

Annual Joint Library Boards Meeting Agenda

Tuesday, October 28, 2025 @6:30 pm

Topic: SPL Annual Joint Library Boards Meeting

Meeting Description: This is a social meeting of the three boards that support Solon Public Library. No official business will be discussed or voted upon at this meeting.

Welcome / Refreshments provided by the Solon Public Library Foundation Board

Introductions

Board of Trustees

- Highlights for FY25 (July 1, 2024 - June 30, 2025)
- Upcoming Projects/Goals for FY26 (July 1, 2025 - June 30, 2026)

Friends of the Library

- Highlights for FY25 (July 1, 2024 - June 30, 2025)
- Upcoming Projects/Goals for FY26 (July 1, 2025 - June 30, 2026)

Solon Public Library Foundation

- Highlights for FY25 (July 1, 2024 - June 30, 2025)
- Upcoming Projects/Goals for FY26 (July 1, 2025 - June 30, 2026)

Library Director Comments

Vision for the Future of Solon Public Library



- Established in 1992, the Friends of the Library is a nonprofit advocacy organization which supports the library and helps to provide for activities and materials not covered by the Library's operating budget. Our volunteer members advocate, educate, and raise funds on behalf of the library, its patrons, and the community. Anyone can become a Friend of the Library by paying a small annual membership fee.

Friends of the Solon Public Library Board

One year terms expire in October of every year. Membership Meeting & Board Election is held in October.

Susan Scott, President
Rene Paine, Vice President
Susan Lee, Secretary
John Lamantia, Treasurer
Paul Saupe, Membership Coordinator/Landscaping Committee
Wayne Wurzer
Barb Duncan



Board of Trustees – Trustees advocate for the Library in the community in many ways, like increasing funding, ensuring the Library is meeting the needs of the community, and planning for the future. Regular meetings of the Library Board of Trustees are held at 6:30 pm on the last Monday of each month. These meetings are open to the public. Trustees are appointed by the Mayor and Johnson County Board of Supervisors. *The Board consists of four City and three Rural representatives, and is subject to the Iowa Code's Gender Balance Law. 4-year terms, end in December of listed year.*

Sandra Lawrence, President, County resident, term expires 12/31/27
Bill Christensen, Vice President, County resident, term expires 12/31/28
Charlene Cosgrove, Secretary, City resident, term expires 12/31/25
Jen Fetzer, City resident, term expires 12/31/25
Janet Salathiel, City resident, term expires 12/31/28
Steve Fisher, County resident, term expires 12/31/26
Matthew Hanes, City resident, term expires 12/31/27
City Liaison, Council Member Cole Gabriel



- Established in 2004, The Solon Public Library Foundation is a non-profit organization that provides support for library programs and long-range building plans. Since the opening of the new library building in 2001, the growth in use of the facility has exceeded all expectations. To support this growth and maintain a viable community library, the Foundation is organized to solicit donations, accept gifts, and manage these funds carefully to support long-term growth in library service.

Library Foundation Board Members (3-year terms)

Bob King, President
Sandy Phillips, Vice President
Christine Steinbrech, Treasurer
Kris Brown, Secretary
Kelli Andresen

New Members welcome to support the activities of the Foundation Board

Solon Public Library Joint Boards Meeting Hosting Schedule

We hold a social, joint meeting of all three library boards each year, typically it is held in October and one of the three boards acts as host and provides light refreshments.

October 2021: No Host, COVID restrictions

October 2022: SPL Foundation

October 2023: Friends of SPL

October 2024: Board of Trustees

October 2025: SPL Foundation

October 2026: Friends of SPL

October 2027: Board of Trustees

October 2028: SPL Foundation

October 2029: Friends of SPL

October 2030: Board of Trustees

Joint Meeting of Library Boards - Oct. 22nd, 2024

Attending: along with Liz King, **Library Director**

From the **Friends of the Library** - Susan Scott, John Lamantia, Paul Saupe, and Wayne Wurzer

From the **Board of Trustees** - Sandra Lawrence, Bill Christensen, Charlene Cosgrove, Jen Fetzer, Janet Salathiel, Steve Fisher and Matthew Hanes

From the **Foundation** - Kris Brown

City Council Liaison - Cole Gabriel

The year in review from each group is as follows:

Sandy Lawrence, President of the Board of Trustees provided an impressive list of completed activities for the year.

- 1) The Board of Elections had required that changes needed to be made in the library parking lot if the library was to remain as a voting site. A grant for improving library accessibility, written by Lilly Smith, one of our library staff, was submitted to the state library and was approved. The funding from this grant allowed for reconfiguring the parking lot to add three additional spaces for handicap parking, and restricting and relabeling the two former handicap spaces to be reserved for patrons with limited mobility.
- 2) The parking renovation, along with a Space Need Study was part of a recently updated five year plan. Thanks to funding from another grant from the State Library, a space needs study was completed this last year. We are now a size D library. Average circulation for a size D library is 27,039. Our circulation for 2023 was 60,201, which was accomplished in a smaller footprint than an average size D library utilizes. Our space needs consultant was quite impressed.
- 3) Radon mitigation was completed after discovering that the library had dangerous levels of radon throughout the building. Radon levels, after mitigation, dropped from 60 to under the recommended level of 4.

4.) Sandy commented on the success of the summer reading program and she was impressed with the number of adults who participated. Books proved to be a popular prize with 595 given out this summer as prizes.

5.) Paul asked a question about the benefit of having solar panels. Liz said that an average summer electric bill is \$15.00 and some of the stored energy is used to offset our winter bills. The cost of adding solar panels will be re-cooped in 7 ½ - 9 years.

Susan Scott, President of the Friends of the Library described the many fund raising activities that the Friends conduct through the year. The four main fundraisers are the Halloween Sale, the Puzzle and Holiday Decor Sale, the Spring Books Sale and the City Wide Garage Sale. The Friends now take good will donations for all of these events. This approach is much easier and profits have been better than expected.

One change to be made for next year's garage sale is to staff an outdoor kiosk with maps and additional information for the public. Grant Wood prints are still a good seller and they receive a regular income from the book cart in the front lobby. The Friends use their funds to provide a generous donation toward the summer reading program. They also provide holiday gift cards for the staff and lunch for some of their training sessions.

The Friends have partnered with area Master Gardeners to take care of the library landscaping. Although the Friends have a fund that they use to purchase plants, they also accept many donations from area gardeners.

Kris Brown, currently the Foundation Secretary provided a quick overview of the year's activities.

- 1.) The Foundation continues to support the 1,000 Books before Kindergarten program. The Foundation provides the t-shirts once the children reach their goal plus marketing materials.

- 2.) Dates have been set for our 4th Annual Art Auction. We will hand the donated art work on Sat. February 22nd, 2025, a week before the Friends Book Sale. The bidding ends on Saturday, March 15th. Thanks to the Friends for allowing the Foundation to overlap their Spring Book Sale. We hope that it is a benefit for booth events. The proceeds from our art auctions is going toward a fund to replace the meeting room dividing wall.
- 3.) Our goal this year has been to refine our fundraising efforts and improve our advertising to introduce the community to the Foundation and its purpose.

Here are three historical Solon Library facts:

- 1.) In 1985, our total operating budget was \$12,193. The librarian's salary was \$5.00 an hour.
- 2.) Susan Lee has been the longest serving library supporter as she joined the Library Board of Trustees in Dec. of 1980. Sandy Phillips is the second longest serving supporter, joining the Library Board in March of 1988. Thanks to both of these ladies for their continued active support!
- 3.) Contact information was presented for a previously successful Friends fundraiser - ball caps, which were sold with the Friends logo. Kris recommended that it might be time to bring it back as our hats are showing a lot of wear!

Liz closed our joint meeting with the following comments:

- 1.) A Statement of Inclusion was passed this year.
- 2.) Two seasonal clerks were added for the summer when the library sees the most activity. This was a great help and hopefully, will be something that the budget will allow in the future.
- 3.) Christian, is our new Teen Services Librarian and is working with Lily to provide some new options for teen programming.

- 4.) Two library staff, Megan and Alexis recently celebrated and were honored for their 5 years of service.
- 5.) The library has added 334 new patrons since January.
- 6.) In the list of the top 25 items that circulate the most, #1 was Lego Kits, #2 was Chrome Books (purchased by the Foundation), #3 was lap tops which are checked out for use in the library, and #4 was head phones.

As you can tell, there is a lot of activity in the library beyond the circulation of books.

Refreshments were provided by the Board of Trustees. Thanks to the members of each board, for the service and support that you provide for our library.

Minutes recorded by Kris Brown