

Agenda for Solon Library Board Meeting
Monday, May 19, 2025 @6:30 pm

Zoom Invite: <https://us02web.zoom.us/j/85236336252>

Meeting ID: 852 3633 6252

Call to order

Approval of the agenda

Approval of the minutes

- April 28, 2025

Citizen's Speak

Correspondence

Committee reports

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

Directors Report

Approval of Bills

- May 2025

Review of Foundation report: N/A; May Foundation meeting scheduled for 5/28/25

Old Business

- ALA LTC Small and Rural Accessible Libraries Grant Update

New Business

- FY26 Staff Salaries
- Strategic Plan May Update
- Board Continuing Education Suggestion:
 - [Nationwide CE Calendar](#) maintained by Maine State Library. These will require an [external CE credit form](#) to be added to your WorkDay Learning Account
 - [WebJunction Courses](#) These do not require an external CE credit form

Next Meeting: **Monday, June 30, 2025 at 6:30 pm**

Adjourn

The Solon Public Library Board

DRAFT Meeting Minutes April 28, 2025

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, Janet Salathiel, Char Cosgrove, Matthew Hanes,
Steve Fisher, Liz King (Library Director)

Absent

Jen Fetzer, Cole Gabriel

Approval of Agenda

The agenda was unanimously approved. (Janet/Bill)

Approval of Minutes

The minutes of the April 28, 2025 meeting were unanimously approved (Steve/Janet)

Citizen's Speak and Correspondence

Citizen speak: Janet Salathiel relayed a thank you message to Liz from a patron. The patron wished to thank Liz for her handling of a health issue at Chair Yoga.

Committee Reports

- **Building:** Solon Heating and Air has a part ordered to fix the nonfunctioning building humidifier.
- **Finance:** No report
- **Johnson County Liaison:** No report
- **City of Solon Liaison:** In Cole's absence, Liz reported that there has not been a director hired for the Public Works Department. The department is therefore reorganizing so that acting staff can manage the needs of the city.
- **Board of Trustees Continuing Education:** No report

Library Director's Report

A written report is included in the Board packet. Liz highlighted the ALA LTC grant that the Library was awarded. There is scheduled a Community Conversation for May 21st to see if there are any other suggestions to make the Library more accessible. If there are no new ideas we will continue with the bathroom door modification as discussed in previous meetings. Liz also brought up that with the building approaching its 25th year there are possible preventative maintenance that needs to be done. She used as an example the bathrooms that are having intermittent leaking problems that need to be addressed before it worsens. These facility updates are something to think about. Liz also did an overview of what the Enrich Iowa Funds are used for.

Approval of Bills

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

The Solon Public Library Board

Review of Foundation Report

The April 2025 report was reviewed.

Old Business

- **ALA LTC Small & Rural Accessible Libraries Grant:** This was discussed in the Library's Director's Report

New Business:

- **Policy Review: Volunteer Policy** - This policy was reviewed and was found to not need changes.
- **August Board meeting change.** The regular meeting has been changed to August 18th due to Liz being on vacation. It was also noted that Bill will be acting as President at that meeting due to Sandy being absent.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration. Liz took this time to go over the new Workday Platform. Showing us a step by step process of accessing and using the platform.

Closed Session for Director Evaluation: For the purpose of discussion of evaluation results a closed session was enacted at 7:15 p.m. (Matthew/Steve)

Closed Session Ended

Discussion was moved from a closed session at 7:34 p.m. (Janet/Bill)

Director Evaluation: By unanimous decision the board was in favor of giving the Director a 3% merit increase.

Adjournment

The meeting was adjourned at 7:37p.m.

Next Meeting

Regular Meeting: Monday, May 19, 2025 at 6:30 p.m.

Submitted by

Char Cosgrove

Director's Report May 2025

In May I attended regular meetings with the City Council, City Department Head Zoom meetings, the Friends of the Library, and will attend the Solon Public Library Foundation scheduled for 5/28/25. The Friends of the Library have been very pleased with the garage sale registration process using the new online Google registration form Megan created for them last year. They will provide the garage sale listing and map by Thursday, June 5th, and they will be hosting a sale in our Meeting Room and staffing a Kiosk outside the Library on Friday 6/6 & Saturday 6/7. They will be unveiling their new "Friend of Solon Library" ball caps to be sold at the Kiosk. I attended the SHS Awards Night at the end of April to assist with presenting the Foundation's Don Ochs Scholarships to Seniors Brianna Henning and Kardyn Tam Huynh. We have invited the two recipients to our May 28 Foundation Board Meeting.

I also attended the Quarterly Johnson County Library Director's Meeting held at Oxford Public Library. The main focus of this meeting was to finalize plans for the joint Libraries Booth at the Johnson County Fair and continue to collaborate on how to best serve our Johnson County communities. Jennie (NLL) created a poster for all our school districts to remind everyone that there are additional resources available at their public library and Johnson County Libraries are for Everyone. We were also able to wish Elsworth Carmen (ICPL) good luck in his new position as Director of the Oak Park, Illinois Public Library. We will miss his contributions to our group and look forward to working with the new ICPL Director.

Christian hosted our annual "May the 4th Be With You" Star Wars themed program along with a Teen Mario Kart Wii Tournament. The final project of the Spring Drawing Club session encouraged each participant to create a page for their collaborative Zine. Be sure to pick up a copy of this creative publication at the Library while supplies last! We will wrap up the year of afterschool programming on Thursday, May 22nd with the very popular Cardboard Construction activities. Mykle's DIY macrame class engaged adults who each left with a macrame key chain and the skills to make additional projects. The final weeks of May will find Lily and Christian focusing on outreach to our schools. Lily hosted the 6th grade classes at the library and provided outreach to Lakeview and SIS to highlight our upcoming Summer Reading Program. Christian scheduled visits to SMS and SHS to share information about our teen programming to our middle school and high school friends.

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 and begin their regular desk shifts in the first week of June.

June 1 - July 31 is all about Summer Reading Fun! The theme this year is "Level Up at the Library" 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 30th at 6:00 pm. Join us outside the Library to enjoy popcorn, activities, a foam party and pick up your summer reading materials to get started. We look forward to seeing everyone at the Library this summer!

Sincerely,

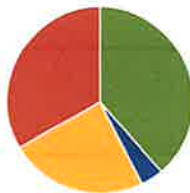
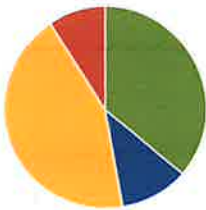
Liz King
Director, Solon Public Library

Solon Public Library
July, 2024 - April, 2025

July

Overview

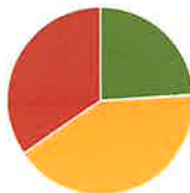
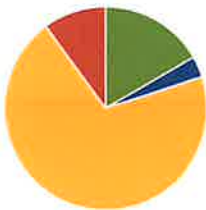
All Children Programs	20	36.36%	All Children Participants	569	38.79%
Young Adult Programs	6	10.91%	Young Adult Participants	56	3.82%
Adult Programs	24	43.64%	Adult Participants	353	24.06%
General Interest Programs	5	9.09%	General Interest Participants	489	33.33%
Total Programs	55		Total Participants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



August

Overview

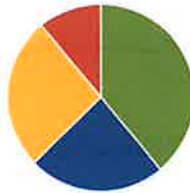
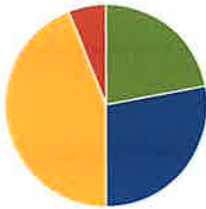
All Children Programs	5	16.67%	All Children Participants	138	23.88%
Young Adult Programs	1	3.33%	Young Adult Participants	1	0.17%
Adult Programs	21	70%	Adult Participants	239	41.35%
General Interest Programs	3	10%	General Interest Participants	200	34.6%
Total Programs	30		Total Participants	578	



September

Overview

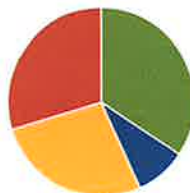
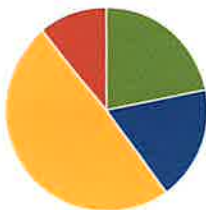
All Children Programs	11	22%	All Children Participants	389	39.13%
Young Adult Programs	14	28%	Young Adult Participants	233	23.44%
Adult Programs	22	44%	Adult Participants	263	26.46%
General Interest Programs	3	6%	General Interest Participants	109	10.97%
Total Programs	50		Total Participants	994	



October

Overview

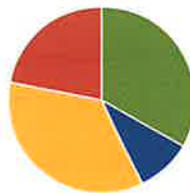
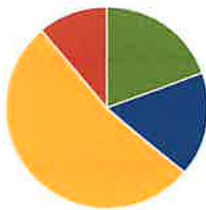
All Children Programs	12	21.82%	All Children Participants	418	34.35%
Young Adult Programs	10	18.18%	Young Adult Participants	109	8.96%
Adult Programs	27	49.09%	Adult Participants	329	27.03%
General Interest Programs	6	10.91%	General Interest Participants	361	29.66%
Total Programs	55		Total Participants	1217	



November

Overview

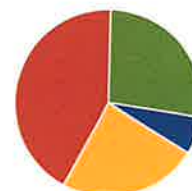
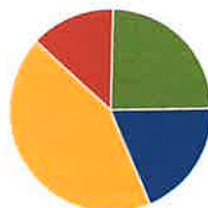
All Children Programs	7	19.44%	All Children Participants	190	33.16%
Young Adult Programs	6	16.67%	Young Adult Participants	56	9.77%
Adult Programs	19	52.78%	Adult Participants	201	35.08%
General Interest Programs	4	11.11%	General Interest Participants	126	21.99%
Total Programs	36		Total Participants	573	



December

Overview

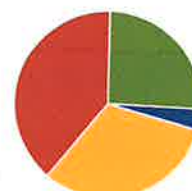
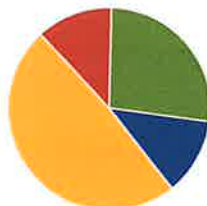
All Children Programs	9	24.32%	All Children Participants	234	27.08%
Young Adult Programs	7	18.92%	Young Adult Participants	55	6.37%
Adult Programs	16	43.24%	Adult Participants	208	24.07%
General Interest Programs	5	13.51%	General Interest Participants	367	42.48%
Total Programs	37		Total Participants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



January

Overview

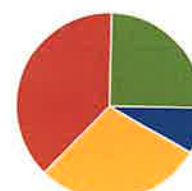
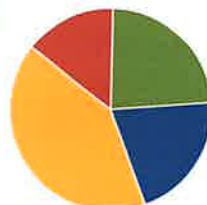
All Children Programs	11	26.83%	All Children Participants	234	25.55%
Young Adult Programs	5	12.2%	Young Adult Participants	33	3.6%
Adult Programs	20	48.78%	Adult Participants	290	31.66%
General Interest Programs	5	12.2%	General Interest Participants	359	39.19%
Total Programs	41		Total Participants	916	



February

Overview

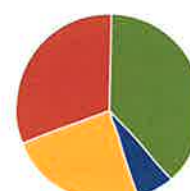
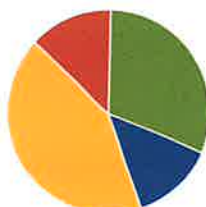
All Children Programs	8	23.53%	All Children Participants	132	24.91%
Young Adult Programs	7	20.59%	Young Adult Participants	43	8.11%
Adult Programs	14	41.18%	Adult Participants	153	28.87%
General Interest Programs	5	14.71%	General Interest Participants	202	38.11%
Total Programs	34		Total Participants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



March

Overview

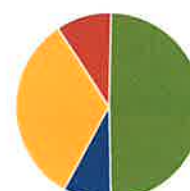
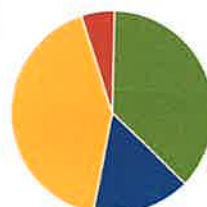
All Children Programs	14	31.11%	All Children Participants	301	38.15%
Young Adult Programs	6	13.33%	Young Adult Participants	51	6.46%
Adult Programs	19	42.22%	Adult Participants	189	23.95%
General Interest Programs	6	13.33%	General Interest Participants	248	31.43%
Total Programs	45		Total Participants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



April

Overview

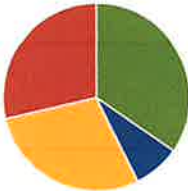
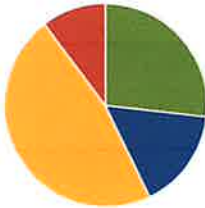
All Children Programs	21	36.84%	All Children Participants	496	49.35%
Young Adult Programs	9	15.79%	Young Adult Participants	83	8.26%
Adult Programs	24	42.11%	Adult Participants	330	32.84%
General Interest Programs	3	5.26%	General Interest Participants	96	9.55%
Total Programs	57		Total Participants	1005	



Solon Public Library

July, 2024 - April, 2025

Year in Review					
Overview					
All Children Programs	118	26.82%	All Children Participants	3101	34.71%
Young Adult Programs	71	16.14%	Young Adult Participants	720	8.06%
Adult Programs	206	46.82%	Adult Participants	2555	28.6%
General Interest Programs	45	10.23%	General Interest Participants	2557	28.62%
Total Programs	440		Total Participants	8933	



Solon Public Library April 2025 Program Details

	A	B	C	D	E	F	G
1	Title	Age	Type	Site	Category	In-person Attendees	Virtual Attendees
2	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	20	0
3	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	25	0
4	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	24	0
5	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	20	0
6	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	24	0
7	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	16	0
8	Video Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	17	0
9	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	18	0
10	Chair Yoga	Adult (Ages 19+)	In Person	On Site	Adults	22	0
11				Total Chair Yoga		186	
12	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	13	0
13	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	15	0
14	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	10	0
15	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	13	0
16	Coffee & Conversations	Adult (Ages 19+)	In Person	On Site	Adults	13	0
17				Total Coffee & Conversations		64	
18	Book Club: The Maid	Adult (Ages 19+)	Combo in Person /	On Site	Adults	15	1
19	Cookbook Club: Sheet Pan Meals	Adult (Ages 19+)	In Person	On Site	Adults	9	0
20	DIY Night: Bird Houses	Adult (Ages 19+)	In Person	On Site	Adults	6	0
21	History of Ordinary Things: Can Openers	Adult (Ages 19+)	In Person	On Site	Adults	30	0
22	KNIT LIT: Knitting Pearls	Adult (Ages 19+)	In Person	On Site	Adults	5	0
23	Solon Retirement Village Outreach: Balloon Hockey	Adult (Ages 19+)	In Person	Off Site	Adults	12	0
24	Tech Talk: Our New Catalog! New Features Tips and Tricks	Adult (Ages 19+)	In Person	On Site	Adults	2	0
25					Total Adults	330	
26	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Passive	Babies	2	0
27	Coloring Challenge	General Interest	Passive Program	Passive	All Ages	14	0
28	Let's Go LEGO!	General Interest	Passive Program	Passive	All Ages	33	0
29	Spring Baby Time	Children (Ages 0-5)	In Person	Off Site	Babies	13	0
30	Spring Baby Time	Children (Ages 0-5)	In Person	Off Site	Babies	18	0
31	Spring Baby Time	Children (Ages 0-5)	In Person	Off Site	Babies	9	0
32	Spring Baby Time	Children (Ages 0-5)	In Person	Off Site	Babies	16	0
33					Total Baby Time	56	
34	Saturday Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	7	0
35	SLA Storytime	Children (Ages 0-5)	In Person	On Site	Storytime	26	0
36	Storytime: Baby Animals	Children (Ages 0-5)	In Person	On Site	Storytime	39	0
37	Storytime: Farming Time	Children (Ages 0-5)	In Person	On Site	Storytime	41	0
38	Storytime: Growing Gardens	Children (Ages 0-5)	In Person	On Site	Storytime	29	0
39	Storytime: Spring Weather	Children (Ages 0-5)	In Person	On Site	Storytime	38	0
40					Total Storytime	180	
41	BAM POW: Build It - Robots & Coding Art	Children (Ages 6-11)	In Person	On Site	Youth	39	0
42	BAM POW: Make It - Beading Day	Children (Ages 6-11)	In Person	On Site	Youth	34	0
43	BAM POW: Make It - Shrinky Dink Nightlights	Children (Ages 6-11)	In Person	On Site	Youth	47	0
44	BAM POW: Play It - Jokes & Riddles BINGO	Children (Ages 6-11)	In Person	On Site	Youth	40	0
45					Total Early Out Thursday Program	160	
46	Drawing Club (Spring Session)	Children (Ages 6-11)	In Person	On Site	Youth	15	0
47	Drawing Club (Spring Session)	Children (Ages 6-11)	In Person	On Site	Youth	15	0
48	Drawing Club (Spring Session)	Children (Ages 6-11)	In Person	On Site	Youth	17	0
49	Drawing Club (Spring Session)	Children (Ages 6-11)	In Person	On Site	Youth	16	0
50	Drawing Club (Spring Session)	Children (Ages 6-11)	In Person	On Site	Youth	16	0
51					Total Drawing Club	79	
52	Read with Willa the Dog!	Children (Ages 6-11)	In Person	On Site	Youth	19	0
53	Fun For All Night: Moana 2	General Interest	In Person	Off Site	Off Site	49	0
54	SpEd High School Student Visit for SR	Young Adult (Ages 12-19)	In Person	On Site	Teens	9	0
55	Switch and Social	Young Adult (Ages 12-19)	In Person	On Site	Teens	8	0
56	Switch and Social	Young Adult (Ages 12-19)	In Person	On Site	Teens	9	0
57	Switch and Social	Young Adult (Ages 12-19)	In Person	On Site	Teens	9	0
58	Switch and Social	Young Adult (Ages 12-19)	In Person	On Site	Teens	7	0
59	Switch and Social	Young Adult (Ages 12-19)	In Person	On Site	Teens	10	0
60	Teen Reading Challenge	Young Adult (Ages 12-19)	Passive Program	Passive	Teens	17	0
61	Teens: Trading Card Game Day	Young Adult (Ages 12-19)	In Person	On Site	Teens	6	0
62	Teens: Upcycled Arts and Crafts	Young Adult (Ages 12-19)	In Person	On Site	Teens	8	0
63					Total Teens	83	

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Patron PC Logins by Day and Hour

Dates: Tuesday April 1, 2025 - Wednesday April 30, 2025 Times: 9:00am to 7:00pm

Date	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	Total	Avg	Min	Max	Med	Mode	Std Dev
Tue Apr 1	0	2	0	1	0	2	1	1	2	1	0	10	1	0	2	1	0	1
Wed Apr 2	0	0	0	0	0	1	6	1	4	1	0	13	1	0	6	0	0	2
Thu Apr 3	1	0	0	1	6	18	6	3	2	0	0	37	3	0	18	1	0	5
Fri Apr 4	1	0	0	0	0	0	3	2	0	0	0	6	1	0	3	0	0	1
Sat Apr 5	0	1	1	5	0	0	0	2	0	0	0	9	1	0	5	0	0	2
Sun Apr 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 7	0	0	1	1	0	1	1	1	1	0	0	6	1	0	1	1	1	1
Tue Apr 8	0	4	2	1	2	0	3	8	1	0	0	21	2	0	8	1	0	2
Wed Apr 9	0	0	0	0	0	2	7	0	1	0	0	10	1	0	7	0	0	2
Thu Apr 10	0	0	0	0	3	10	2	4	0	0	0	19	2	0	10	0	0	3
Fri Apr 11	1	2	0	0	2	1	1	1	0	0	0	6	1	0	2	0	0	1
Sat Apr 12	1	2	3	0	2	3	2	0	0	0	0	13	1	0	3	1	0	1
Sun Apr 13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 14	0	1	0	0	0	2	2	1	0	0	0	6	1	0	2	0	0	1
Tue Apr 15	0	2	1	0	1	1	4	5	2	0	0	16	2	0	5	1	0	2
Wed Apr 16	0	0	1	0	0	0	1	5	1	0	0	8	1	0	5	0	0	2
Thu Apr 17	0	0	0	0	2	16	11	4	2	0	0	35	3	0	16	0	0	5
Fri Apr 18	1	1	0	1	2	3	1	0	0	0	0	9	1	0	3	1	0	1
Sat Apr 19	0	0	2	1	0	0	1	0	0	0	0	4	0	0	2	0	0	1
Sun Apr 20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 21	0	0	0	1	0	0	0	0	1	1	0	4	0	0	1	0	0	1
Tue Apr 22	0	0	0	1	1	1	1	6	2	0	0	12	1	0	6	1	0	2
Wed Apr 23	0	1	1	0	0	0	7	5	3	0	0	17	2	0	7	0	0	2
Thu Apr 24	0	0	1	1	4	10	4	1	0	0	0	21	2	0	10	1	0	3
Fri Apr 25	1	1	1	0	0	2	1	0	0	0	0	6	1	0	2	0	0	1
Sat Apr 26	4	2	1	0	1	0	0	0	0	0	0	8	1	0	4	0	0	1
Sun Apr 27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Apr 28	1	1	0	1	0	1	3	2	0	0	0	9	1	0	3	1	0	1
Tue Apr 29	0	2	0	1	0	0	1	5	4	0	0	13	1	0	5	0	0	2
Wed Apr 30	0	0	0	0	0	0	2	3	0	1	0	6	1	0	3	0	0	1
Total	11	22	15	16	24	74	73	59	26	4	0	324						
Average	0.4	0.7	0.5	0.5	0.8	2.5	2.4	2	0.9	0.1	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	4	4	3	5	6	18	11	8	4	1	0							
Median	0	0	0	0	0	1	1.5	1	0	0	0							
Mode	0	0	0	0	0	0	1	0	0	0	0							
Standard Dev	0.8	1	0.8	1	1.4	4.6	2.6	2.2	1.2	0.3	0							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Date	Room	Attendees	Organizer Type		Date	Room	Attendees	Organizer Type		Date	Room	Attendees	Organizer Type
1	4/1/2025	Community Meeting Room 2	26	Internal		4/1/2025	Study Room 1	1	Patrons		4/1/2025	Study Room 2	1	Patrons
2	4/1/2025	Community Meeting Room 2	38	Internal		4/1/2025	Study Room 1	1	Internal		4/3/2025	Study Room 2	4	Internal
3	4/1/2025	Community Meeting Room 2	8	Internal		4/1/2025	Study Room 1	0	Patrons		4/3/2025	Study Room 2	2	Patrons
4	4/1/2025	Community Meeting Room 2	10	Patrons		4/2/2025	Study Room 1	2	Internal		4/3/2025	Study Room 2	3	Patrons
5	4/1/2025	Community Meeting Room 2	13	Internal		4/2/2025	Study Room 1	2	Patrons		4/7/2025	Study Room 2	1	Internal
6	4/2/2025	Community Meeting Room 2	20	Internal		4/3/2025	Study Room 1	1	Internal		4/9/2025	Study Room 2	2	Patrons
7	4/2/2025	Community Meeting Room 2	15	Internal		4/3/2025	Study Room 1	2	Internal		4/10/2025	Study Room 2	1	Patrons
8	4/2/2025	Community Meeting Room 2	5	Internal		4/3/2025	Study Room 1	4	Patrons		4/12/2025	Study Room 2	1	Patrons
9	4/2/2025	Community Meeting Room 2	30	Internal		4/3/2025	Study Room 1	2	Patrons		4/14/2025	Study Room 2	1	Internal
10	4/3/2025	Community Meeting Room 2	34	Internal		4/4/2025	Study Room 1	1	Internal		4/14/2025	Study Room 2	1	Internal
11	4/3/2025	Community Meeting Room 2	10	Patrons		4/1/2025	Study Room 1	2	Patrons		4/15/2025	Study Room 2	1	Patrons
12	4/4/2025	Community Meeting Room 2	10	Patrons		4/8/2025	Study Room 1	1	Patrons		4/16/2025	Study Room 2	19	Patrons
13	4/4/2025	Community Meeting Room 2	40	Patrons		4/8/2025	Study Room 1	2	Patrons		4/17/2025	Study Room 2	2	Patrons
14	4/5/2025	Community Meeting Room 2	20	Patrons		4/9/2025	Study Room 1	1	Patrons		4/19/2025	Study Room 2	1	Patrons
15	4/6/2025	Community Meeting Room 2	30	Non-Profit Organizations		4/10/2025	Study Room 1	2	Internal		4/21/2025	Study Room 2	1	Patrons
16	4/6/2025	Community Meeting Room 2	25	Internal		4/10/2025	Study Room 1	5	Patrons		4/26/2025	Study Room 2	1	Patrons
17	4/7/2025	Community Meeting Room 2	10	Patrons		4/14/2025	Study Room 1	1	Patrons		4/26/2025	Study Room 2	1	Patrons
18	4/7/2025	Community Meeting Room 2	29	Internal		4/14/2025	Study Room 1	2	Patrons		4/29/2025	Study Room 2	1	Internal
19	4/8/2025	Community Meeting Room 2	9	Internal		4/14/2025	Study Room 1	1	Internal		4/29/2025	Study Room 2	1	Internal
20	4/8/2025	Community Meeting Room 2	6	Internal		4/15/2025	Study Room 1	2	Internal		4/30/2025	Study Room 2	1	Internal
21	4/8/2025	Community Meeting Room 2	15	Internal		4/16/2025	Study Room 1	1	Patrons		4/30/2025	Study Room 2	1	Internal
22	4/9/2025	Community Meeting Room 2	24	Internal		4/17/2025	Study Room 1	2	Internal		Total Uses			20
23	4/9/2025	Community Meeting Room 2	15	Internal		4/17/2025	Study Room 1	1	Internal					
24	4/9/2025	Community Meeting Room 2	15	Patrons		4/17/2025	Study Room 1	3	Patrons					
25	4/9/2025	Community Meeting Room 2	15	Non-Profit Organizations		4/17/2025	Study Room 1	1	Patrons					
26	4/10/2025	Community Meeting Room 2	40	Internal		4/24/2025	Study Room 1	3	Patrons					
27	4/10/2025	Community Meeting Room 2	15	Non-Profit Organizations		4/25/2025	Study Room 1	1	Patrons					
28	4/10/2025	Community Meeting Room 2	7	Internal		4/28/2025	Study Room 1	1	Patrons					
29	4/12/2025	Community Meeting Room 2	25	Patrons		4/30/2025	Study Room 1	1	Patrons					
30	4/12/2025	Community Meeting Room 2	8	Patrons		4/30/2025	Study Room 1	2	Internal					
31	4/13/2025	Community Meeting Room 2	12	Patrons		Total Uses			30					
32	4/14/2025	Community Meeting Room 2	10	Patrons										
33	4/14/2025	Community Meeting Room 2	41	Internal										
34	4/15/2025	Community Meeting Room 2	9	Internal										
35	4/15/2025	Community Meeting Room 2	15	Internal										
36	4/15/2025	Community Meeting Room 2	10	Internal										
37	4/16/2025	Community Meeting Room 2	24	Internal										
38	4/16/2025	Community Meeting Room 2	17	Internal										
39	4/16/2025	Community Meeting Room 2	2	Internal										
40	4/17/2025	Community Meeting Room 2	39	Internal										
41	4/17/2025	Community Meeting Room 2	0	Internal										
42	4/17/2025	Community Meeting Room 2	9	Internal										
43	4/19/2025	Community Meeting Room 2	16	Internal										
44	4/21/2025	Community Meeting Room 2	0	Internal										
45	4/22/2025	Community Meeting Room 2	0	Internal										
46	4/23/2025	Community Meeting Room 2	7	Internal										
47	4/23/2025	Community Meeting Room 2	13	Internal										
48	4/23/2025	Community Meeting Room 2	17	Internal										
49	4/23/2025	Community Meeting Room 2	16	Internal										
50	4/23/2025	Community Meeting Room 2	0	Internal										
51	4/23/2025	Community Meeting Room 2	47	Internal										
52	4/24/2025	Community Meeting Room 2	6	Internal										
53	4/25/2025	Community Meeting Room 2	20	Patrons										
54	4/25/2025	Community Meeting Room 2	16	Patrons										
55	4/26/2025	Community Meeting Room 2	1	Patrons										
56	4/26/2025	Community Meeting Room 2	1	Patrons										
57	4/27/2025	Community Meeting Room 2	16	Patrons										
58	4/27/2025	Community Meeting Room 2	18	Internal										
59	4/28/2025	Community Meeting Room 2	0	Internal										
60	4/28/2025	Community Meeting Room 2	10	Patrons										
61	4/29/2025	Community Meeting Room 2	39	Internal										
62	4/29/2025	Community Meeting Room 2	10	Internal										
63	4/29/2025	Community Meeting Room 2	20	Patrons										
64	4/30/2025	Community Meeting Room 2	13	Internal										
65	4/30/2025	Community Meeting Room 2	22	Internal										
66	4/30/2025	Community Meeting Room 2	16	Internal										
67	4/30/2025	Community Meeting Room 2	66	Total Uses										

Solon Library Bills for May, 2025

Starting balance from Expenditure Report dated 5/8/25

Monthly Avg

From Dues, Membership & Magazines (62100)	\$ (1,025.25)		
Zoom inv#302955127 (Visa)	\$ 17.11		
Cricut monthly subscription order#161929368 (Visa)	\$ 10.59		
Freepik Company, Flatiron annual subscription (Visa)	\$ 99.00		
Total Spent	\$ 126.70	\$	100.00
Remaining Balance	\$ (1,151.95)		
From Travel and Conference (62400)	\$ 562.22		
Employee travel reimbursement, Liz King, JoCo Directors mtg at Oxford PL	\$ 38.92		
Total Spent	\$ 38.92	\$	62.50
Remaining Balance	\$ 523.30		
From Building Maintenance (63100)	\$ 7,440.65		
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves	
DriSteemParts, Humidifier drain valve ref#611467	\$ 482.87		
Total Spent	\$ 482.87	\$	416.67
Remaining Balance	\$ 1,957.78		
From Org Vehicle/Equipment Maint AC (63320)	\$ (5,366.28)		
Google LLC, Google Workspace inv#5235395770 (Visa)	\$ 44.94		
Total Spent	\$ 44.94	\$	466.67
Remaining Balance	\$ (5,411.22)		
From Utilities (63710)	\$ 1,321.38		
Alliant Energy	\$ 38.74		
Mid-American	\$ 75.57		
Total Spent	\$ 114.31	\$	583.33
Remaining Balance	\$ 1,207.07		
From Telephone/Internet (63730)	\$ 818.69		
ICN inv#721949	\$ 188.00		
Southslope inv#10987216	\$ 193.37		
Total Spent	\$ 381.37	\$	425.00
Remaining Balance	\$ 437.32		
From Data Bases (63731)	\$ 1,419.88		
Transparent Language annual subscription inv#35954	\$ 567.00		
Total Spent	\$ 567.00	\$	208.33
Remaining Balance	\$ 852.88		
From Publishing (64140)	\$ 149.32		
Total Spent	\$ -	\$	50.00
Remaining Balance	\$ 149.32		
From Educational Program (64340)	\$ 1,167.62		
Adorable Princess Party, SRP Program inv#354	\$ 200.00	SRP = Summer Reading Program	
Austina Scott, SRP Teen Painting Program inv#2	\$ 113.30	SRP = Summer Reading Program	
National Mississippi River Museum, SRP Tails & Tales Program inv#12055946	\$ 437.60	SRP = Summer Reading Program	
Solon Senior Support, April Chair Yoga inv#YogaAPR25	\$ 60.00		
Dairy Queen, Teen program supplies, Employee Reimbursement	\$ 20.00		
Amazon, Teen program supplies (Visa)	\$ 49.99		
Amazon, Youth program supplies (Visa)	\$ 11.66	Fun For All Night popcorn scoop	
Amazon, Teen program supplies (Visa)	\$ 21.81		
Amazon, Teen program supplies (Visa)	\$ 32.97		
Amazon, Youth program supplies (Visa)	\$ 43.96		
Amazon, Adult program supplies (Visa)	\$ 14.99		
Amazon, Adult program supplies (Visa)	\$ 15.99		
Amazon, Adult program supplies (Visa)	\$ 25.58		
Amazon, Adult program supplies (Visa)	\$ 8.00		

Amazon, Teen program supplies (Visa)	\$	19.00	
Amazon, Youth program supplies (Visa)	\$	133.99	
Amazon, Youth program supplies (Visa)	\$	35.98	
Amazon, Youth program supplies (Visa)	\$	258.18	
Amazon, Youth program supplies (Visa)	\$	22.98	
Best Buy, Teen Program supplies (Visa)	\$	419.98	Replacement Nintendo Switch gaming system
Hiker Direct, SRP Prize (Visa)	\$	154.97	SRP = Summer Reading Program
Menards, Youth program supplies (Visa)	\$	92.80	
Menards, SRP supplies (Visa)	\$	11.96	SRP = Summer Reading Program
Sam's Mainstreet Market, Youth program supplies (Visa)	\$	23.76	
Sam's Mainstreet Market, Teen program supplies (Visa)	\$	25.17	
Sam's Mainstreet Market, Youth program supplies (Visa)	\$	27.98	
Sam's Mainstreet Market, Teen program supplies (Visa)	\$	26.36	
White Tree Bakery, Youth program supplies (Visa)	\$	43.12	
Zoetic Coffee, Teen program supplies (Visa)	\$	60.00	
Total Spent	\$	2,412.08	\$ 1,179.17
Remaining Balance	\$	(1,244.46)	

From Library Books (65020)	\$	6,562.32	
Baker & Taylor Inv#2039017399	\$	151.95	
Baker & Taylor Inv#2039025465	\$	43.31	
Baker & Taylor Inv#2039030472	\$	100.23	
Baker & Taylor Inv#2039040404	\$	118.25	
Baker & Taylor Inv#2039056161	\$	300.15	
Junior Library Guild, annual subscription youth books inv#718154	\$	624.72	
Amazon, 3 adult books (Visa)	\$	45.48	Patron request
Amazon, 2 adult books (Visa)	\$	29.98	Patron request
Amazon, 1 adult book (Visa)	\$	24.00	Patron request
Amazon, 1 adult book (Visa)	\$	14.99	
Amazon, 9 youth books (Visa)	\$	100.62	
Amazon, 12 youth books (Visa)	\$	185.84	
Amazon, 1 adult book (Visa)	\$	13.69	Replacement
Amazon, 1 adult book (Visa)	\$	17.99	
Amazon, 36 youth books (Visa)	\$	578.64	Replacements
Amazon, 1 adult book (Visa)	\$	17.39	Replacement
Amazon, 1 adult book (Visa)	\$	20.98	
Amazon, 1 adult book (Visa)	\$	14.39	
Amazon, 3 youth books (Visa)	\$	49.88	
Amazon, 1 adult book (Visa)	\$	10.62	Replacement
Amazon, 1 adult book (Visa)	\$	23.69	Patron Request
Amazon, 1 adult book (Visa)	\$	17.62	
Amazon, 1 adult book (Visa)	\$	20.30	Romance
Amazon, 2 adult books (Visa)	\$	14.12	Replacement, Patron Request
Amazon, 1 adult book (Visa)	\$	20.85	Patron Request
Amazon, 2 adult books (Visa)	\$	21.16	Replacement
Amazon, 33 youth books (Visa)	\$	464.74	
Amazon, 1 adult book (Visa)	\$	9.99	Replacement
Amazon, 1 adult book (Visa)	\$	16.95	Patron Request
Total Spent	\$	3,072.52	\$ 2,000.00
Remaining Balance	\$	3,489.80	

From Library Video Materials (65030)	\$	680.45	
Midwest Tape, inv#507068438	\$	26.99	
Midwest Tape, inv#507131281	\$	104.96	
Amazon, 1 DVD (Visa)	\$	11.82	Patron Request
Amazon, 1 DVD (Visa)	\$	13.02	Patron Request
Amazon, 5 DVDs (Visa)	\$	40.02	3 Patron Request/2 Replacements
Total Spent	\$	196.81	\$ 404.17
Remaining Balance	\$	483.64	

From Library Audio Materials (65040)	\$	789.96	
Amazon, 3 CD audio books (Visa)	\$	96.78	
OverDrive, 1 Ebook inv#06497DA25127050	\$	27.50	
OverDrive Advantage, 6 Ebooks inv#06497CO25155488	\$	234.99	
OverDrive Advantage, 7 Audiobooks inv#06497CO25155485	\$	473.97	
Total Spent	\$	833.24	\$ 416.67
Remaining Balance	\$	(43.28)	

From Puzzles, Puppet Kits (65050)	\$ 482.50	
DEMCO, 10 puppet kit pouches inv#7638772	\$ 186.30	
Amazon, 11 youth puzzles (Visa)	\$ 120.40	
Amazon, 6 youth puzzles (Visa)	\$ 103.53	
Amazon, 5 youth puzzles (Visa)	\$ 189.47	
Total Spent	\$ 599.70	\$ 100.00
Remaining Balance	\$ (117.20)	

From Operating Supplies (65070)	\$ 4,600.47	
DEMCO, book processing supplies inv#7638772	\$ 39.10	
Office Express, toilet paper, trash bags inv#111785	\$ 96.26	
Office Express, laminating pouches inv#112974	\$ 44.95	
Office Express, planner, 2 toner cartridges, small and med hooks inv#113469	\$ 153.29	
Office Express, lead refills, first aid supplies inv#114304	\$ 45.72	
Amazon, printable labels (Visa)	\$ 27.26	
Amazon, set of 3 disinfecting wipes (Visa)	\$ 10.70	
Amazon, first aid supplies (Visa)	\$ 30.99	
DEMCO, book processing supplies inv#7635484 (Visa)	\$ 110.96	
iREAD, staff SRP Shirt (Visa)	\$ 25.90	
iREAD, staff SRP Shirt (Visa)	\$ 30.50	
Total Spent	\$ 615.63	\$ 750.00
Remaining Balance	\$ 3,984.84	

From Postage and Shipping (65080)	\$ 8.48	
USPS, Grant Wood Print shipping	\$ 7.10	
USPS, Grant Wood notecards shipping	\$ 12.30	
Total Spent	\$ 19.40	\$ 75.00
Remaining Balance	\$ (10.92)	

From Supplies (65990)	\$ (11.82)	
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Total Spent	\$	\$ 20.83
Remaining Balance	\$ (11.82)	

From Office Equipment (67250)	\$ 308.34	
Office Express, long reach stapler inv#112974	\$ 37.38	
Gordon Flesch Co. Printer Lease inv#I01008697 (Visa)	\$ 176.77	
Gordon Flesch Co. Printer Lease inv#I01017155	\$ 171.63	
Amazon, set of 5 Reading Glasses 1.5 strength (Visa)	\$ 13.99	
Amazon, set of 5 Reading Glasses 2.5 strength (Visa)	\$ 13.99	
Amazon, Greenworks leaf blower (Visa)	\$ 114.24	
Aunt Flow, dispenser, pads, tampons inv#21071(Visa)	\$ 695.00	
Total Spent	\$ 1,223.00	\$ 333.33
Remaining Balance	\$ (914.66)	

Trust & Agency		NOTES
Trust & Agency Education Program 031-4411-64340	\$ 500.00	Budget
	\$1,700	Donations to 2025 SRP (Local Sponsors)
Total Available	\$ 2,200.00	
Amazon, SRP prizes (Visa)	\$ 1,410.89	SRP = Summer Reading Program
Amazon SRP prizes (Visa)	\$ 34.99	SRP = Summer Reading Program
Amazon, SRP prizes (Visa)	\$ 61.58	SRP = Summer Reading Program
Total Spent	\$ 1,507.46	
Remaining Balance	\$ 692.54	

For the Period: 7/1/2024 to 5/31/2025

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	244,232.00	244,232.00	203,156.03	9,343.29	0.00	41,075.97	83.2
61100 FICA SOCIAL SECURITY	18,684.00	18,684.00	15,508.32	713.88	0.00	3,175.68	83.0
61300 IPERS	23,056.00	23,056.00	18,689.53	882.02	0.00	4,366.47	81.1
61500 EMPLOYEE GROUP INSURANCE/ANNUI	15,245.00	15,245.00	0.00	0.00	0.00	15,245.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	1,200.00	1,200.00	2,225.25	112.70	0.00	-1,025.25	185.4
62400 TRAVEL AND CONFERENCE	750.00	750.00	187.78	0.00	0.00	562.22	25.0
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	3,042.22	642.87	0.00	6,957.78	30.4
63320 ORG VEHICLE/EQUIPMENT MAINT AC	5,600.00	5,600.00	10,966.28	123.26	0.00	-5,366.28	195.8
63710 UTILITIES	3,000.00	3,000.00	1,792.93	114.31	0.00	1,207.07	59.8
63730 TELEPHONE/INTERNET	4,500.00	4,500.00	3,874.68	193.37	0.00	625.32	86.1
63731 DATA BASES	2,850.00	2,850.00	1,430.12	0.00	0.00	1,419.88	50.2
64080 INSURANCE	27,740.00	27,740.00	0.00	0.00	0.00	27,740.00	0.0
64140 PUBLISHING	600.00	600.00	450.68	0.00	0.00	149.32	75.1
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	12,982.38	3,085.24	0.00	1,167.62	91.7
65020 LIBRARY BOOKS	24,000.00	24,000.00	17,437.68	2,403.38	0.00	6,562.32	72.7
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	4,169.55	1,129.49	0.00	680.45	86.0
65040 LIBRARY AUDIO MATERIALS	5,000.00	5,000.00	4,210.04	945.23	0.00	789.96	84.2
65050 PUZZELS, PUPPET KITS	1,200.00	1,200.00	717.50	194.95	0.00	482.50	59.8
65070 OPERATING SUPPLIES	9,000.00	9,000.00	4,399.53	251.25	0.00	4,600.47	48.9
65080 POSTAGE AND SHIPPING	600.00	600.00	591.52	95.46	0.00	8.48	98.6
65990 SUPPLIES	250.00	250.00	261.82	199.45	0.00	-11.82	104.7
67250 OFFICE EQUIPMENT	3,500.00	3,500.00	3,191.66	209.00	0.00	308.34	91.2
LIBRARY SERVICES	420,007.00	420,007.00	309,285.50	20,639.15	0.00	110,721.50	73.6
Expenditures	420,007.00	420,007.00	309,285.50	20,639.15	0.00	110,721.50	73.6
Grand Total Net Effect:	-420,007.00	-420,007.00	-309,285.50	-20,639.15	0.00	-110,721.50	

For the Period: 7/1/2024 to 5/31/2025

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	500.00	500.00	78.06	0.00	0.00	421.94	15.6
65020 LIBRARY BOOKS	5,000.00	5,000.00	1,272.40	0.00	0.00	3,727.60	25.4
65030 LIBRARY VIDEO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
65040 LIBRARY AUDIO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
67270 OTHER CAPITAL EQUIPMENT	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
67500 BUILDING	0.00	0.00	95.80	0.00	0.00	-95.80	0.0
TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	1,446.26	0.00	0.00	9,053.74	13.8
Expenditures	10,500.00	10,500.00	1,446.26	0.00	0.00	9,053.74	13.8
Grand Total Net Effect:	-10,500.00	-10,500.00	-1,446.26	0.00	0.00	-9,053.74	

Solon Public Library Strategic Plan Timeline Tracker

5/16/2025

Year	Month	Objective	Staff Member(s)	Date	Description of Action
2023					
	January	Solon History information organization project phase 1 completed (LSR3, G4, O1)	Megan/Liz	Jan-23	Shelving put together and arranged by Public Works under the direction of Liz & Megan.
	February	Library brochures made available at City Hall, Community Center, and local businesses (LSR2, G4, O2)	Megan	Feb-23	Brochures placed, periodically checking and restocking. Updated programming schedule beginning September 2023 based on attendance of programs. TAB restarted September 2023.
	March	Teen programming evaluated with participant feedback on schedule, frequency, and content (LSR3, G3, O1)	Madison	TBD	This timeline is driven by Scott Kleppe and Sandy Jordan Spring 23 published 1/26/2023 with 50 copies being distributed. Summer 23 published, distributed 120 copies at the Library through July 2023. Fall 23 published July 2023, distributed 80 copies through September 2023. Promoted: 3 Fun For All Nights during summer, 3 Music Café events during summer, Foam Party, Kitten Day, Solon Fire Dept. Meet & Beat, Karaoke Night, Iowa Raptor Project, Dinosaurs at Dusk, and Cold Blooded Redhead.
	April	Library Emergency Action Plan completed (LSR2, G3, O1)	Liz		
	May	Community Summer Activity Guide published (LSR2, G2, O1)	Megan	4/25/2023	Liz continues to consult with Sandy Hanson about potential programming. Visited Solon Senior Dining to share information about Library Activities for Adults and ALA Accessibility Grant
	June	Six all-ages summer reading programs promoted removing "family" from the program titles to encourage participation by all (LSR3, G1, O1)	Megan/Liz/Alexis	6/1/2023	Received 25 new copies from Catherine at Solon economist. 10/6/23: Received 35 copies from Catherine. Shelf with different paper and art supplies added to the teen/YA section. Sticky note questions and answers. Attempting to rework Manga Me. Summer 2023 passive programs include a sticky note mural, a collaborative zine, origami paper with instructions. Origami paper and books added to the activity shelf 2024.
	July	Meeting with Solon Senior Advocates to solicit needs for library resources and programs (LSR3, G2, O2)	Liz	Ongoing	Thursday Early Out programming 1st - 8th Grade in divided Meeting Room space to engage as many participants as possible right after school. Adult Volunteer assisting with programs
	August	2023 Discover Solon Guide copies acquired and made available to new community members (LSR2, G4, O1)	Liz	7/1/2023	Volunteer Day scheduled for 10/7/23 to place shelves in bookcases. We completed the shelving, and began organizing the history collection on the shelves.
	September	Passive programming implemented in Teen/YA area of Library (LSR3, G3, O2)	Madison		
	October	Library programming schedule and use of space evaluated (LSR1, G1, O2)	Lily, Madison	Ongoing	Initial list created 2021. Updated list ready 7/20/23 LGBTQ 101 Program; Teen culture programs: Lunar New Year, Festival of Colors, Midwestern Day; Teen/YA Displays for Black History Month, Women's History Month, AAPI Month, Hispanic Heritage Month, Disability Awareness. Statement of Inclusion created for the library. Teen-Adult Korean Lotus Lantern Program April 2024.
	November	Solon History Information organization project phase 2 completed (LSR3, G4, O1)	Megan	10/7/2023	October 2024 Heritage Theme Storytimes Staff is continually evaluating collections, displays and floor space usage.
	December	List of community spaces available for programs and gatherings compiled with community partners. (LSR1, G1, O1)	Megan	7/19/2023	
	January	Celebrating diversity and uniqueness in all aspects of identity incorporated into monthly programs and displays (LSR3, G1, O2)	Lily, Madison	3/25/2023	
	February	Library collections and facility usage evaluated (LSR2, G2, O2)		Ongoing	

Solon Public Library Strategic Plan Timeline Tracker

5/16/2025

December 2024			
January	Monthly schedule created to promote resources for health, social, and/or economic topics. (LSR2, G1, O1)	Lily, Madison, Megan	List of resource topics created. Food Resources bulletin board June-July 2023. Family and Youth Resources Board August-September 2023. October 2024 partnered with DVIP for a Domestic Violence Awareness bulletin board. April 2024 Mental Health Resources bulletin board. May 2024 partnered with Johnson County Prevention for Substance Abuse Prevention bulletin board. Met with Scott Malers and other staff to gather info and create partnerships programs. Will provide monthly programs at Assisted Care Center, Books for monthly checkout, etc. Quarterly Intergenerational Storytimes. Alexis continues to build outreach programming with Solon Retirement Village. Monthly programs and book deliveries.
February	Meeting with Solon Retirement Village to solicit needs for library resources and programs (LSR3, G2, O2) Library Disaster Response Plan/Policy approved (LSR2, G3, O2) Solon History information organization project phase 3 completed (LSR3, G4, O1)	Alexis Board of Trustees Megan	3/17/2023 TBD Planned workday on 11/10/23 during Veteran's Day closure. Will continue to move and organize History collection on the bookshelves. Applied for Space Utilization Grant 11/7/23 through IowaGrants.gov (State Library of Iowa). 1/23/24: Notified that we received one of the grants for \$3000. Contacted consultant Shana L. Stuart. She will visit library for initial assessment 1/29/24 and attend the Board of Trustees meeting that evening. Shana Stuart to present final report at April 29 Board Meeting.
March	Professional analysis of space utilization completed (LSR1, G2, O2) Update physical binder and online Community Resources (LSR2, G1 and G4)	Liz Megan	11/7/2023 3/21/2024 Updated physical binder and online Community Resources, will continue to maintain with relevant info. 3/21/24 (And Ongoing) More community resources updated and added on our website. 9/2024 Partner with Solon Senior Support to provide home deliveries of Library materials since City of Solon will not allow staff to make deliveries for liability reasons. Solicit feedback and suggestions from Seniors at weekly coffee & conversations program. Megan met with Jill Weethman (Solon Senior Support) to provide assistance with newsletter, social media, and marketing items. 9/2024 Began adding community events in the Fall 23 Guide, Megan created guideline for events and organizations to be included which was shared with City Administrator. Cami will have one week to review community events in ALA LTC Accessibility Grant \$10,000 awarded to SPL, based on Community Conversation feedback, updated parking lot and sidewalk to create ADA Accessible parking spaces and designated spots for those with mobility issues.
April	Meeting with Solon Senior Support to solicit needs for library resources and programs (LSR3, G2, O2) Timeline created to add additional community organizations to Community Activity Guide (LSR2, G2, O2)	Liz Megan	Ongoing 11/4/2023
April	Visit a Comfortable Place		4/15/2024

May	Online resources and genealogy databases evaluated (LSR3, G4, O2)	Megan	1/23/2024	Megan attended EBSCO webinar about My Heritage genealogy database. Will be sending follow-up questions to further evaluate this potential resource.
June				
July	2024 Discover Solon Guide copies acquired and made available to new community members (LSR2, G4, O1)	Liz	7/1/2024	Catherine from Solon Economist delivered copies of the updated 2024 Discover Solon Guide for Library staff to share with new patrons. Additional copies delivered 9/2024
August				
September	Monthly displays started to highlight available community resources on a variety of topics according to schedule set in January 2024 (LSR2, G1, O2) Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1)	Madison/Lijiy/Megan		Food resources bulletin board June-July 23. Family/youth resources August 23. October partner with DVIP for domestic violence resources. Mental Health resources March/April 2024. Johnson County Prevention for May 2024. Library Adventure Pass July 2024. Voting Resources September & October 2024. Food Resources November 2024 - April 2025. Solon Parks Info - May 2025.
October				
November				
December				
2025				
January				
February				
March				
April				
May	Visit A Comfortable Place		May 2025	Received ALA LTC Accessibility Grant to ensure everyone is able to Visit a Comfortable Space and reduce barriers to people with mobility disabilities. Community Conversation to be held May 21, 2025 to gather input on best use of grant funds.
June				
July				
August				
September	Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1)			
October				
November				
December				
2026				
January				

February	Professional building consultant hired to evaluate library expansion needs (LSR1, G3, O2)
March	
April	
May	
June	
July	Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1)
August	
September	
October	
November	
December	Community growth assessed and constraints of current Library hours, space, and programs evaluated (LSR1, G3, O1)
2027	
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	