

Agenda for Solon Library Board Meeting
Monday, May 18, 2026 @ 6:30 pm

Call to order

Approval of the agenda

Approval of the minutes

- Regular Board Meeting April 27, 2026

Citizen's Speak

Correspondence

Committee reports

- Building: Update on LED Bulb Replacements
- Finance
- Johnson County Liaison
- City Liaison
- Board of Trustees Continuing Education
- 25th Anniversary Celebration Committee

Directors Report

Approval of Bills

- May 2026

Review of Foundation report: Not available yet, next meeting is May 27, 2026

Old Business

- Open Board Position (City resident)
- Discussion and possible action for FY26 Budget and Budget Amendment

New Business

- Strategic plan update
- Policy Review/Approval: [Display & Bulletin Board Policy](#)
- Directors Evaluation Process/Timeline
- Board Continuing Education Suggestion:
 - From Planning to Impact: Strategic Planning Essentials for Library Boards
 - Available on [WorkDay](#)

Next Meeting: **Monday, June 29, 2026 at 6:30 pm**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes April, 27 2026

Call to Order

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

Present

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

Absent

Matt Macke (City Liaison)

Approval of Agenda

The agenda was unanimously approved (Janet/Steve)

Approval of Minutes

The minutes were unanimously approved (Steve/Matthew)

Approval of Interview Committee Minutes 4/3/26

The minutes were unanimously approved (Matthew/Janet)

Citizen's Speak and Correspondence

Citizen Speak: None

Correspondence: None

Committee Reports:

- **Building:** No update on LED replacement. E&J has not begun the job.
- **Finance:** Library CD Maturing on 4/6/26 at Green State was renewed at 3.75% with a 9/6/27 maturity date.
- **Johnson County Liaison:** Steve notified the county of the hiring of Megan Richardson as Interim Director. Congratulations and best wishes were extended to Megan.
- **City of Solon Liaison:** City Administrator Cami Rasmussen sent a message with an update for the Library Board Meeting. The FY27 Budget process is complete. The FY26 Budget is in its final quarter and will be reviewed for any amendments needed. City Hall is now open in its new location.

The Solon Public Library Board

- **Board of Trustees Continuing Education:** Janet reported on the Corridor Library Training that she attended at the Coralville Library on April 6th. Sandy reported on the program Library Websites and Accessibility.
- **25th Anniversary Celebration Committee:** Char reported on the 25th Anniversary Committee's upcoming meeting and recounted the activities and desires of the committee.
- **Interview Committee:** The need for this committee has concluded.

Library Director's Report: Megan highlighted the Foundation awarding their scholarship money to Cora Sutton and Toby Kleinsmith. She also mentioned that after a transitional month things are moving forward. Megan has also completed the State Library Endorsement. The library is now focusing on the upcoming Summer Reading Program.

Megan's previous position has been posted. They are hoping that interviews could conclude prior to summer. This position is a part-time position under the heading of Communications and Technology.

Christian's position will not be posted until after summer. This is possible because of having our summer clerks available to help staff the library.

Approval of Bills

The bills for April 2026 were unanimously approved. (Matthew/Bill)

Review of Foundation Report

April 2026 Foundation financial report was 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.

New Business

- **Discussion and possible action on Interim Library Director job description:** After discussion the board unanimously approved the current job description. (Janet/Char)
- **Review of Current FY26 budget and Possible Budget Amendment:** Two issues were discussed. The Utility Bills have over reached our allotted amount significantly. Megan has reached out to have the problem addressed with the installer of the solar panels. There is also a significant hourly increase in the pay required by a part time cleaner.

The Solon Public Library Board

- **Discussion and possible action on Heart Health Initiatives Program:** After discussion concerning the “Libraries With Heart”, which is affiliated with the American Heart Association, Johnson County Department of Public Health, and the University of Iowa’s College of Pharmacy. The Board unanimously agreed that the Solon Public Library should be a part of this program. (Char/Janet)
- **Policy Review/Approval: Library Copyright Policy:** The policy was reviewed and was unanimously approved. (Matthew/Bill)
- **Board of Trustees Continuing Education:** Items were listed for Board consideration.

Adjournment: The meeting was adjourned at 7:12 p.m. (Steve/Char)

Next Meeting

Regular Meeting: Due to Memorial Day the next meeting will be Monday, May 18, 2026 at 6:30 p.m.

Submitted by

Char Cosgrove



Megan Richardson <mrichardson@solon.lib.ia.us>

City Administrator Update for 5/18/26 Library Board Meeting

Cami Rasmussen <cami.rasmussen@solon-iowa.com>
To: Megan Richardson <mrichardson@solon.lib.ia.us>

Fri, May 15, 2026 at 9:59 AM

Good Morning Megan,

I've attached the Library Budget Amendment. The only amendment will be for salaries related to janitorial hours. Line item 001-4410-60100 will increase by \$34,635.17. This amount includes wages, FICA and IPERS combined.

The janitorial wages will be adjusted for FY27 fiscal year to avoid confusion on the expenditure report after July 1st. Please see below for my update for Monday.

Thank you,
Cami

FY26 Budget Amendment:

I recently shared at our All Staff meeting that this city budget amendment was minor in comparison to recent years. This is attributed to city staff managing their department budgets and line items effectively. This tells me that across the organization, departments are budget-conscious and are paying attention to expenses - well done! The budget amendment process includes a public hearing on May 20th and submission by May 31st.

City Hall Update: New mailing address is 100 S. Cedar Street.

Water Tower Project:

The water tower will be repainted this summer as part of our maintenance plan. The project is expected to take about one month. Start date to be announced (TBA).

May City Council Meetings:

Regular Council Meeting May 20th
Board of Adjustment Meeting May 18th
Planning & Zoning Meeting May 26th
Tentative Special Meeting May 27th

All Staff Meeting:

The next All Staff Meeting will be held on Tuesday, June 23rd at Solon City Hall.

Public Works Week May 17-23

Solon Firefighter's Breakfast Sunday, May 24th

- Serving from 6:30am-12:30pm
- All you can eat pancakes, eggs, sausage and ham
- Adults (\$10), Kids 5-12 (\$5), kids under 5 are free

Cami Rasmussen
City Administrator
City of Solon
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Solon, IA 52333
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Fax: 319-624-2122
Email: cami.rasmussen@solon-iowa.com
Website: www.solon-iowa.com

Library FY26 Amendment

Budgeted	Actual to date
\$432,419.00	\$355,718.94
\$34,635.17	\$10,558.00 Ins
\$467,054.17	\$5,000.00 set aside
-\$16,617.00	\$50,348.00 wages
\$450,437.17	\$421,624.94

\$28,812.23

Dues, Membership	\$172.92
Travel & Conference	\$689.20
Building Maintenance	\$1,590.19
Equip Maintenance	\$12.74
Telephone Internet	\$1,168.88
Data Bases	\$1,411.76
Publishing	\$471.70
Educational Programs	\$2,844.77
Library Books	\$8,406.85
Library Video	\$184.41
Library Audio	\$1,512.23
Puppets	\$325.10
Operating Supplies	\$4,068.91
Postage	\$375.29
Supplies	\$194.29
Office Eq	\$592.11
	\$24,021.35

May 2026 Director's Report

In May I attended regular meetings with the City Council, all city staff, city administrator, the Friends of the Library, and will attend the Solon Public Library Foundation scheduled for 5/27/26. The Friends of the Library have been very pleased with the garage sale registration process using the new online Google registration form I created for them in 2024. They will provide the garage sale listing and map by Thursday, June 4, and they will be hosting a sale in our Meeting Room and staffing a Kiosk outside the Library on Friday 6/5 & Saturday 6/6. The Foundation attended the SHS Awards Night at the end of April to present the Foundation's Don Ochs Scholarships to Seniors Cora Sutton and Tobyaz Kleinsmith.

I also attended the Quarterly Johnson County Library Director's Meeting held at Tiffin's Springmier Public Library. The focus of this meeting was summer reading planning, budgeting, and Johnson County fair. We will have a Johnson County fair planning meeting on Tuesday, May 19 that I plan to attend as well.

We closed out the school year activities last week with Christian hosting the last Switch & Social for teens on Tuesday, May 12 and Lily hosting the last BAM POW for kids on Thursday, May 14. Christian held outreach visits at the middle school and high school, and Lily will visit Lakeview and intermediate schools on May 26 and 27. Mykle hosts local author, Dan Henderson, on Monday, May 18 to discuss his book, Rhythm & Pep: the Vaudeville Career of the Pearson Brothers.

We are very happy to be able to welcome back our two Seasonal Library Clerks this summer! They will assist our staff at the circulation desk during our very busy summer. Cora and Luran will join us at the Summer Reading Kick-Off Party. Their regular desk shifts begin the first week of June, while Cora has agreed to help out the last two weeks of May.

I am excited to share that we have filled the position of Communications and Technology Specialist, our new staff member, Victor, will begin training on Thursday, May 21. I believe Victor will be a positive addition to our team and the community.

June 1 - July 31 is all about Summer Reading Fun! The theme this year is "Plant a Seed, Read" and will include engaging activities and prizes for patrons of all ages (birth through adult). We will be hosting a Kick-off Party on Friday, May 29 at 6:00 pm. Join us outside the Library to enjoy a toddler bounce house, inflatable obstacle course, yard games, the Iowa Children's Museum, hot dogs, popcorn, and pick up your summer reading materials to get started. We look forward to seeing everyone at the Library this summer!

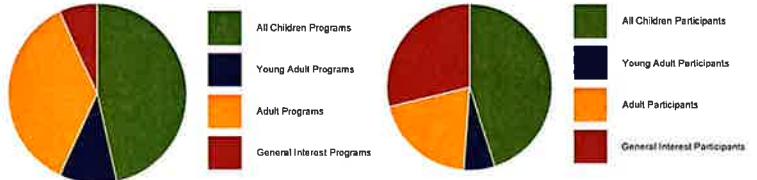
Sincerely,

Megan Richardson
Interim Library Director
Solon Public Library

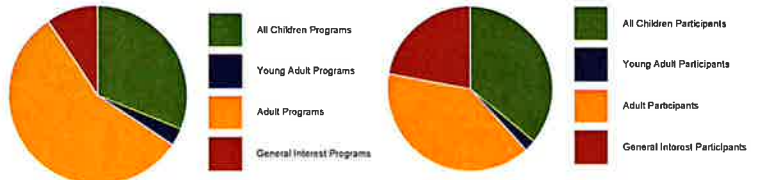
Solon Public Library

July, 2025 - April, 2026

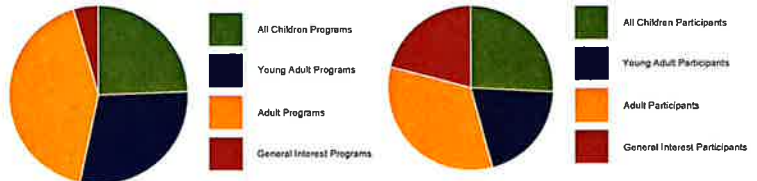
July					
Overview					
All Children Programs	27	46.55%	All Children Participants	784	45.08%
Young Adult Programs	6	10.34%	Young Adult Participants	106	6.1%
Adult Programs	21	36.21%	Adult Participants	349	20.07%
General Interest Programs	4	6.9%	General Interest Participants	500	28.75%
Total Programs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



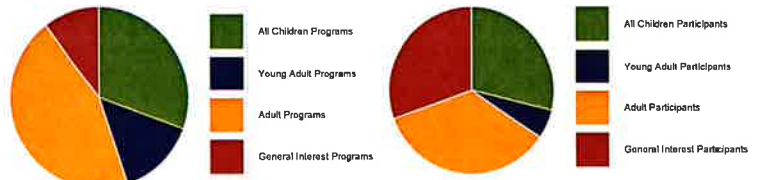
August					
Overview					
All Children Programs	10	31.25%	All Children Participants	213	36.04%
Young Adult Programs	1	3.13%	Young Adult Participants	13	2.2%
Adult Programs	18	56.25%	Adult Participants	234	39.59%
General Interest Programs	3	9.38%	General Interest Participants	131	22.17%
Total Programs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



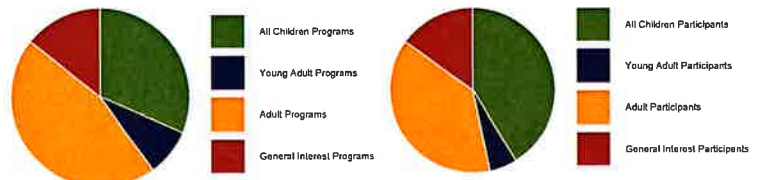
September					
Overview					
All Children Programs	11	24.44%	All Children Participants	216	25.78%
Young Adult Programs	13	28.89%	Young Adult Participants	167	19.93%
Adult Programs	19	42.22%	Adult Participants	278	33.17%
General Interest Programs	2	4.44%	General Interest Participants	177	21.12%
Total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



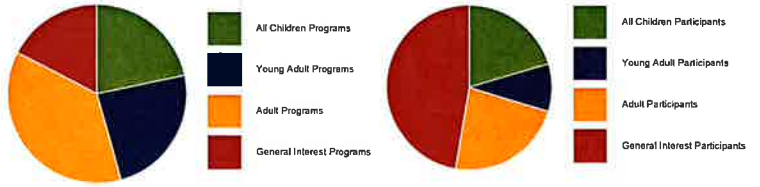
November					
Overview					
All Children Programs	11	31.43%	All Children Participants	238	41.25%
Young Adult Programs	3	8.57%	Young Adult Participants	31	5.37%
Adult Programs	16	45.71%	Adult Participants	221	38.3%
General Interest Programs	5	14.29%	General Interest Participants	87	15.08%
Total Programs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



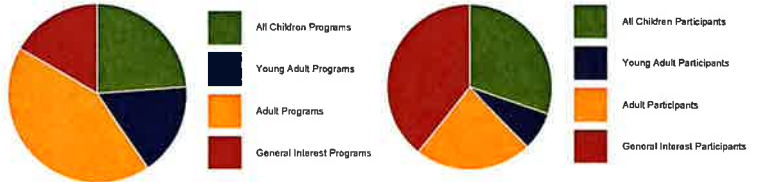
Solon Public Library

July, 2025 - April, 2026

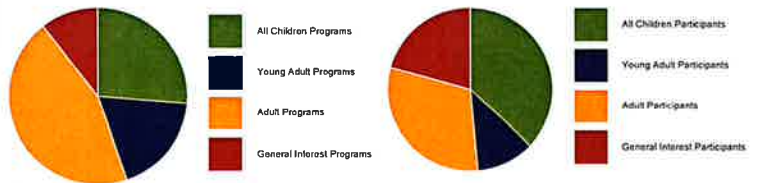
December					
Overview					
All Children Programs	10	21.74%	All Children Participants	200	20.47%
Young Adult Programs	11	23.91%	Young Adult Participants	90	9.21%
Adult Programs	17	36.96%	Adult Participants	225	23.03%
General Interest Programs	8	17.39%	General Interest Participants	462	47.29%
Total Programs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



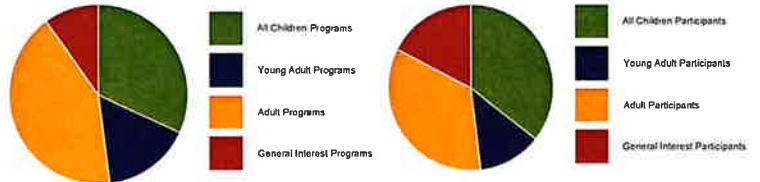
January					
Overview					
All Children Programs	10	23.81%	All Children Participants	284	30.15%
Young Adult Programs	7	16.67%	Young Adult Participants	71	7.54%
Adult Programs	18	42.86%	Adult Participants	217	23.04%
General Interest Programs	7	16.67%	General Interest Participants	370	39.28%
Total Programs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



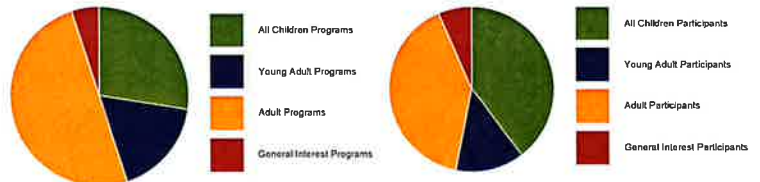
February					
Overview					
All Children Programs	10	26.32%	All Children Participants	269	37.1%
Young Adult Programs	7	18.42%	Young Adult Participants	83	11.45%
Adult Programs	17	44.74%	Adult Participants	223	30.76%
General Interest Programs	4	10.53%	General Interest Participants	150	20.69%
Total Programs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



March					
Overview					
All Children Programs	16	32%	All Children Participants	305	35.71%
Young Adult Programs	8	16%	Young Adult Participants	106	12.41%
Adult Programs	21	42%	Adult Participants	294	34.43%
General Interest Programs	5	10%	General Interest Participants	149	17.45%
Total Programs	50		Total Participants	854	



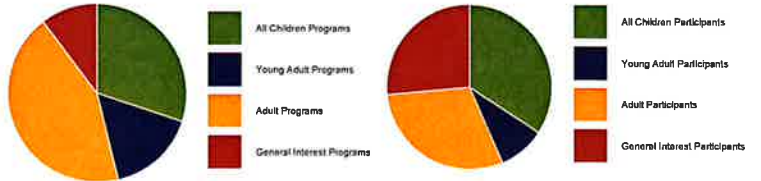
April					
Overview					
All Children Programs	11	27.5%	All Children Participants	303	39.86%
Young Adult Programs	7	17.5%	Young Adult Participants	103	13.48%
Adult Programs	20	50%	Adult Participants	308	40.31%
General Interest Programs	2	5%	General Interest Participants	50	6.54%
Total Programs	40		Total Participants	764	



Solon Public Library

July, 2025 - April, 2026

Year in Review					
Overview					
All Children Programs	131	30.11%	All Children Participants	3148	34.32%
Young Adult Programs	70	16.09%	Young Adult Participants	836	9.11%
Adult Programs	189	43.45%	Adult Participants	2757	30.06%
General Interest Programs	45	10.34%	General Interest Participants	2431	26.5%
Total Programs	435		Total Participants	9172	





Solon Public Library
Month Ending April-2026

Library Programs

Ages	Programs	%	Attendance	%	Views	%
All Children	11	27.5%	303	39.66%	0	-
Children (ages 0-5)	6	15%	124	16.23%	0	-
Children (ages 6-11)	5	12.5%	179	23.43%	0	-
Young Adult (ages 12-18)	7	17.5%	103	13.48%	0	-
Adult (ages 19+)	20	50%	308	40.31%	0	-
General Interest	2	5%	50	6.54%	0	-
Total	40	100%	764	100%	0	-

Types	Programs	%	Attendance	%	Views	%
In Person	36	90%	712	93.19%	0	-
Live Virtual	0	0%	0	0%	0	-
Passive Programs	3	7.5%	37	4.84%	0	-
Combo In Person/Live Virtual	1	2.5%	15	1.96%	0	-
Combo Live Virtual / Content R	0	0%	0	0%	0	-
Content Recordings	0	0%	0	0%	0	-
Total	40	100%	764	100%	0	-



Trend Summary
Solon Public Library
Month Ending Apr-26

Meeting Room Bookings

	Trend Summary				Year-To-Date				Year-Over-Year	
	Jan-26	Feb-26	Mar-26	Apr-26	2026	2025	Change	%	2026	%
Total Booking Information										
Total Bookings	119	143	159	154	575	432	143	33.1%		
Total Attendance	787	975	1114	1201	4077	3572	505	14.14%		
Average Attendance Per Booking	6.6	6.8	7	7.8	7.1	8.3	-1.2	-14.46%		
Booking Breakdowns										
Internal	77	73	88	73	311	248	63	25.4%		
Patrons	41	67	68	80	256	173	83	47.98%		
Non-Profit Organizations	1	3	3	1	8	11	-3	-27.27%		
For-Profit Organizations	0	0	0	0	0	0	0	-		
Prior Month Compare										
Total Bookings	Apr-26	Change	%	Apr-25	Change	%				
Total Attendance	154	-5	-3.14%	121	33	27.27%				
Average Attendance Per Booking	1201	87	7.81%	1220	-19	-1.56%				
Booking Breakdowns	7.8	0.8	11.43%	10.1	-2.3	-22.77%				
Internal	73	-15	-17.05%	70	3	4.29%				
Patrons	80	12	17.65%	48	32	66.67%				
Non-Profit Organizations	1	-2	-66.67%	3	-2	-66.67%				
For-Profit Organizations	0	0	-	0	0	-				

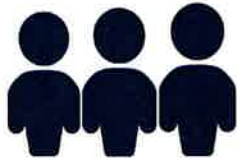
In April, you had 154 bookings overall with a cumulative attendance of 1201 patrons.

Change from prior month



154 ↓ -3.14%

Total Bookings



1201 ↑ 7.81%

Total Attendance



7.8 ↑ 11.43%

Average Attendance

73 ↓ -17.05%
Internal Bookings

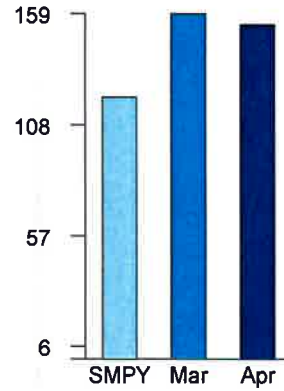
80 ↑ 17.65%
Patron Bookings

1 ↓ -66.67%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

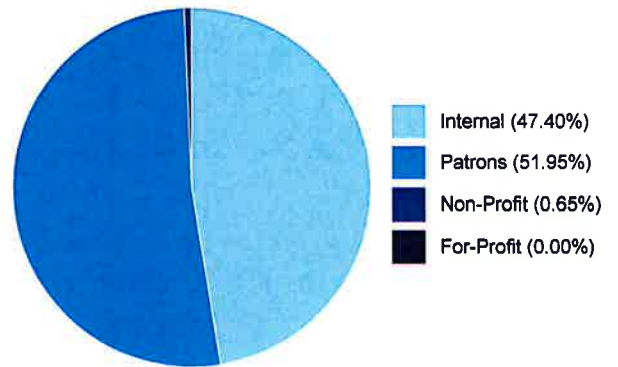
Booking Breakdown

Total Monthly Bookings



*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage



Patron PC Logins by Day and Hour

Dates: Wednesday April 1, 2026 - Thursday April 30, 2026 Times: 9:00am to 7:00pm

Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev		
Wed Apr 1	1	0	0	0	1	2	1	7	2	2	5	1	0	20	2	0	7	1	1	2
Thu Apr 2	0	0	0	0	0	2	10	6	1	1	0	0	20	2	0	10	0	0	3	
Fri Apr 3	1	1	0	0	2	2	7	1	0	0	0	0	12	1	0	7	0	0	2	
Sat Apr 4	0	1	1	0	2	0	2	0	0	0	0	0	4	0	0	2	0	0	1	
Sun Apr 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Apr 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Tue Apr 7	0	2	0	0	1	0	2	12	6	3	1	0	27	3	0	12	1	0	4	
Wed Apr 8	1	2	1	1	0	1	0	1	6	7	3	0	22	2	0	7	1	1	2	
Thu Apr 9	0	1	0	0	2	5	10	7	3	1	0	0	29	3	0	10	1	0	3	
Fri Apr 10	0	3	0	0	1	0	0	0	1	0	0	0	5	1	0	3	0	0	1	
Sat Apr 11	1	2	3	0	0	0	1	0	0	0	0	0	7	1	0	3	0	0	1	
Sun Apr 12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Apr 13	1	1	1	1	0	1	0	6	2	0	0	0	12	1	0	6	1	0	2	
Tue Apr 14	0	0	1	0	1	0	1	0	8	4	0	1	15	1	0	8	0	0	3	
Wed Apr 15	1	0	0	0	1	1	0	8	2	0	0	0	13	1	0	8	0	0	2	
Thu Apr 16	0	1	2	0	6	10	2	2	2	3	0	0	26	2	0	10	2	0	3	
Fri Apr 17	0	0	0	0	1	0	1	0	7	0	0	0	11	1	0	7	0	0	2	
Sat Apr 18	2	2	3	0	6	1	0	1	0	0	0	0	15	1	0	6	1	0	2	
Sun Apr 19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Apr 20	1	0	0	0	1	1	0	3	1	0	0	0	7	1	0	3	0	0	1	
Tue Apr 21	0	2	0	0	0	0	0	5	2	2	0	0	11	1	0	5	0	0	2	
Wed Apr 22	2	0	2	0	1	2	4	1	1	1	0	0	13	1	0	4	1	0	1	
Thu Apr 23	0	0	1	0	3	10	3	3	3	4	1	0	25	2	0	10	1	0	3	
Fri Apr 24	0	0	2	2	4	0	3	0	0	0	0	0	11	1	0	4	0	0	2	
Sat Apr 25	1	1	1	1	2	0	0	1	0	0	0	0	6	1	0	2	0	0	1	
Sun Apr 26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mon Apr 27	0	0	0	0	1	2	0	4	2	0	1	0	10	1	0	4	0	0	1	
Tue Apr 28	1	0	0	0	0	0	0	6	4	0	0	0	11	1	0	6	0	0	2	
Wed Apr 29	1	0	2	2	0	0	0	5	1	1	1	0	11	1	0	5	1	0	2	
Thu Apr 30	1	0	2	0	4	13	5	3	3	0	1	0	29	3	0	13	1	0	4	
Total	15	19	22	18	40	67	110	50	24	7	0	372								
Average	0.5	0.6	0.7	0.6	1.3	2.2	3.7	1.7	0.8	0.2	0									
Minimum	0	0	0	0	0	0	0	0	0	0	0									
Maximum	2	3	3	6	6	13	12	7	5	1	0									
Median	0	0	0	0	1	0	3.5	1	0	0	0									
Mode	0	0	0	0	0	0	0	0	0	0	0									
Standard Dev	0.6	0.9	1	1.2	1.6	4	3.2	1.8	1.4	0.4	0									

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Solon Library Bills for May, 2026

Starting balance from Expenditure Report dated 5/12/25

		Monthly Avg
From Dues, Membership & Magazines (62100)	\$ 117.92	
Zoom inv#351545784 (Visa)	\$ 18.18	
Cricut monthly subscription order#193738626 (Visa)	\$ 10.69	
Freepik Company, Flaticon annual subscription (Visa)	\$ 99.99	
Total Spent	\$ 128.86	\$ 100.00
Remaining Balance	\$ (10.94)	
From Travel and Conference (62400)	\$ 529.44	
Total Spent	\$ -	\$ 62.50
Remaining Balance	\$ 529.44	
From Building Maintenance (63100)	\$ 6,590.19	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Dependable Electric, washer & dryer install Inv#18228	\$ 1,046.08	
Total Spent	\$ 1,046.08	\$ 416.67
Remaining Balance	\$ 544.11	
From Org Vehicle/Equipment Maint AC (63320)	\$ 12.74	
Google LLC, Google Workspace inv#5559471763 (Visa)	\$ 111.82	
Total Spent	\$ 111.82	\$ 466.67
Remaining Balance	\$ (99.08)	
From Utilities (63710)	\$ (86.62)	
Alliant Energy	\$ 58.69	
Mid-American	\$ 55.04	
Total Spent	\$ 113.73	\$ 583.33
Remaining Balance	\$ (200.35)	
From Telephone/Internet (63730)	\$ 792.88	
ICN inv#747147	\$ 188.00	
Southslope inv#11258657	\$ 185.28	
Total Spent	\$ 373.28	\$ 425.00
Remaining Balance	\$ 419.60	
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)	\$ 2,239.92	
Solon Senior Support, Chair Yoga, Inv# YogaFEBMARCH26	\$ 60.00	
Solon Senior Support, Chair Yoga, Inv# YogaAPR26	\$ 75.00	
Solon Senior Support, Chair Yoga, Inv# YogaMAY26	\$ 60.00	
Sam's Mainstreet Market, Hy-Vee, Christian Brauns Employee Reimbursement	\$ 68.22	
Amazon, SRP Prizes (Visa)	\$ 225.00	
Amazon, SRP Prizes (Visa)	\$ 47.43	
Amazon, SRP Prizes (Visa)	\$ 149.99	
Amazon, Teen outreach supplies (Visa)	\$ 54.95	
Amazon, Adult program supplies (Visa)	\$ 9.99	
Zoetic Coffee, teen outreach supplies (Visa)	\$ 60.00	
Do Art Productions, SRP Program Inv#2358	\$ 545.00	
Adorable Princess Party, SRP program Invoice	\$ 100.00	
Cold Blooded Redhead, SRP Program Invoice	\$ 325.00	
William Robison, SRP Program Inv#7222026	\$ 40.00	

HyVee and Sam's Mainstreet Market, Christian Brauns employee reimbursement	\$	11.28	
Menards, programming cart (Visa)	\$	279.99	
Dairy Queen, prizes (Visa)	\$	40.00	
Dairy Queen, prize (Visa)	\$	10.00	
Total Spent	\$	2,161.85	\$ 1,179.17
Remaining Balance	\$	78.07	

From Library Books (65020)	\$	7,225.13
Ingram Inv#96248674	\$	1,935.23
Ingram Inv#96318585	\$	26.25
Ingram Inv#96091342	\$	77.41
Ingram Inv#96422890	\$	156.20
Ingram Inv#96422889	\$	26.25
Ingram Inv#96231500	\$	400.27
Ingram Inv#96422888	\$	111.93
Ingram Inv#96557022	\$	101.33
Amazon, 1 Adult book (Visa)	\$	15.95
Amazon, 2 Adult books (Visa)	\$	33.00
Amazon, 1 Adult book (Visa)	\$	11.39
Amazon, 6 Youth books (Visa)	\$	164.12
Amazon, 3 Adult books (Visa)	\$	47.10
Amazon, 25 Youth books (Visa)	\$	205.08
Amazon, 1 Adult book (Visa)	\$	12.99
Amazon, 2 Adult books (Visa)	\$	31.20
Amazon, 1 Adult book (Visa)	\$	30.24
Amazon, 1 Youth book (Visa)	\$	8.54
MidAmerica Books, Inv#0096006	\$	662.70
Junior Library Guild Inv#746907	\$	701.68
Amazon, 1 Adult book (Visa)	\$	17.60

Total Spent	\$	4,776.46	\$ 2,000.00
Remaining Balance	\$	2,448.67	

From Library Video Materials (65030)	\$	5.13
Amazon, 1 youth DVD (Visa)	\$	17.95

Total Spent	\$	17.95	\$ 404.17
Remaining Balance	\$	(12.82)	

From Library Audio Materials (65040)	\$	457.48
Playaway Products, 6 Wonderbooks inv#533559	\$	350.94

Total Spent	\$	350.94	\$ 416.67
Remaining Balance	\$	106.54	

From Puzzles, Puppet Kits (65050)	\$	325.10
Amazon, Reader Kits (Visa)	\$	88.47
Amazon, youth puzzle (Visa)	\$	10.99
Amazon, Puzzle, Binder Rings, Bike Repair LOT (Visa)	\$	76.92
Amazon, containers for LOT (Visa)	\$	33.99
WalMart, LOT blood pressure kit (Visa)	\$	52.17
Amazon, 1 reader kit (Visa)	\$	19.99
Amazon, 1 reader kit (Visa)	\$	15.98
Amazon, Storage Bin LOT (Visa)	\$	30.70
Amazon, Puzzle (Visa)	\$	12.99

Total Spent	\$	342.20	\$ 100.00
Remaining Balance	\$	(17.10)	

From Operating Supplies (65070)	\$	4,069.40
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DEMCO, book processing supplies inv#7800779	\$	766.80	
Office Express, copy paper, ink cartridges, paper clips, inv#168366	\$	182.58	
Office Express, address stamps, inv#169458	\$	60.30	
Amazon, Tower Surge Protector (Visa)	\$	26.56	
Amazon, towels, dish soap, cleaning supplies (Visa)	\$	48.31	
Amazon, office supplies (Visa)	\$	81.04	
Amazon, cleaning supplies (Visa)	\$	11.92	
Amazon, cleaning supplies (Visa)	\$	24.69	
Aldi, teen rug (Visa)	\$	53.49	

Total Spent \$ 1,255.69 \$ 750.00
Remaining Balance \$ 2,813.71

From Postage and Shipping (65080) \$ 375.29
 USPS, ILL shipment (Visa) \$ 4.25
 USPS, ILL shipment (Visa) \$ 4.96
 Total Spent \$ 9.21 \$ 75.00
Remaining Balance \$ 366.08

From Supplies (65990) \$ 53.29
 City incorrectly charged this to Travel & Conference (april) \$ (141.00)
 Total Spent \$ (141.00) \$ 20.83
Remaining Balance \$ 194.29

From Office Equipment (67250) \$ 779.48
 Gordon Flesch Co. Printer Lease inv# \$ 183.43 May

Total Spent \$ 183.43 \$ 333.33
Remaining Balance \$ 596.05

Trust & Agency		Budget	NOTES
Trust & Agency Education Program 031-4411-64340	\$ 500.00		
	\$4,450		Donations to 2026 SRP (Local Sponsors)
Total Available	\$ 4,950.00		
Rene Paine, Anniversary Committee, Banners inv#4292026	\$ 90.68	May	Anniversary Committee expense
Copyworks, SRP printing, Inv#82238	\$ 1,187.60	May	SRP materials
Kor-Lin DBA The Company Store, Anniversary T-Shirts, Inv#3022	\$ 691.00	May	Anniversary Committee expense
SpaceWalk Inflatables, SRP (Visa)	\$ 1,452.50	May	SRP Kick-off Party
Total Spent	\$ 3,421.78		
Remaining Balance	\$ 1,528.22		

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2025 to 5/31/2026

	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	248,592.27	9,875.09	0.00	9,072.73	96.5
61100 FICA SOCIAL SECURITY	19,711.00	19,711.00	18,998.84	755.44	0.00	712.16	96.4
61300 IPERS	24,324.00	24,324.00	22,506.83	932.22	0.00	1,817.17	92.5
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	2,132.08	55.00	0.00	117.92	94.8
62400 TRAVEL AND CONFERENCE	750.00	750.00	220.56	159.76	0.00	529.44	29.4
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	4,455.89	1,046.08	0.00	5,544.11	44.6
63320 ORG VEHICLE/EQUIPMENT MAINT AC	6,400.00	6,400.00	6,387.26	0.00	0.00	12.74	99.8
63710 UTILITIES	3,000.00	3,000.00	3,200.35	113.73	0.00	-200.35	106.7
63730 TELEPHONE/INTERNET	4,500.00	4,500.00	3,519.12	188.00	0.00	980.88	78.2
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	11,914.92	609.69	0.00	2,235.08	84.2
65020 LIBRARY BOOKS	25,000.00	25,000.00	17,772.32	1,179.17	0.00	7,227.68	71.1
65030 LIBRARY VIDEO MATERIALS	3,800.00	3,800.00	3,794.87	179.28	0.00	5.13	99.9
65040 LIBRARY AUDIO MATERIALS	6,000.00	6,000.00	5,542.52	1,054.85	0.00	457.48	92.4
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	3,931.09	0.00	0.00	4,068.91	49.1
65080 POSTAGE AND SHIPPING	900.00	900.00	524.71	0.00	0.00	375.29	58.3
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	2,913.09	5.20	0.00	586.91	83.2
LIBRARY SERVICES	432,419.00	432,419.00	360,309.70	16,153.51	0.00	72,109.30	83.3
Expenditures	432,419.00	432,419.00	360,309.70	16,153.51	0.00	72,109.30	83.3
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	-393,128.24	-16,153.51	0.00	-49,790.76	

	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 FY26 Budget	FY26 Budget	FY26	
3	60100 Salaries	\$ 257,665	\$ 211,699	\$ 45,966	\$ 28,215	\$ 17,752	\$ 23,842	\$ (6,091)	\$ 21,209	\$ (27,300)	\$ 284,965	\$ (27,300)	\$ 34,635		
4	61100 FICA Social Security	\$ 19,711	\$ 16,178	\$ 3,533	\$ 2,158	\$ 1,375	\$ 1,824	\$ (449)	\$ 1,623	\$ (2,072)	\$ 21,783	\$ (2,072)	\$		
5	61300 PERKS	\$ 24,324	\$ 19,544	\$ 4,779	\$ 2,663	\$ 2,116	\$ 2,251	\$ (135)	\$ 2,002	\$ (2,137)	\$ 26,460	\$ (2,137)	\$		
6	61300 Employee Group Insurance	\$ 16,617	\$ -	\$ 16,617	\$ -	\$ 16,617	\$ -	\$ (11)	\$ -	\$ (11)	\$ 16,617	\$ (11)	\$ 0		
7	62100 Dues, Memberships & Mag	\$ 2,250	\$ 2,048	\$ 202	\$ 84	\$ 118	\$ 128	\$ (11)	\$ -	\$ (11)	\$ 2,261	\$ (11)	\$ 250		
8	62400 Travel & Conference	\$ 750	\$ 61	\$ 689	\$ 160	\$ 529	\$ -	\$ 529	\$ -	\$ 529	\$ 500	\$ -	\$ 250		
9	63100 Building Maintenance	\$ 10,000	\$ 3,410	\$ 6,590	\$ -	\$ 6,590	\$ 1,046	\$ 5,544	\$ -	\$ 5,544	\$ 5,000	\$ 5,000	\$ 5,000		
10	63320 Orig Vehicle/Equipment	\$ 6,400	\$ 6,275	\$ 125	\$ 112	\$ 13	\$ (99)	\$ (99)	\$ -	\$ (99)	\$ 6,400	\$ -	\$ -		
11	63710 Utilities	\$ 3,000	\$ 2,921	\$ 79	\$ 458	\$ (379)	\$ 114	\$ (493)	\$ 115	\$ (608)	\$ 4,000	\$ (1,000)	\$ (1,000)		
12	63730 Telephone/Internet	\$ 4,500	\$ 2,969	\$ 1,531	\$ 362	\$ 1,169	\$ 373	\$ 796	\$ 375	\$ 421	\$ 4,500	\$ -	\$ 712		
13	63731 Data Bases	\$ 2,850	\$ 1,438	\$ 1,412	\$ -	\$ 1,412	\$ -	\$ 1,412	\$ -	\$ 1,412	\$ 2,138	\$ (10,559)	\$ 712		
14	64080 Insurance	\$ 20,752	\$ 1,206	\$ 19,546	\$ -	\$ 19,546	\$ -	\$ 19,546	\$ 31,311	\$ (11,764)	\$ 31,311	\$ (10,559)	\$ 372		
15	64140 Publishing	\$ 800	\$ 328	\$ 472	\$ -	\$ 472	\$ -	\$ 472	\$ -	\$ 472	\$ 428	\$ 472	\$ 372		
16	64340 Educational Program	\$ 14,150	\$ 10,782	\$ 3,369	\$ 1,129	\$ 2,240	\$ 2,162	\$ 78	\$ -	\$ 78	\$ 14,150	\$ -	\$ -		
17	65020 Library Books	\$ 25,000	\$ 16,032	\$ 8,968	\$ 1,743	\$ 7,225	\$ 4,776	\$ 2,449	\$ 2,449	\$ (0)	\$ 25,000	\$ -	\$ -		
18	65030 Library Video	\$ 3,800	\$ 3,566	\$ 234	\$ 229	\$ 5	\$ 18	\$ (13)	\$ -	\$ (13)	\$ 4,100	\$ (300)	\$ (300)		
19	65040 Library Audio	\$ 6,000	\$ 4,888	\$ 1,512	\$ 1,055	\$ 457	\$ 351	\$ 106	\$ 106	\$ 0	\$ 6,000	\$ -	\$ -		
20	65050 Puzzles, Puppet Kits	\$ 1,200	\$ 875	\$ 325	\$ -	\$ 325	\$ 342	\$ (117)	\$ -	\$ (117)	\$ 1,200	\$ -	\$ -		
21	65070 Operating Supplies	\$ 8,000	\$ 3,592	\$ 4,408	\$ 339	\$ 4,069	\$ 1,256	\$ 2,814	\$ 400	\$ 2,414	\$ 5,586	\$ 2,414	\$ 2,414		
22	65080 Postage	\$ 900	\$ 357	\$ 543	\$ 168	\$ 375	\$ 9	\$ 366	\$ 10	\$ 356	\$ 544	\$ 356	\$ 356		
23	65990 Supplies	\$ 3,500	\$ 2,890	\$ 610	\$ 201	\$ 409	\$ -	\$ 194	\$ -	\$ 194	\$ 56	\$ -	\$ 194		
24	67250 Office Equipment	\$ 3,500	\$ 2,890	\$ 610	\$ 201	\$ 409	\$ 183	\$ 225	\$ 183	\$ 42	\$ 3,458	\$ 42	\$ 42		
25	Totals	\$ 432,419	\$ 310,714	\$ 121,705	\$ 39,076	\$ 82,629	\$ 38,788	\$ 43,841	\$ 59,783	\$ (15,942)	\$ 486,457	\$ (34,038)	\$ (34,038)		
26															

NOTES
 Current salary expenditures greater than actual timesheet hours for library staff and cleaning person. Lt 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. Lt's vacation time will be paid out in April. Overtime hours for Youth services (lily) estimated at 5 hrs/week at \$836 for April

Using 7.55% of salaries for estimate
 Using 9.44% 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

Actual bill from Ellison/Carni = 31,311

May 2026 Strategic Plan Update

January 2026:

Celebrate Diversity: Host all-ages international food programs. Rice Bowl Class with Poimen Bosko Foods

February 2026:

Be an informed Citizen/Know Your Community: Host discussion session with Q&A "Iowa Water with State Geologist Keith Schilling, PhD"

March 2026:

Be an informed Citizen/Know Your Community: Dr. Lulu Merle Johnson Exhibit Project Display

April & May 2026:

Be an informed Citizen/Know Your Community: 25th Anniversary Display, highlights the start of the Library and the changes throughout the years as we celebrate the anniversary of the Library building.

May 2026:

Visit a Comfortable Space: New furniture ordered for Teen Space, funding provided by the Foundation. Some items have arrived, staff have rearranged collections, public works assisted with removal of old shelving, and made a comfortable teen space.

Update & Planning:

Our accreditation needs to be renewed for FY28, which means the application is due by February 28, 2027. Part of this application is having a current strategic plan, our plan ends with calendar year 2027, which requires to update or create a new strategic plan for accreditation.

In my recent meeting with Becky Heil, our State Library of Iowa consultant, we discussed the process and how to best proceed. My recommendation is to complete an update to our strategic plan.

Outline for update:

- 1) Bring in a few community members, board of trustees, and staff as our key stakeholders
- 2) Review the strategic plan – has something changed?
- 3) What are new needs?
- 4) Service Responses – are they the same?
- 5) Staff review the responses, goal by goal.
- 6) Add new objectives or tweak – 6 to 9 goals per service response.

This process would be 3-4 hours, best done in two 2-hour sessions.

Solon Public Library

Display & Bulletin Board Policy

About Displays

The Library has a display case inside the main library to provide a space for self-expression, local organization highlights, and for visitors to view and enjoy. The case is equipped with lockable glass doors, and flexible shelving that may be arranged for different types of displays.

The Library has a community bulletin board outside the front entry to provide a space for community events to be viewed by visitors. The bulletin board is enclosed and locked.

The Library may also display patron art throughout the library space.

The display case is available for public and library use. Displays using this space should meet one or more of these purposes:

- To display high quality original art by artists from Solon and local areas
- To highlight a theme, program, or services provided at the Library
- To build inclusion, diversity, equity, and access into our community
- To inform patrons of current issues, events or other subjects of public interest

The community bulletin board is available for public and library use. Signs or posters should meet one or more of these purposes:

- To highlight a resource, or non-profit organization in the Solon area
- To build inclusion, diversity, equity, and access into our community
- To inform visitors of current issues or events of public interest

Display Case Application Process

Interested individuals or groups can complete an application for displaying a collection in the display case. *This is an application only; Library staff will review applications.*

- **Library displays receive first consideration in scheduling.**
- Scheduling is based on availability.
- Displays are scheduled on a monthly rotation, with some flexibility.

Display & Community Bulletin Board Guidelines

- All displays/posters/art must meet existing state and federal laws on obscenity, libel, defamation of character, and invasion of privacy.
- The Library does not accept responsibility for ensuring that all points of view are represented in any single display/poster.
- The Library assumes no liability for theft, loss, damage, or destruction of items left for display.
- Community bulletin board postings are added as space allows for a maximum of 3 weeks.