \$ 457.48

From Puzzles, Puppet Kits (65050) \$ 325.10

Total Spent \$ - \$ 100.00
 Remaining Balance \$ 325.10

From Operating Supplies (65070) \$ 4,407.84
 Amazon, Resolve Carpet cleaner (Visa) \$ 31.62
 Sam's Mainstreet Market, Laundry detergent (Visa) \$ 22.78

Total Spent \$ 54.40 \$ 750.00
 Remaining Balance \$ 4,353.44

From Postage and Shipping (65080) \$ 542.81
 USPS, Library portion of pre-paid envelopes \$ 161.85
 USPS, ILL shipment (Visa) \$ 5.67
 Total Spent \$ 167.52 \$ 75.00
 Remaining Balance \$ 375.29

From Supplies (65990) \$ 194.29
 Kurth Cakes, National Library Week, Employee Reimbursement \$ 141.00

Total Spent \$ 141.00 \$ 20.83
 Remaining Balance \$ 53.29

From Office Equipment (67250) \$ 610.11
 Gordon Flesch Co. Printer Lease inv#I555037 \$ 183.43
 Gordon Flesch Co. extra copies inv#IN15590216 \$ 5.20
 Dollar Tree, pool noodles for shelves (Visa) \$ 18.00 \$ 333.33
 Total Spent \$ 206.63
 Remaining Balance \$ 403.48

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2025 to 4/30/2026

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	257,665.00	257,665.00	229,137.81	17,438.80	0.00	28,527.19	88.9
61100 FICA SOCIAL SECURITY	19,711.00	19,711.00	17,510.58	1,332.32	0.00	2,200.42	88.8
61300 IPERS	24,324.00	24,324.00	20,670.31	1,126.16	0.00	3,653.69	85.0
61500 EMPLOYEE GROUP INSURANCE/ANNUI	16,617.00	16,617.00	0.00	0.00	0.00	16,617.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	2,250.00	2,250.00	2,048.21	0.00	0.00	201.79	91.0
62400 TRAVEL AND CONFERENCE	750.00	750.00	60.80	0.00	0.00	689.20	8.1
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	3,409.81	2,146.50	0.00	6,590.19	34.1
63320 ORG VEHICLE/EQUIPMENT MAINT AC	6,400.00	6,400.00	6,275.44	0.00	0.00	124.56	98.1
63710 UTILITIES	3,000.00	3,000.00	3,086.62	457.94	0.00	-86.62	102.9
63730 TELEPHONE/INTERNET	4,500.00	4,500.00	3,331.12	361.99	0.00	1,168.88	74.0
63731 DATA BASES	2,850.00	2,850.00	1,438.24	0.00	0.00	1,411.76	50.5
64080 INSURANCE	20,752.00	20,752.00	1,205.83	0.00	0.00	19,546.17	5.8
64140 PUBLISHING	800.00	800.00	328.30	0.00	0.00	471.70	41.0
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	10,786.34	693.71	0.00	3,363.66	76.2
65020 LIBRARY BOOKS	25,000.00	25,000.00	16,005.63	1,468.40	0.00	8,994.37	64.0
65030 LIBRARY VIDEO MATERIALS	3,800.00	3,800.00	3,565.89	200.42	0.00	234.11	93.8
65040 LIBRARY AUDIO MATERIALS	6,000.00	6,000.00	4,487.67	74.06	0.00	1,512.33	74.8
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	874.90	0.00	0.00	325.10	72.9
65070 OPERATING SUPPLIES	8,000.00	8,000.00	3,592.16	80.09	0.00	4,407.84	44.9
65080 POSTAGE AND SHIPPING	900.00	900.00	357.19	0.00	0.00	542.81	39.7
65990 SUPPLIES	250.00	250.00	55.71	0.00	0.00	194.29	22.3
67250 OFFICE EQUIPMENT	3,500.00	3,500.00	2,889.89	0.00	0.00	610.11	82.6
LIBRARY SERVICES	432,419.00	432,419.00	331,118.45	25,380.39	0.00	101,300.55	76.6
Expenditures	432,419.00	432,419.00	331,118.45	25,380.39	0.00	101,300.55	76.6
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	500.00	500.00	99.04	0.00	0.00	400.96	19.8
65020 LIBRARY BOOKS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
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	32,719.50	0.00	0.00	-28,719.50	818.0
TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	32,818.54	0.00	0.00	-22,318.54	312.6
Expenditures	10,500.00	10,500.00	32,818.54	0.00	0.00	-22,318.54	312.6
Grand Total Net Effect:	-442,919.00	-442,919.00	-363,936.99	-25,380.39	0.00	-78,982.01	

**Solon Public Library Foundation - Solon State Bank
Treasurer's Report
April 22, 2026**

Beginning Balance		\$	11,608.38
Income:			
	Art Auction	\$	910.00
	Art Auction	\$	290.00
	Donation-Greco	\$	100.00
Expenses:			
	\$	-	-
	\$	-	-
Ending Balance		\$	<u>12,908.38</u>

**Solon Public Library Foundation - Greenstate
Treasurer's Report
April 22, 2026**

Beginning Balance		\$	5.54
Income:			
Expenses:			
	Savings Balance	\$	<u>5.54</u>
	CD- renewed 8/12/25	\$	<u>10,781.12</u>

**Solon Public Library Foundation Scholarship Account
Treasurer's Report
April 22, 2026**

Beginning Balance		\$	3,918.00
Income:			
Expenses:	\$	-	-
		\$	-
		\$	-
Ending Balance		\$	<u>3,918.00</u>

Portfolio Snapshot

Combined Account Portfolio

Christine M Steinbrech

Period: 3/1/26-3/31/26

Summary As of: 3/31/26

Portfolio Performance

PORTFOLIO	\$97,309	SELECTED PERIOD (\$)		LAST QUARTER (\$)		YEAR TO DATE (\$)		LAST YEAR (\$)		SINCE START DATE (\$)
		3/1/26 - 3/31/26	Q4,25	3/31/26	2025	3/31/26	2025	8/29/22		
GAIN/LOSS										
Realized	\$574	Beginning Value	105,579	103,665	105,840	92,099	0	67,000		
Unrealized	\$12,294	Net Contribution	-3,000	0	-3,000	0				
		Change in Value	-5,269	2,175	-5,531	13,741	30,309			
		Ending Value	97,309	105,840	97,309	105,840	97,309			
		Return	-5.12%	2.10%	-5.27%	14.92%	10.54%			

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
XXXXXX0115	8/29/22	97,309	100.00	-5.12	2.10	-5.27	14.92	10.54

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: 4/17/26.

Incomplete if presented without accompanying disclosure pages



Statement of Activity
Solon Public Library Foundation Education Endowment Fund
January 01, 2026 through March 31, 2026

Beginning Balance	\$32,808.75
<u>Income</u>	
Interest and Dividends	\$141.10
Realized Gain - Loss	\$776.87
Unrealized Gain - Loss	\$-1,348.36
Total Fund Income	\$-430.39
<u>Expenses</u>	
Administrative Fee	\$104.83
Grant Expense	\$0
Investment Mgmt Fee	\$27.69
Total Fund Expenses	\$132.52
Ending Balance	\$32,245.84

Activity Detail

Donations

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

Grants

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



Solon Public Library – Interim Library Director (April 2026-April 2027)

This position reports to and is evaluated by the Library Board. This position will work closely with the City Administrator throughout the interim period (one-year) for training in city-related practices, guidelines, policies, and expectations.

General Statement of Duties:

The Interim Library Director positively represents the City of Solon and conducts themselves in a manner that sets a positive example for library staff, city staff, library patrons, and the Solon community.

This position requires administrative, supervisory, and professional abilities requiring adherence to library standards, as well as adhering to standards of accuracy, timeliness, tact, and confidentiality. The Library Director will be an advocate for the Library through regular interactions with the Solon City Council, Johnson County Board of Supervisors, the Johnson County Librarians, and other local community groups. The Library Director may have a varying work schedule including some evenings and weekends. This position requires some travel for meetings and workshops. It requires a customer service oriented librarian to direct all programs, activities, and personnel at the library to provide city and county residents with library materials and services to meet their needs. The Library Director manages and maintains the library facility.

Summary of duties:

- Adheres to City Employee Handbook and Policies.
- Organizes and directs all library activities.
- Oversees the collection management.
- Hires, supervises, and evaluates all library employees.
- Helps to prepare, justify and follows the budget approved by the Library Board.
- Submit Annual Survey and 3-year Accreditation & Tier 3 Status Application to the State Library.
- Prepare monthly Board Packets and submit monthly bills to City Clerk for payment.
- Prepare monthly cash register reconciliation and deliver deposit to City Clerk.
- Maintains up to date technology for staff and public use.
- Helps to create and implement library policies.
- Attends all Library Board meetings, Friends of the Library and the Library Foundation.
- Promotes and lobbies for library service locally and statewide.
- Communicates regularly with the Solon City Council and the Johnson County Board of Supervisors.
- Responsible for arranging maintenance and repairs to the Library building, grounds and equipment along with city facilities director.
- Recommends to the Library Board the purchase of capital outlay items and projects for future growth.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an all-inclusive list of responsibilities, duties and skills required of personnel so classified in this position. As an interim position, the one-year time frames provides the opportunity for professional growth and understanding of the library operations and city policies and expectations.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
FY26 Budget Amendment Analysis	FY26 Budget	YTD Actual	Balance	April Bills	Balance	May Bills	Balance	June Bills	Balance	Estimated FY26 YTD Actual	Estimated Change from FY26 Budget	FY26 Budget Amendment	FY26 Net Change	
3 60100 Salaries	\$ 257,665	\$ 211,699	\$ 45,966	\$ 28,215	\$ 17,752	\$ 21,788	\$ (4,036)	\$ 19,965	\$ (24,001)	\$ 281,666	\$ (24,001)			
4 61100 FICA Social Security	\$ 19,711	\$ 16,178	\$ 3,533	\$ 2,158	\$ 1,375	\$ 1,667	\$ (292)	\$ 1,527	\$ (1,819)	\$ 21,531	\$ (1,819)			
5 61300 PERFS	\$ 24,324	\$ 19,544	\$ 4,779	\$ 2,663	\$ 2,116	\$ 2,057	\$ 59	\$ 1,885	\$ (1,825)	\$ 26,149	\$ (1,825)			
6 61500 Employee Group Insurance	\$ 16,617	\$ -	\$ 16,617	\$ -	\$ 16,617	\$ -	\$ -	\$ -	\$ 16,617	\$ 16,617	\$ -			
7 62100 Dues, Memberships & Mag	\$ 2,250	\$ 2,048	\$ 202	\$ 84	\$ 118	\$ -	\$ 118	\$ -	\$ 118	\$ 2,132	\$ 118			
8 62400 Travel & Conference	\$ 750	\$ 61	\$ 689	\$ 19	\$ 670	\$ -	\$ 670	\$ -	\$ 670	\$ 500	\$ 250			
9 63100 Building Maintenance	\$ 10,000	\$ 3,410	\$ 6,590	\$ -	\$ 6,590	\$ -	\$ 6,590	\$ -	\$ 6,590	\$ 5,000	\$ 5,000			
10 63320 Org Vehicle/Equipment	\$ 6,400	\$ 6,275	\$ 125	\$ 112	\$ 13	\$ -	\$ 13	\$ -	\$ 13	\$ 6,400	\$ -			
11 63710 Utilities	\$ 3,000	\$ 2,921	\$ 79	\$ 458	\$ (379)	\$ -	\$ (379)	\$ -	\$ (379)	\$ 4,000	\$ (1,000)			
12 63730 Telephone/Internet	\$ 4,500	\$ 2,969	\$ 1,531	\$ 362	\$ 1,169	\$ -	\$ 1,169	\$ -	\$ 1,169	\$ 4,500	\$ -			
13 63731 Data Bases	\$ 2,850	\$ 1,438	\$ 1,412	\$ -	\$ 1,412	\$ -	\$ 1,412	\$ -	\$ 1,412	\$ 2,138	\$ 712			
14 64080 Insurance	\$ 20,752	\$ 1,208	\$ 19,546	\$ -	\$ 19,546	\$ -	\$ 19,546	\$ -	\$ 19,546	\$ 20,752	\$ -			
15 64140 Publishing	\$ 800	\$ 328	\$ 472	\$ -	\$ 472	\$ -	\$ 472	\$ -	\$ 472	\$ 428	\$ 372			
16 64340 Educational Program	\$ 14,150	\$ 10,093	\$ 4,057	\$ 1,079	\$ 2,979	\$ -	\$ 2,979	\$ -	\$ 2,979	\$ 14,150	\$ -			
17 65020 Library Books	\$ 25,000	\$ 14,537	\$ 10,463	\$ 1,646	\$ 8,817	\$ -	\$ 8,817	\$ -	\$ 8,817	\$ 25,000	\$ -			
18 65030 Library Video	\$ 3,800	\$ 3,365	\$ 435	\$ 202	\$ 233	\$ -	\$ 233	\$ -	\$ 233	\$ 4,100	\$ (300)			
19 65040 Library Audio	\$ 6,000	\$ 4,414	\$ 1,586	\$ 1,055	\$ 532	\$ -	\$ 532	\$ -	\$ 532	\$ 6,000	\$ -			
20 65050 Puzzles, Puppet Kits	\$ 1,200	\$ 875	\$ 325	\$ -	\$ 325	\$ -	\$ 325	\$ -	\$ 325	\$ 1,200	\$ -			
21 65070 Operating Supplies	\$ 8,000	\$ 3,512	\$ 4,488	\$ 54	\$ 4,434	\$ 400	\$ 4,034	\$ 400	\$ 3,634	\$ 4,366	\$ 3,634			
22 65080 Postage	\$ 900	\$ 357	\$ 543	\$ 168	\$ 375	\$ 10	\$ 365	\$ 10	\$ 355	\$ 545	\$ 355			
23 65990 Supplies	\$ 250	\$ 56	\$ 194	\$ 141	\$ 53	\$ -	\$ 53	\$ -	\$ 53	\$ 197	\$ 53			
24 67250 Office Equipment	\$ 3,500	\$ 2,890	\$ 610	\$ 201	\$ 409	\$ 200	\$ 209	\$ 210	\$ (11)	\$ 3,501	\$ (11)			
25	\$ 432,419	\$ 308,177	\$ 124,242	\$ 38,616	\$ 85,626	\$ 26,121	\$ 59,505	\$ 23,997	\$ 35,508	\$ 450,872	\$ (18,453)			
26														

NOTES
 Current salary expenditures greater than actual timesheet hours for library staff and cleaning person. Liz budgeted Cleaning person at \$17.84/hour with the expectation of a journal entry at the end of the FY, but it appears that the 20 hours of cleaning each pay period is being paid at Amy's Finance Clerk rate of \$31.00/hour. Liz's vacation time will be paid out in April.
 Overtime hours for Youth services (Lily) estimated at 5 hrs/week at \$536 for April.
 Using 7.65% of salaries for estimate
 Using 3.44% of salaries for estimate
 Pending actual cost for benefits
 Humidifier estimate \$800 and \$5000 Reserves
 Increase in Electric costs and poor solar production in winter months
 Waiting on actual insurance bill from Cam/Ellison

**Solon Public Library
Library Copyright Policy**

About Library Copyright Policy

The purpose of this policy is to recognize the rights of copyright holders and the rights of patrons to use Library materials and equipment. The Library will not knowingly allow violation of the law either by staff or by the public.

Fair Use and Copyright in the Library

1. The Library shall consider Fair Use Doctrine (Title 17 United States Code, Section 107) or Creative Commons factors when evaluating patron and staff use of materials for the purposes of copyright.
2. The Library assumes no legal responsibility for enforcement of copyright.
3. The Library assumes neither liability nor responsibility for patrons' actions.
4. The Library will make a reasonable effort to inform patrons about the limits which the law places on reproduction and performance of copyrighted material.
5. Under copyright law, illegal duplication or sharing of copyrighted materials is prohibited. Copyrighted materials may include, but are not limited to, all printed matter, audio recordings, video recordings, computer software, databases, and digital files that are owned or licensed by the Library, obtained through interlibrary loan, or downloaded from the Internet. Warnings will be posted on or near all public equipment capable of reproducing print, audio, video, and visual materials.
6. Library materials are for personal use only unless public performance rights have been obtained. Groups using playback equipment in the meeting rooms will need to acknowledge that they have obtained permission from the copyright holder and will be notified that the Library is not liable for any potential violations.

336.8 Powers.

The board of library trustees shall have and exercise the following powers:

1. To meet and elect from among its members a president of the board, a secretary, and such other officers as the board may deem necessary.
2. To direct and control all affairs of the library district, as well as to have charge and supervision of the library and its rooms, appurtenances, and fixtures.
3. To employ a librarian and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library district. The board shall fix the compensation of such employees. Prior to such employment, the compensation of the librarian, assistants, and employees shall be fixed by a majority of the members of the board voting.
4. To remove, by a two-thirds vote of the board, the librarian, and provide procedures for the removal of assistants or employees for misdemeanor, incompetency, or inattention to duty.
5. To authorize the librarian to select and make purchases of books, magazines, periodicals, papers, maps, journals, furniture, fixtures, technology, and supplies for the library district.
6. To authorize the use of the public library by nonresidents of the area which is taxed to support the public library and to fix charges for library services.
7. To make and adopt, amend, modify, or repeal bylaws, rules and regulations, not inconsistent with law, for the care, use, government, and management of the public library and the business of the board, fixing and enforcing penalties for violations. The board shall keep a record of its proceedings.
8. To have exclusive control of all funds allocated for public library purposes, all moneys available by gift or otherwise for the erection of public library buildings, and all other moneys belonging to the public library, including fines and rental fees collected, under the rules of the board.
9. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to the property in the name of the public library; to execute deeds and bills of sale for the conveyance of the property; and to expend the funds generated from the gifts, for the improvement of the public library.
10. To make agreements with local county historical associations to set apart the necessary room and to care for articles that come into the possession of the association. The board may purchase necessary receptacles and materials for the preservation and protection of articles which are of an historical and educational nature.

[C50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §358B.8]

83 Acts, ch 123, §162, 209

C93, §336.8

2010 Acts, ch 1031, §325

392.5 Library board.

1. *a.* A city library board of trustees functioning on the effective date of the city code shall continue to function in the same manner until altered or discontinued as provided in this section.

b. In order for the board to function in the same manner, the council shall retain all applicable ordinances, and shall adopt as ordinances all applicable state statutes repealed by 1972 Iowa Acts, ch. 1088.

2. A library board may accept and control the expenditure of all gifts, devises, and bequests to the library.

3. *a.* A proposal to alter the composition, manner of selection, or charge of a library board, or to replace it with an alternate form of administrative agency, is subject to the approval of the voters of the city.

b. The proposal may be submitted to the voters at any city election by the council on its own motion. Upon receipt of a valid petition as defined in section 362.4, requesting that a proposal be submitted to the voters, the council shall submit the proposal at the next regular city election. A proposal submitted to the voters must describe with reasonable detail the action proposed.

c. If a majority of those voting approves the proposal, the city may proceed as proposed.

d. If a majority of those voting does not approve the proposal, the same or a similar proposal may not be submitted to the voters of the city for at least four years from the date of the election at which the proposal was defeated.

[C97, §728, 729; S13, §729; SS15, §728; C24, 27, 31, 35, 39, §5851, 5858; C46, 50, 54, 58, 62, 66, 71, 73, §378.3, 378.10; C75, 77, 79, 81, §392.5]

2001 Acts, ch 24, §49; 2014 Acts, ch 1026, §81

City of Solon



CHAPTER 21

LIBRARY BOARD OF TRUSTEES

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

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

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

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

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

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

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

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

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

2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.
3. Charge of Affairs. To direct and control all affairs of the Library.
4. Hiring of Personnel. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.
5. Removal of Personnel. To remove the librarian, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.
6. Purchases. To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery and supplies for the Library within budgetary limits set by the Board.
7. Use by Nonresidents. To authorize the use of the Library by nonresidents and to fix charges therefor unless a contract for free service exists.
8. Rules and Regulations. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with this Code of Ordinances and the law, for the care, use, government and management of the Library and the business of the Board, fixing and enforcing penalties for violations.
9. Expenditures. To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise for the erection of Library buildings, and of all other moneys belonging to the Library including fines and rentals collected under the rules of the Board.
10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the Library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.

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

(Code of Iowa, Ch. 661)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Code of Iowa, Sec. 384.20 & 392.5)

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

(Code of Iowa, Sec. 716.1)

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

(Code of Iowa, Sec. 714.1)

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

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

(Code of Iowa, Sec. 714.5)

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

(Code of Iowa, Sec. 808.12)