

(AMENDED) Agenda for Solon Public Library Board of Trustees Meeting
Monday, September 28, 2026 @ 6:30 pm

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

Call to order

Approval of the agenda

Approval of the minutes

- Regular Board Meeting August 31, 2026

Citizen's Speak

Correspondence

Committee reports

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

Directors Report

Approval of Bills

- September 2026

Review of Foundation report: September 2026

Old Business

- Open Board Position (City resident)
- Strategic plan update

New Business

- Policy Review/Approval: ~~Personnel Policy~~
- Board Continuing Education Suggestion: Be Safe, Not Sorry: How a Local Emergency Manager Can Help Your Library Before & During Disaster (Webinar Archive on WorkDay)

Next Meeting:

- Joint Boards Social Meeting hosted by Friends of SPL on **Thursday, October 15 at 6 PM**
- **Monday, October 26, 2026 at 6:30 pm**

Adjourn

Posted 9/25/26 at 9:15 AM
Amended 9/25/26 10:49 AM

The Solon Public Library Board

DRAFT Meeting Minutes August 31, 2026

Call to Order

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

Present

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

Absent

Matt Macke (City Liaison)

Approval of Agenda

The agenda was unanimously approved (Janet/Bill)

Approval of Minutes

The minutes were unanimously approved (Steve/Matthew)

Citizen's Speak and Correspondence

Citizen Speak: No Report

Correspondence: No Report

Committee Reports

- **Building:** No Report
- **Finance:** No Report
- **Johnson County Liaison:** No Report
- **City of Solon Liaison:** City Administrator Cami Rasmussen sent a report from City Hall. It included information on the near year-end completion of FY26, the financial software conversion and upcoming dates of staff and Council meetings.
- **Board of Trustees Continuing Education:** Janet reported on watching on YouTube, Top Five: Self Evaluation
- **25th Anniversary Celebration Committee:** Char reported that there was to be a meeting later in the week. There would be discussion of the final event for celebrating the Library's 25th Anniversary. There will be a reception on September 26th at the Library. She extended an invitation to the board to attend.

The Solon Public Library Board

- **Library Director's Report:** Megan wanted to especially highlight the Library Association's Leadership Institute in Ankeny that she attended. It was a well planned event with inspiring facilitators. It was a great opportunity to learn about and to meet others for future connections. She also wanted to highlight the 'quick view' on this year's stats of the Summer Reading program.

Approval of Bills: The bills for August 2026 were unanimously approved. (Matthew/Janet)

Review of Foundation Report

The July report was reviewed.

Old Business

- **Open Board Position:** The position is still open.
- **Strategic Plan Update:** Megan created a new format for the Strategic Plan information. The new format was needed for ease of use. She is currently creating a focus group of 20 people in order to review and discuss the plan. There has also been created a Library Survey for patron feedback. The hope is to have the plan completed by October.
- **Teen and Adult Services Positions:** The Adult Service Position has been filled by Victor Resendiz. He transitioned from the Communications librarian. The Teen and Communication positions are vacant at this time.

New Business

- **Discussion and Possible action of parking lot estimate:** An estimate from Klusner Construction was submitted to the board. With help from Chris Richardson a discussion was held on the need for the Library parking lot to be repaired and sealed. Since this company is doing work for the city an estimate for the Library was requested. The costs came to \$9298.83. At this time there is a question as to which budget would be affected. After discussion the Board approved unanimously to accept the estimate. (Janet/Char)
- **Joint Board Meeting:** Friends of Solon Public Library is hosting a joint meeting on October 15 at 6:00pm
- **Iowa Library Association's Annual conference:** The conference will be held in Cedar Rapids on October 8th. Megan, Lily, & Victor will be attending. If a Board member would like to attend please contact Meghan.
- **Policy Review/Approval: Photographs in Library.** The policy was unanimously approved with a slight correction stating that *no name* will be used with photos. (Bill/Steve)

The Solon Public Library Board

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

Adjournment: The meeting was adjourned at 7:20 pm (Char/Matthew)

Next Meeting

Regular Meeting: September 28, 2026

Submitted by

Char Cosgrove

Director's Report September 2026

In September I attended regular meetings with the City Council and the Solon Public Library Foundation. I prepared a written report for the Friends of Solon Public Library's September meeting. I also attended a meeting with the Anniversary Committee and the All-City Staff meeting.

The Friends have reformatted the annual Halloween costume sale from a one-day sale to having the rack of available costumes available from October 2-30. These costumes are available for a free-will donation.

We welcomed the current journalism class from the University of Iowa and the Daily Iowan. They will be contributing pieces to the Solon Economist and the Mount Vernon Sun. They enjoyed getting a peek behind the scenes at the Library and a tour of the history section in the basement, which includes copies of the Solon paper as far back as 1892.

On Sunday, September 20, I hosted a focus group to review our strategic plan progress and discuss the current needs of our community. This group had a lot of great ideas and feedback, I am thrilled with the progress we have made through the focus group and the online survey. I will continue to gather the results as we prepare for updating our strategic plan. I would also like to express my gratitude to the focus group participants and everyone who has completed our online survey.

I am happy to report that we have filled all open positions and the library is fully staffed! We have been missing former staff members and many staff members have been filling in to keep the library operating at regular hours since June. Please stop in to say hello to our new staff members, Victor Resendiz is now fully into the Adult Services Librarian position, Craig Johnson began on September 14 in the Communications and Technology Services position, and Jack Reynolds begins on September 28 in the Teen Services Librarian position.

Lily has successfully kicked off the school year with BAM POW, our Thursday early-out program, filling in for the Teen Switch & Social programs, and hosting sixth grade English classes for library tours.

Victor will start October with two new adult programs in the mix, Bad Art Friday will be an afternoon program on the first Friday to encourage beginner friendly art skills. He'll also host Tech DIVE in the afternoon of the second Friday each month. These afternoon programs for adults are in response to many requests we've received.

September is National Library Card Sign-Up Month, this year's theme is "No matter what your tastes are, a library card hits all the right notes! Check out a classic story or hit shuffle and try something new. Find harmony at your library's book clubs, movie nights, crafting classes, and author talks. A headphone kind of day? Find your focus in a study room or vibe out in a cozy nook. Compose your future with new skills in your library's makerspace or check out instruments and tools in the Library of Things. No matter what rhythm you find yourself in, there's a seat in the front row at the library for you. This September, Be sharp, and sign up for a library card!" -ALA.org

We're encouraging community members to sign-up for a new card, update their accounts, and even replace lost cards (for free) this month. Every patron who does this, receives a sticker or button, and an entry to win 1000-piece puzzle. We've added 35 new accounts, and updated 59 accounts as of Friday morning, September 25.

Banned Books Week is October 4-10, 2026, the theme is "Let Books Be. Protect the Freedom to Read."

Award-winning authors and free expression advocates Bess Kalb (Buffalo FLuffalo series) and Tony Weaver, Jr. (Weirdo), have been named honorary chairs for Banned Books Week 2026 (October 4–10, 2026). They will be joined by youth honorary chairs Marshall Romero and Azeemah Sadiq.

"I am grateful to the Banned Books Week Coalition for defending what censors fear most: critical thinking and diversity of opinion," said Kalb. "These bans don't just deprive kids of books, they dim the light on the future. I'm thrilled to be an honorary chair of Banned Books Week because if it weren't for books in my elementary school library, like *Are You There God? It's Me, Margaret*, *The Giver*, and *The Bridge to Terabithia*, I would not be a writer. And I would not be so nervous about rope swings. Librarians forever. Let kids read."

From [Bannedbooksweek.org/chairs2026/](https://bannedbooksweek.org/chairs2026/)

Additionally, in October the library will host College of Pharmacy students from the University of Iowa for another blood pressure screening opportunity (Oct 7), an all-ages pumpkin painting party (Oct 12), the Great Pumpkin Decorating Contest (Oct 12-17), an all-ages Dia de Muertos program (Oct 27), and a teen Halloween Nerf Battle (Oct 30).

The Library will be closed on Thursday, October 8 as staff attend the Iowa Library Association's annual conference in Cedar Rapids. I am happy to share that the Foundation has agreed to cover the registration expense for the ILA conference. We will also be closed on Friday, October 23 for our annual safety training day. Our safety training includes annual training with Sandy Jordan, the City of Solon's safety coordinator from 9-Noon, and we have training with the Johnson County Community & Family Resource organization in the afternoon. We are all looking forward to these continuing education and networking opportunities!

Sincerely,

Megan Richardson

Interim Director, Solon Public Library

SEAMLESS SUPPORT DURING A SERVICE OUTAGE

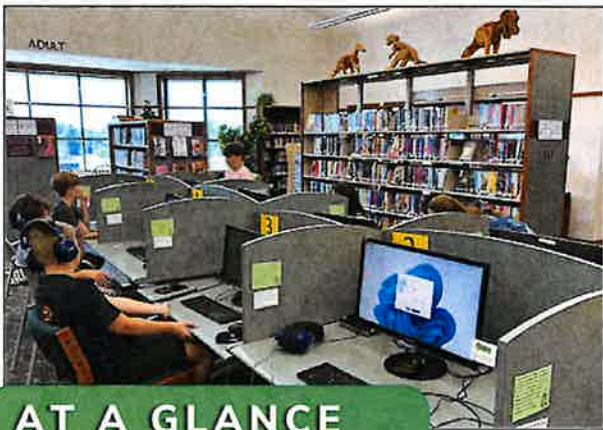
Solon Public Library, Solon, IA



Service
50Mb Internet Circuit

**Last Mile Provider,
Public-Private Partner
Uniti**

Interim Library Director
Megan Richardson



AT A GLANCE

High-Speed Internet is Essential

- ✓ Students completing homework assignments
- ✓ Job seekers submitting applications
- ✓ Locals accessing 24/7 Wi-Fi

Robust connectivity supports nearly everything the library does.

"We provide 10 patron computers, additional laptops and Chromebooks, as well as 24/7 Wi-Fi access. There's never a moment our community isn't connected to high speed internet, thanks to ICN!"

Megan Richardson

Interim Library Director
Solon Public Library



REPORTING THE FIBER CUT

A physical fiber cut suddenly slowed internet traffic at the library, disrupting daily operations and leaving patrons without access to online services.

When the outage hit, Interim Library Director Megan Richardson logged into her account and submitted a support ticket. She found the reporting process to be seamless and "so quick," which made logging the incident "easy during an already stressful time."

COMMUNICATING UPDATES

Richardson noted that she was "very impressed with the continuous updates provided," particularly the clear timelines for resolving the issue. Prompt details and repair estimates allowed library staff to keep everyone informed. Network interruptions may be an inevitable reality of physical infrastructure, but ICN's response proved that exceptional support is defined by transparency.

DIFFERENCE MAKER

The real difference maker wasn't just how quickly the issue was logged, but the steady flow of updates that followed:



Easy Submission: The online portal allowed staff to report the issue instantly during a high-stress moment.



Continuous Updates: ICN maintained clear, consistent communication throughout the entire repair process.

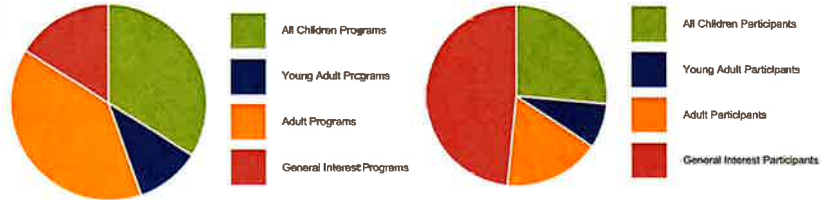


Predictable Timelines: Accurate recovery estimates gave library staff the insight needed to set clear expectations for patrons.

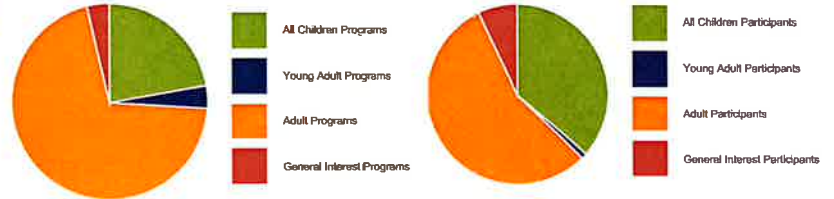
Solon Public Library

July, 2026 - August, 2026

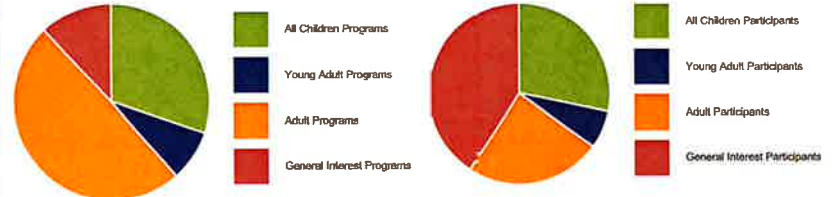
July					
Overview					
All Children Programs	19	33.93%	All Children Participants	586	26.4%
Young Adult Programs	6	10.71%	Young Adult Participants	177	7.97%
Adult Programs	22	39.29%	Adult Participants	385	17.34%
General Interest Programs	9	16.07%	General Interest Participants	1072	48.29%
Total Programs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



August					
Overview					
All Children Programs	6	22.22%	All Children Participants	181	36.42%
Young Adult Programs	1	3.7%	Young Adult Participants	5	1.01%
Adult Programs	19	70.37%	Adult Participants	276	55.53%
General Interest Programs	1	3.7%	General Interest Participants	35	7.04%
Total Programs	27		Total Participants	497	



Year in Review					
Overview					
All Children Programs	25	30.12%	All Children Participants	767	28.23%
Young Adult Programs	7	8.43%	Young Adult Participants	182	6.7%
Adult Programs	41	49.4%	Adult Participants	661	24.33%
General Interest Programs	10	12.05%	General Interest Participants	1107	40.74%
Total Programs	83		Total Participants	2717	





Solon Public Library - Library Programs
Month Ending August-2026

Ages	Programs	%	Attendance	%	Views	%
All Children	6	22.22%	181	36.42%	0	-
Children (ages 0-5)	5	18.52%	121	24.35%	0	-
Children (ages 6-11)	1	3.7%	60	12.07%	0	-
Young Adult (ages 12-18)	1	3.7%	5	1.01%	0	-
Adult (ages 19+)	19	70.37%	276	55.53%	0	-
General Interest	1	3.7%	35	7.04%	0	-
Total	27	100%	497	100%	0	-

Types	Programs	%	Attendance	%	Views	%
In Person	23	85.19%	434	87.32%	0	-
Live Virtual	0	0%	0	0%	0	-
Passive Programs	3	11.11%	51	10.26%	0	-
Combo In Person/Live Virtual	1	3.7%	12	2.41%	0	-
Combo Live Virtual / Content R	0	0%	0	0%	0	-
Content Recordings	0	0%	0	0%	0	-
Total	27	100%	497	100%	0	-

Solon Public Library

Aug-26

In August, you had 109 bookings overall with a cumulative attendance of 667 patrons.

Change from prior month



109 ↓ -19.26%

Total Bookings



667 ↓ -47.02%

Total Attendance



6.1 ↓ -34.41%

Average Attendance

35 ↓ -30%
Internal Bookings

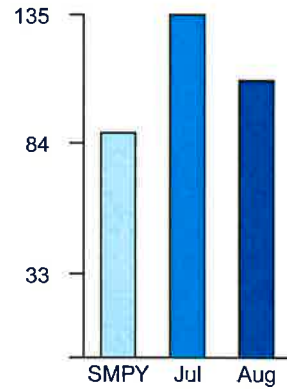
74 ↓ -10.84%
Patron Bookings

0 ↓ -100%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

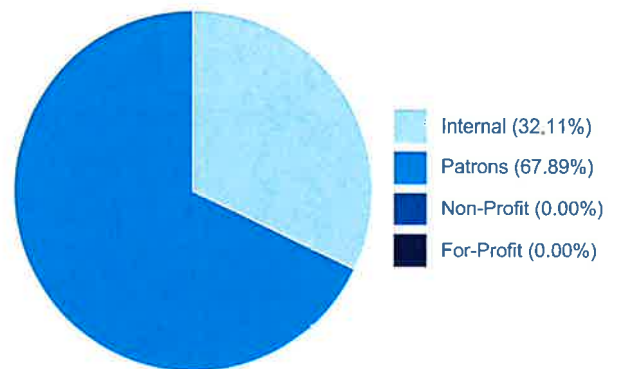
Booking Breakdown

Total Monthly Bookings



*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage





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

	Jan-26		Feb-26		Mar-26		Apr-26		May-26		Jun-26		Jul-26		Aug-26		
	Total Booking Information		Total Booking Information		Total Booking Information		Total Booking Information		Total Booking Information		Total Booking Information		Total Booking Information		Total Booking Information		
Total Bookings	119	143	159	154	112	121	135	109	119	143	159	154	112	121	135	109	
Total Attendance	787	975	1114	1201	1318	1307	1259	667	787	975	1114	1201	1318	1307	1259	667	
Average Attendance Per Booking	6.6	6.8	7	7.8	11.8	10.8	9.3	6.1	6.6	6.8	7	7.8	11.8	10.8	9.3	6.1	
Booking Breakdowns																	
Internal	77	73	88	73	53	57	50	35	77	73	88	73	53	57	50	35	
Patrons	41	67	68	80	58	63	83	74	41	67	68	80	58	63	83	74	
Non-Profit Organizations	1	3	3	1	1	1	2	0	1	3	3	1	1	1	2	0	
For-Profit Organizations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Prior Month Compare																	
		Change		%		Aug-25		Change		%		2025		2026		2025	
Total Bookings		-26		-19.26%		88		21		23.86%		868		1052		868	
Total Attendance		-592		-47.02%		597		70		11.73%		7310		8628		7310	
Average Attendance Per Booking		-3.2		-34.41%		6.8		-0.7		-10.29%		8.4		8.2		8.4	
Booking Breakdowns																	
Internal	35	-15	-30%		34		1		2.94%		506		461		45		
Patrons	74	-9	-10.84%		53		21		39.62%		534		388		146		
Non-Profit Organizations	0	-2	-100%		1		-1		-100%		12		19		-7		
For-Profit Organizations	0	0	-		0		0		-		0		0		0		
Year-Over-Year																	
		Change		%		2025		Change		%		2025		2026		2025	
Total Bookings		184		21.2%		868		184		21.2%		868		1052		868	
Total Attendance		1318		18.03%		7310		1318		18.03%		7310		8628		7310	
Average Attendance Per Booking		-0.2		-2.38%		8.4		-0.2		-2.38%		8.4		8.2		8.4	
Booking Breakdowns																	
Internal	45	9.76%	461		506		461		2.94%		506		461		45		
Patrons	146	37.63%	388		534		388		39.62%		534		388		146		
Non-Profit Organizations	-7	-36.84%	19		12		19		-100%		12		19		-7		
For-Profit Organizations	0	-	0		0		0		-		0		0		0		

Monthly Statistics
FY27 - August

[illegible]

Patron PC Logins by Day and Hour

Dates: Saturday August 1, 2026 - Monday August 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
Sat Aug 1	1	0	0	4	0	0	0	0	0	0	0	5	1	0	4	0	0	1
Sun Aug 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 3	0	2	0	3	3	0	1	0	0	0	0	9	1	0	3	0	0	1
Tue Aug 4	1	0	4	1	0	3	1	0	1	0	0	11	1	0	4	1	0	1
Wed Aug 5	0	0	0	1	1	0	0	0	1	0	0	3	0	0	1	0	0	1
Thu Aug 6	1	1	0	1	3	2	1	0	0	0	0	9	1	0	3	1	0	1
Fri Aug 7	2	0	0	3	0	0	1	0	0	0	0	6	1	0	3	0	0	1
Sat Aug 8	0	2	0	0	5	0	0	1	0	0	0	8	1	0	5	0	0	2
Sun Aug 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 10	1	1	2	3	0	1	0	0	2	1	0	11	1	0	3	1	1	1
Tue Aug 11	2	1	1	0	1	1	0	1	2	0	0	9	1	0	2	1	1	1
Wed Aug 12	0	5	1	3	1	1	3	0	1	1	0	16	2	0	5	1	1	2
Thu Aug 13	0	0	4	0	1	2	0	0	0	0	0	7	1	0	4	0	0	1
Fri Aug 14	0	1	2	0	1	0	0	1	0	0	0	5	1	0	2	0	0	1
Sat Aug 15	1	2	1	3	0	0	0	0	0	0	0	7	1	0	3	0	0	1
Sun Aug 16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 17	2	0	1	2	0	3	0	2	1	0	0	11	1	0	3	1	0	1
Tue Aug 18	1	0	1	1	1	1	5	0	0	2	0	12	1	0	5	1	1	1
Wed Aug 19	0	1	2	0	1	1	1	0	0	0	0	6	1	0	2	0	0	1
Thu Aug 20	1	0	0	1	0	0	4	0	0	0	0	6	1	0	4	0	0	1
Fri Aug 21	1	1	0	2	1	2	0	1	0	0	0	8	1	0	2	1	0	1
Sat Aug 22	0	0	1	0	1	1	0	0	0	0	0	3	0	0	1	0	0	1
Sun Aug 23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 24	1	0	0	0	1	0	0	1	1	0	0	4	0	0	1	0	0	1
Tue Aug 25	0	0	0	1	0	0	3	5	1	0	0	10	1	0	5	0	0	2
Wed Aug 26	0	1	0	0	0	1	2	1	1	0	0	6	1	0	2	0	0	1
Thu Aug 27	1	0	1	1	1	10	10	4	0	0	0	28	3	0	10	1	1	4
Fri Aug 28	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	0
Sat Aug 29	0	0	0	2	4	0	1	3	0	0	0	10	1	0	4	0	0	1
Sun Aug 30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Aug 31	2	0	0	0	0	1	3	2	1	0	0	9	1	0	3	0	0	1
Total	18	18	21	32	26	30	37	22	12	4	0	220						
Average	0.6	0.6	0.7	1	0.8	1	1.2	0.7	0.4	0.1	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	5	4	4	5	10	10	5	2	2	0							
Median	0	0	0	1	0	0	0	0	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Devi	0.7	1	1.1	1.2	1.2	1.9	2.1	1.2	0.6	0.4	0							

Solon Library Bills for September 2026			
Starting balance from August 2026 ending balance			
		Monthly Avg	
From Dues, Membership & Magazines (62100)	\$ 1,602.81		
Zoom inv#367681711 (Visa)	\$ 18.18		
Des Moines Children's Museum, Adventure Pass renewal (Visa)	\$ 200.00		
Cricut monthly subscription order#204246604	\$ 10.69		
Total Spent	\$ 228.87	\$ 100.00	
Remaining Balance	\$ 1,373.94		
From Travel and Conference (62400)	\$ 58.52		
Total Spent	\$ -	\$ 62.50	
Remaining Balance	\$ 58.52		
From Building Maintenance (63100)	\$ 9,336.96		
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves	
Drea Electric, repair meeting room lights, invoice	\$ 300.00		
McCloud Pest Solutions, exterior insect treatment, inv96369771	\$ 112.36		
Folding Partition Services, Inc. dividing wall annual maintenance, inv15034	\$ 390.00		
Total Spent	\$ 802.36	\$ 416.67	
Remaining Balance	\$ 3,534.60		
From Org Vehicle/Equipment Maint AC (63320)	\$ 4,261.88		
Google LLC, Google Workspace inv#5669806286 (Visa)	\$ 188.22		
Total Spent	\$ 188.22	\$ 466.67	
Remaining Balance	\$ 4,073.66		
From Utilities (63710)	\$ 2,844.74		
Alliant Energy			
Mid-American	\$ 15.33		
Total Spent	\$ 15.33	\$ 583.33	
Remaining Balance	\$ 2,829.41		
From Telephone/Internet (63730)	\$ 3,755.66		
ICN inv#758810	\$ 188.00		
Southslope inv#11338739	\$ 185.68		
Total Spent	\$ 373.68	\$ 425.00	
Remaining Balance	\$ 3,381.98		
From Data Bases (63731)	\$ 1,324.78		
World Trade Press AtoZ the USA, AtoZ World Travel Renewal inv#683986	\$ 413.92		
Total Spent	\$ 413.92	\$ 208.33	
Remaining Balance	\$ 910.86		
From Publishing (64140)	\$ 800.00		
Total Spent	\$ -	\$ 50.00	
Remaining Balance	\$ 800.00		
From Educational Program (64340)	\$ 6,145.07		
Blick Art, adult programming art supplies (Visa)	\$ 19.59		
Amazon, adult programming art supplies (Visa)	\$ 76.86		
Costco, Teen Reading Challenge supplies (Visa)	\$ 90.92		

Amazon, youth programming duct tape (Visa)	\$ 39.89		
Total Spent	\$ 227.26	\$ 1,179.17	
Remaining Balance	\$ 5,917.81		
From Library Books (65020)	\$ 22,746.13		
Amazon, 2 youth books (Visa)	\$ 25.98		
Amazon, 2 youth books (Visa)	\$ 16.24		
Amazon, 1 Adult book (Visa)	\$ 8.62		2nd copy, SciFi/Fantasy
Amazon, 1 Adult book (Visa)	\$ 8.37		Sci-Fi replacement
Amazon, 1 Adult book (Visa)	\$ 15.93		large print request
Amazon, 3 Adult books (Visa)	\$ 41.72		Patron request
Amazon, 2 Adult books (Visa)	\$ 28.48		Patron request
Amazon, 1 Adult book (Visa)	\$ 15.95		Patron request
Amazon, 1 Adult book (Visa)	\$ 24.50		Replacement
Amazon, 1 Youth book (Visa)	\$ 6.81		Replacement
Amazon, 1 Adult book (Visa)	\$ 13.29		Patron request
Amazon, 1 Adult book (Visa)	\$ 6.99		Replacement
Amazon, 1 Youth book (Visa)	\$ 12.34		
Amazon, 1 Youth book (Visa)	\$ 9.74		
Amazon, 1 Youth book (Visa)	\$ 12.99		
Amazon, 1 Youth book (Visa)	\$ 8.44		
Amazon, 1 Youth book (Visa)	\$ 5.99		
Amazon, 2 youth books (Visa)	\$ 18.98		
Amazon, 1 Youth book (Visa)	\$ 18.78		
Amazon, 3 youth books (Visa)	\$ 31.54		
Amazon, 1 Youth book (Visa)	\$ 16.82		
Amazon, 1 Youth book (Visa)	\$ 12.34		
Amazon, 1 Youth book (Visa)	\$ 11.04		
Amazon, 2 youth books (Visa)	\$ 18.94		
Amazon, 2 youth books (Visa)	\$ 19.52		
Ingram, 2 adult books inv#99067918	\$ 42.93		
Ingram, 3 adult books inv#99067919	\$ 62.48		
MidAmerica Books Inv#0101812	\$ 640.80		Youth Non-Fiction
Ingram, 4 adult books inv#99187645	\$ 77.99		
Ingram, 7 adult books inv#99350360	\$ 136.94		
Ingram, 15 adult books inv#99416759	\$ 288.79		
Ingram, 13 adult books inv#99504760	\$ 240.84		
Total Spent	\$ 1,901.11	\$ 2,000.00	
Remaining Balance	\$ 20,845.02		
From Library Video Materials (65030)	\$ 3,141.97		
Amazon, portable dvd player (Visa)	\$ 90.99		Replacement
Amazon, 1 adult dvd (Visa)	\$ 14.05		Patron Request
Midwest Tape, 5 dvd inv#509342427	\$ 131.20		
Midwest Tape, 1 dvd inv#509378173	\$ 24.74		
Midwest Tape, 4 dvd inv#509415611	\$ 84.21		
Total Spent	\$ 345.19	\$ 404.17	
Remaining Balance	\$ 2,796.78		
From Library Audio Materials (65040)	\$ 6,427.86		
Total Spent	\$ -	\$ 416.67	
Remaining Balance	\$ 6,427.86		
From Puzzles, Puppet Kits (65050)	\$ 1,077.66		LOT = Library of Things
Amazon, Junior Puzzle replacement (Visa)	\$ 24.99		

Total Spent	\$ 24.99	\$ 100.00	
Remaining Balance	\$ 1,052.67		
From Operating Supplies (65070)	\$ 3,638.46		
Walmart, foam noodles (Visa)	\$ 54.99		
Amazon, sheet protectors for Solon History (Visa)	\$ 10.70		
Demco, book covering supplies (Visa)	\$ 111.00		
Amazon, usb flash drives, desk mats (Visa)	\$ 69.89		
Office Express, rubber bands and paper inv#187106	\$ 75.95		
Total Spent	\$ 322.53	\$ 750.00	
Remaining Balance	\$ 3,315.93		
From Postage and Shipping (65080)	\$ 879.03		
USPS, ILL shipment (Visa)	\$ 4.87		
USPS, ILL shipment (Visa)	\$ 9.04		
Total Spent	\$ 13.91	\$ 75.00	
Remaining Balance	\$ 865.12		
From Supplies (65990)	\$ (1.36)		
Total Spent	\$ -	\$ 20.83	
Remaining Balance	\$ (1.36)		
From Office Equipment (67250)	\$ 3,556.60		
Gordon Flesch contract, inv#604660	\$ 196.43		
Gordon Flesch over contract inv#IN15774185	\$ 52.09		
Total Spent	\$ 248.52	\$ 333.33	
Remaining Balance	\$ 3,308.08		
Trust & Agency			NOTES
Trust & Agency Education Program 031-4411-64340	\$ 2,595.48	Budget	\$2500 for 25th Anniversary Committee ex
Total Available	\$ 2,595.48		
Amazon, Anniversary celebration supplies (Visa)	\$ 126.81		
Amazon, Anniversary lemonade mix (Visa)	\$ 29.99		
Iowa Library Association, Annual Conference registration, Thursday 10/8 only, 3 staff (Visa)	\$ 690.00		Total conference expense \$1,210.00 (Foundation donating to cover this expense)
Iowa Library Association, Annual Conference registration, Thursday 10/8 only, 2 staff (Visa)	\$ 520.00		
Total Spent	\$ 1,366.80		
Remaining Balance	\$ 1,228.68		

EXPENDITURE REPORT

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9/17/2026
11:51 am

City of Solon

For the Period: 7/1/2026 to 9/30/2026

	Original Bud.	Amended Bud.	YTD Actual	CURR MT-I	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	273,191.00	273,191.00	43,919.51	8,510.78	0.00	229,271.49	16.1
61100 FICA SOCIAL SECURITY	20,890.00	20,890.00	3,359.83	651.07	0.00	17,530.17	16.1
61300 IPERS	25,790.00	25,790.00	3,914.13	803.42	0.00	21,875.87	15.2
61500 EMPLOYEE GROUP INSURANCE/ANNUI	16,875.00	16,875.00	0.00	0.00	0.00	16,875.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	2,500.00	2,500.00	897.19	0.00	0.00	1,602.81	35.9
62400 TRAVEL AND CONFERENCE	750.00	750.00	691.48	212.80	0.00	58.52	92.2
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	622.36	422.36	0.00	9,377.64	6.2
63320 ORG VEHICLE/EQUIPMENT MAINT AC	6,400.00	6,400.00	2,138.12	0.00	0.00	4,261.88	33.4
63710 UTILITIES	3,000.00	3,000.00	218.43	79.54	0.00	2,781.57	7.3
63730 TELEPHONE/INTERNET	4,500.00	4,500.00	930.02	185.68	0.00	3,569.98	20.7
63731 DATA BASES	2,500.00	2,500.00	1,175.22	0.00	0.00	1,324.78	47.0
64080 INSURANCE	24,364.00	24,364.00	0.00	0.00	0.00	24,364.00	0.0
64140 PUBLISHING	800.00	800.00	0.00	0.00	0.00	800.00	0.0
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	8,004.87	350.00	0.00	6,145.13	56.6
65020 LIBRARY BOOKS	27,250.00	27,250.00	4,503.87	677.61	0.00	22,746.13	16.5
65030 LIBRARY VIDEO MATERIALS	3,800.00	3,800.00	658.03	182.18	0.00	3,141.97	17.3
65040 LIBRARY AUDIO MATERIALS	7,200.00	7,200.00	772.14	0.00	0.00	6,427.86	10.7
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	122.34	0.00	0.00	1,077.66	10.2
65070 OPERATING SUPPLIES	6,000.00	6,000.00	2,372.82	176.47	0.00	3,627.18	39.5
65080 POSTAGE AND SHIPPING	900.00	900.00	20.97	0.00	0.00	879.03	2.3
65990 SUPPLIES	275.00	275.00	287.56	0.00	0.00	-12.56	104.6
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	639.83	397.90	0.00	3,360.17	16.0
LIBRARY SERVICES	456,335.00	456,335.00	75,248.72	12,650.21	0.00	381,086.28	16.5
Expenditures	456,335.00	456,335.00	75,248.72	12,650.21	0.00	381,086.28	16.5
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	3,000.00	3,000.00	818.84	0.00	0.00	2,181.16	27.3
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	5,650.84	0.00	0.00	-1,650.84	141.3
TRUST & AGENCY LIBRARY BLDG TR	13,000.00	13,000.00	6,469.68	0.00	0.00	6,530.32	49.8
Expenditures	13,000.00	13,000.00	6,469.68	0.00	0.00	6,530.32	49.8
Grand Total Net Effect:	-469,335.00	-469,335.00	-81,718.40	-12,650.21	0.00	-387,616.60	

Portfolio Snapshot
Combined Account Portfolio

Christine M Steinbrech

SummaryAs of: 8/31/26Portfolio PerformancePeriod: 8/1/26-8/31/26

PORTFOLIO		\$108,271	8/1/26 - 8/31/26					Q2,26	8/31/26	2025	8/29/22
GAIN/LOSS											
Realized		\$574	106,712					97,309	105,840	92,099	0
Unrealized		\$22,365	0					0	-3,000	0	67,000
			1,560					9,114	5,431	13,741	41,271
			108,271					106,423	108,271	105,840	108,271
Return			1.46%					9.37%	5.24%	14.92%	12.30%

Account Performance

ACCOUNT	START DATE	VALUE (\$)	% OF TOTAL	SELECTED PERIOD (%)	LAST QUARTER (%)	YEAR TO DATE (%)	LAST YEAR (%)	SINCE START DATE (%)
XXXXXX0115	8/29/22	108,271	100.00	8/1/26 - 8/31/26	Q2,26	8/31/26	2025	
				1.46	9.37	5.24	14.92	12.30

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: 9/21/26.

Solon Public Library Foundation - Solon State Bank
Treasurer's Report
September 23, 2026

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

Solon Public Library Foundation - Greenstate
Treasurer's Report
September 23, 2026

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

Solon Public Library Foundation Scholarship Account
Treasurer's Report
September 23, 2026

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

Solon Public Library Personnel Policy

About Library Personnel Policy

As employees of the City of Solon, all Library employees will be guided by the City of Solon Employee Handbook as approved by the Solon City Council.

Management Policy

- The duly appointed Library Board shall have all management rights, authorities, and responsibilities as stated in the Iowa Code, City Ordinance, and State Library of Iowa Trustees Handbook.

Administrative Policy

- The Solon Public Library Board of Trustees, in accordance with city ordinance and following standards set by the State Library of Iowa, hires the Library Director and delegates the active management of the library including personnel administration, to the Director.
- The Library Board conducts an annual review of the Library Director within 60 days of the end of the fiscal year following the Employee Handbook Performance Evaluation process.
- The Library Director conducts an annual review of each library staff member within 60 days of the end of the fiscal year following the Employee Handbook Performance Evaluation process.

Work Schedule Policy

- Major changes in the Director's schedule shall not be made without approval of the Library Board.
- Requests for changes in the work schedule of other staff or volunteers should be given in advance and approved by the Library Director.
- Overtime hours for hourly employees are not included in the annual budget and should be avoided.

Hours of Operation

- The Library is open to the public a set number of hours per week, many of which are evening and weekend hours. Full-time employees generally work forty hours per week, eight hours per day, and five days each week. All regular staff members may be required to work evenings, as well as some Saturday hours. Such work is considered part of the regular work schedule.

Holidays

- The Solon Public Library observes the City of Solon holidays listed in the Employee Handbook. Library management reserve the right to change the observance of holidays based on business needs. If feasible, part time employees may shift their hours so that they do not lose hours when the library is closed.

Meetings, Conventions, and Workshops

- The director, staff, and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the Library Director, according to the amount appropriated in the budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

Solon Public Library Personnel Policy

- The Director will share continuing education opportunities with staff and trustees and include an allowance for educational opportunities in the annual budget.

Professional Conduct

- Library employees need to be able to work comfortably in the work place, and project a professional image for library users. Business casual dress and a neat appearance is the standard for this dress code. Clothing that may have words, terms or pictures that may be offensive to other employees or library patrons are deemed not appropriate. This includes political references.
- At the Director's discretion, employees may be allowed to deviate from the dress code in a manner that is appropriate, time-limited, and available to all employees according to the same conditions.
- Name tags will be worn by staff members during work hours.
- The Solon Public Library is committed to delivering excellent service to all and treating each person with respect. Library staff members follow the [Code of Ethics of the American Library Association](#).