

Agenda for Solon Library Board Meeting  
Monday, August 18, 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

- July 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

- August 2025

Review of Foundation report: N/A no Foundation Meeting in August

Old Business

New Business

- ALA LTC Accessibility Grant: Review and possible action on bids to perform door and electric work on two restroom doors.
- Meeting Room Dividing Wall Replacement Estimate
- Board Continuing Education Suggestion:
  - **Getting Started with Mometrix:** Overview of new State provided test prep database: [https://www.youtube.com/watch?v=jPLj\\_7HxG48&list=PLmzb0ewrKaaTAHDwo1YMI-LVSKJ2JgTpO](https://www.youtube.com/watch?v=jPLj_7HxG48&list=PLmzb0ewrKaaTAHDwo1YMI-LVSKJ2JgTpO)
  - **Overview of Library Law:** <https://www.youtube.com/watch?v=yULH-hDOJIA&list=PLmzb0ewrKaaRxTWmsDg3mO5aLkUAErq-c&index=1&pp=iAQB>
  - **Library Law: Open Meetings, Open Records:** <https://www.youtube.com/watch?v=FqJ8Xy7DMsc&list=PLmzb0ewrKaaRxTWmsDg3mO5aLkUAErq-c&index=2&pp=iAQB>

Next Meeting: **Monday, September 29, 2025 at 6:30 pm**

Adjourn

# The Solon Public Library Board

## DRAFT Meeting Minutes July 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, Liz King, Janet Salathiel, Char Cosgrove, Steve Fisher

### Absent

Bill Christensen, Matthew Hanes, Jen Fetzer, Cole Gabriel

### Approval of Agenda

The agenda was unanimously approved. (Janet/Char)

### Approval of Minutes

The minutes of the June 30, 2025 meeting were unanimously approved with no corrections. (Char/Janet)

### Citizen's Speak and Correspondence

Citizen Speak: No report

Correspondence: Liz shared a message from an appreciative grandmother for the Summer Reading Program. She stated it was a "perfect addition" to her grandchildren's two week visit. They returned to Arizona with t-shirts and prizes.

### Committee Reports

- **Building:** There was no report but Liz was seeking assistance with Steve on estimates on the bathroom doors upgrade.
- **Finance:** No report
- **Johnson County Liaison:** No report
- **City of Solon Liaison:** No report
- **Board of Trustees Continuing Education:** No report

### Library Director's Report

Liz believes that this year's numbers are up from last year. She credits team work and the community's response to the higher numbers. It was also reported that the Libraries of Johnson County's participation at the Johnson County Fair went really well. They noted approximately 885 interactions and 770 books were given out during the fair. Their new location and approach was a success and hopefully replicated next year.

### Approval of Bills

The bills for July 2025 were unanimously approved. (Steve/Janet)

# The Solon Public Library Board

## Review of Foundation Report

The July 2025 Foundation financial report was reviewed.

## Old Business

- None

## New Business:

- **Patron Lost Items Policy:** The only change recommended to the current policy was to update verbiage on correspondence for those with more than \$100 worth of unreturned items.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration.

**Adjournment:** The meeting was adjourned at 6:55 p.m. (Steve/Janet)

## Next Meeting

Regular Meeting: Monday, August 18, 2025 at 6:30 p.m.

(Date changed due to Director's schedule)

## Submitted by

Char Cosgrove

## ***Crossing America, library by library***

The *American Library Project* is a **storytelling initiative** that investigates the **changing role of public libraries across America** by asking:

- Why do libraries matter today?
- How do libraries connect people with the natural world around them?
- How are libraries responding to today's most urgent social issues?

To answer these questions, journalists Carmen Vintro & Oliver Jakes are driving across the US, library by library, to meet and **tell the stories of the communities that create and grow from America's rural and urban public libraries.**



At each library, Carmen and Oliver will speak with staff and patrons, attend events, and spend time in the surrounding ecosystems. To keep up with their journey...

- Follow **@americanlibraryproject** on Instagram and TikTok  
- Sign up to read weekly multimedia articles on [Substack](#) (@americanlibraryproject)
- Stay tuned for the *American Library Project* book in 2026!

*The findings from this project will be shared with the American Library Association in hopes of supporting their fight for library funding in Congress!*



Director's Report August 2025

In August I will attend regular meetings with the City Council (8/20), City Department Head Zoom meeting (8/18), and the Friends of the Library (8/21). There will be no Foundation Meeting in August. I also attended the Quarterly Johnson County Library Directors meeting on Tuesday, August 12 at North Liberty Library.

Christian Brauns, our Teen Services Librarian celebrated his one year anniversary with our team on August 12. Christian is a considerate team member and has learned a great deal about teen programming and library work in general this past year. He has been a great addition to our team.

We are always looking for ways to develop new community partnerships. We are so grateful to the Master Gardeners of Johnson County and the Friends of the Library Landscaping Committee for keeping our Library gardens beautiful all season! Communications Specialist Megan reached out to partners within the Solon school district to ensure each building has information about our upcoming afterschool programs and specifically expectations for Early Out Thursdays. This programming will begin the week of September 8 (after Labor Day week). New Solon Teachers are encouraged to set up a teacher library account and receive a zippered tote bag courtesy of the Friends of the Library.

During FY 2025, we had 38 volunteers who gave over 400 hours of their time to assist with a variety of library activities including: shelf-reading, assembling gingerbread houses, assisting at programs, folding summer reading t-shirts, and cleaning toys. Thank you to each of them who help us provide the best services and resources to our community!

Our 2025 Summer Reading Program ran from June 1, 2025 - July 31, 2025. It included programs and activities for all ages that were well-attended. Lily, Christian, and Mykle did an exceptional job planning and implementing all aspects of our summer reading program. Lily provided some amazing statistics from this successful summer program. The most popular programs were Bubbles & Legos at Beef Days Kid's Corner (208), Dog Man Escape Room (147), National Mississippi River Museum & Aquarium Tales & Tails Program (130), and Boom! With the Science Center of Iowa (113). Participants earned 5,621 small prizes including 662 books, 422 stuffed animals, and 393 coupons for local and regional businesses. We gave away 15 grand prizes and the three most popular were the Local Business Gift Card Bundles (1,517 entries), Candy & Movie Bundles (811), and Beats Headphones (694). We are so grateful for all of the sponsors of our Summer Reading Program and our volunteers. We truly could not do it without this support. I have included a bar graph of our Summer Reading Programs from 2019 to 2025. We are thrilled to see the continued growth in community engagement with this program.

<b>Total Number of Participants 2024</b>	<b>832</b>	<b>Total Number of Codes 2024</b>	<b>879</b>
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<b>Summer Reading 2025: Level Up at Your Library</b>	<b># of Readers</b>	<b>Amount</b>	<b>Unit</b>	<b>Codes</b>
Summer Reading - Littles (0-K)	209	11,636	Books	214
Summer Reading - Kids (1st-5th)	329	324,377	Minutes	459
Summer Reading - Teens (6th-12th)	121	172,854	Minutes	180
Summer Reading - Adults and Caregivers	252	6,192	Picture Books	336
		1,179	Books	
<b>Total Number of Participants 2025</b>	<b>911</b>		<b>Total Codes 2025</b>	<b>1189</b>

**Total Summer Reading Participation: 911 people = 30% of Solon's Population of 3018 (Participation increased by 79 people this year!)**

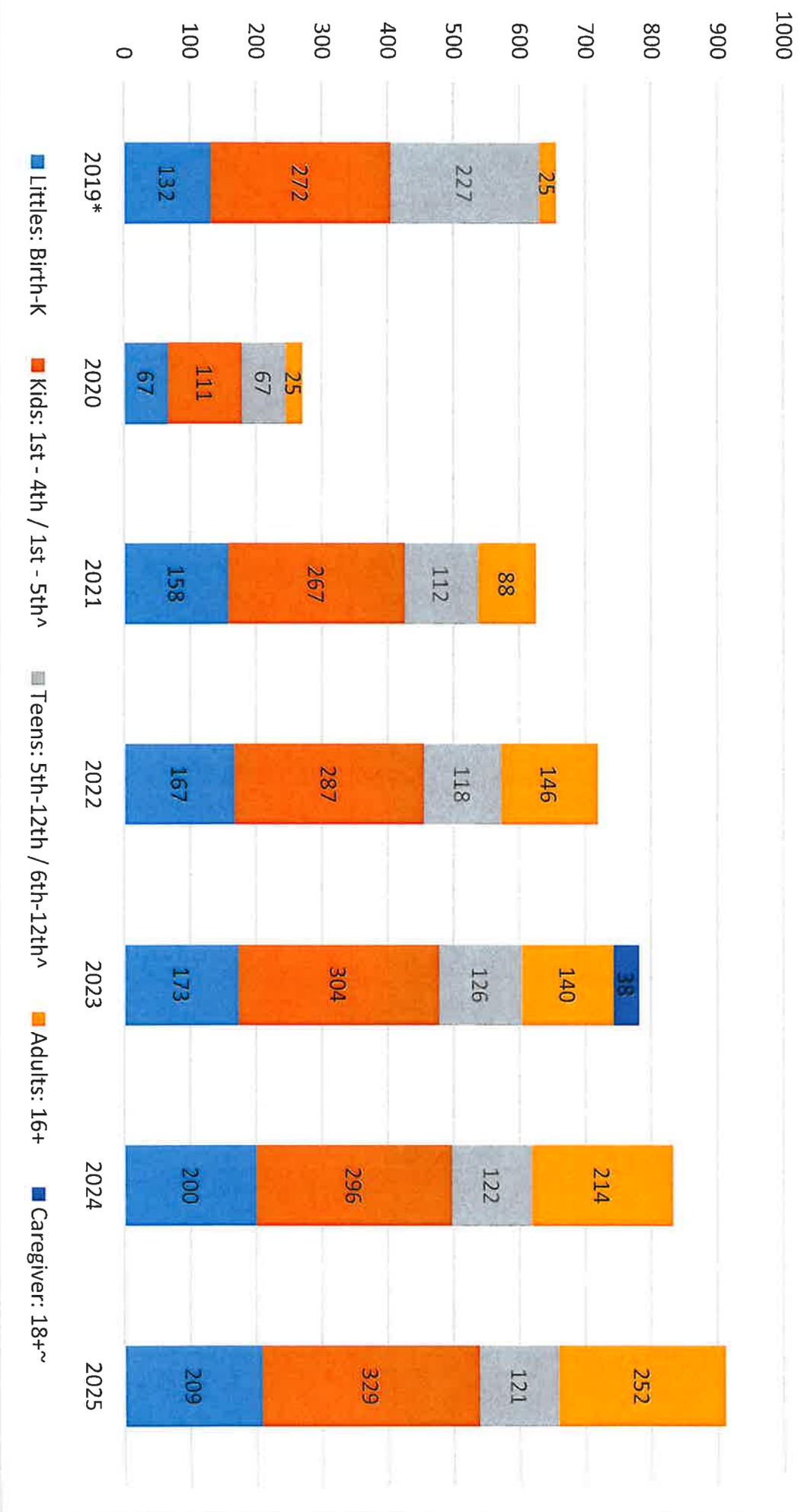
Our 4th Annual Dinos at Dusk Program was enjoyed by over 80 people who came to explore our amazing dinosaur collection. We created a special tribute to "Dinosaur Jack" Neuzil who passed away earlier this year. His incredible legacy will live on in the joy of learning about dinosaurs for our patrons of every age. We will close out the month with a Teen Karaoke Program on Tuesday 8/15. September is National Library Card Month, and that means it's time to get a new library card or update/renew your card when you visit to enter for a chance to win a special prize. We look forward to welcoming 1st - 8th grade students to our engaging BAM POW programs on Early Out Thursdays starting on September 11th. Teen Switch & Social starts on Tuesday, September 9th.

As we close out the summer, we want to express our gratitude to our incredible Summer Library Clerks: Cora Sutton and Luran Schwake. They were a huge part of our Summer Reading Program Success. We will miss them very much and wish them well back at school!

Sincerely,

Liz King  
Director, Solon Public Library

## Solon Public Library Summer Reading Program Participation







# 2025 Summer Reading Totals



## Littles (birth to kindergarten)

209 littles read 11,636 picture books



## Kids (1<sup>st</sup> - 5<sup>th</sup> grades)

329 kids read 324,377 minutes



## Teens (6<sup>th</sup> - 12<sup>th</sup> grades)

121 teens read 172,854 minutes



## Adults, Parents, & Caregivers

252 people read 1,179 books & 6,192 picture books



**1,189 Secret Codes Redeemed**

**5,621 Small Prizes Earned**

# LEVEL UP AT YOUR LIBRARY

Solon Public Library July 2025 Program Details

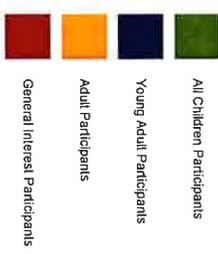
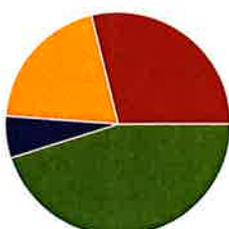
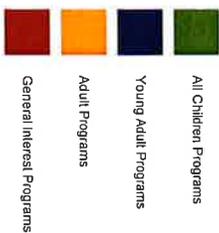
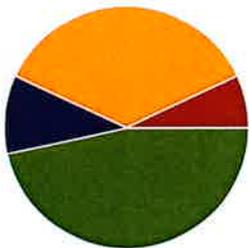
	A	B	C	D	E
1	Title	Age	Type	Category	In-person Attendees
2	Chair Yoga	Adult (Ages 19+)	In Person	Adults	22
3	Chair Yoga	Adult (Ages 19+)	In Person	Adults	23
4	Chair Yoga	Adult (Ages 19+)	In Person	Adults	22
5	Chair Yoga	Adult (Ages 19+)	In Person	Adults	22
6	Chair Yoga	Adult (Ages 19+)	In Person	Adults	21
7	Chair Yoga	Adult (Ages 19+)	In Person	Adults	25
8	Chair Yoga	Adult (Ages 19+)	In Person	Adults	21
9	Chair Yoga	Adult (Ages 19+)	In Person	Adults	25
10	Chair Yoga	Adult (Ages 19+)	In Person	Adults	28
11				<b>Total Chair Yoga</b>	<b>209</b>
12	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	10
13	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	8
14	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	14
15	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	11
16	Coffee & Conversations	Adult (Ages 19+)	In Person	Adults	13
17				<b>Total Coffee &amp; Conversations</b>	<b>56</b>
18	Book Club: Yellow Wife: A Novel	Adult (Ages 19+)	In Person	Adults	12
19	Cookbook Club	Adult (Ages 19+)	In Person	Adults	8
20	DIY Night: Origami Cranes and Flowers	Adult (Ages 19+)	In Person	Adults	4
21	KNIT LIT: From the Center Out	Adult (Ages 19+)	In Person	Adults	4
22	Level Up Trivia	Adult (Ages 19+)	In Person	Adults	27
23	Solon Retirement Village Outreach	Adult (Ages 19+)	In Person	Off Site	18
24	Tech Talk: Ask a Librarian	Adult (Ages 19+)	In Person	Adults	2
25	TEEN & ADULT: Escape Room! Trapped in the Upside Down	Adult (Ages 19+)	In Person	Adults	17
26				<b>Total Adults</b>	<b>357</b>
27	9:30 am Storytime	Children (Ages 0-5)	In Person	Storytime	34
28	10: 30 am Storytime	Children (Ages 0-5)	In Person	Storytime	26
29	Lakeview Storytime	Children (Ages 0-5)	In Person	Storytime	23
30	9:30 am Storytime	Children (Ages 0-5)	In Person	Storytime	31
31	10: 30 am Storytime	Children (Ages 0-5)	In Person	Storytime	21
32	Lakeview Storytime	Children (Ages 0-5)	In Person	Storytime	22
33	Saturday Splash-Pad Storytime	Children (Ages 0-5)	In Person	Off Site	38
34	SLA Storytime	Children (Ages 0-5)	In Person	Off Site	24
35	9:30 am Storytime	Children (Ages 0-5)	In Person	Storytime	27
36	10: 30 am Storytime	Children (Ages 0-5)	In Person	Storytime	30
37	Lakeview Storytime	Children (Ages 0-5)	In Person	Storytime	19
38	9:30 am Storytime	Children (Ages 0-5)	In Person	Storytime	17
39	10: 30 am Storytime	Children (Ages 0-5)	In Person	Storytime	21
40	Lakeview Storytime	Children (Ages 0-5)	In Person	Storytime	25
41	9:30 am Storytime	Children (Ages 0-5)	In Person	Storytime	35
42	10: 30 am Storytime	Children (Ages 0-5)	In Person	Storytime	20
43	Lakeview Storytime	Children (Ages 0-5)	In Person	Storytime	22
44				<b>Total Storytime</b>	<b>435</b>
45	DIY Fidget Toys	Children (Ages 6-11)	In Person	Youth	26
46	Library Spy School	Children (Ages 6-11)	In Person	Youth	43
47	Read with Willa the Dog!	Children (Ages 6-11)	In Person	Youth	6
48	Read with Willa the Dog!	Children (Ages 6-11)	In Person	Youth	9
49	SLA Visit	Children (Ages 6-11)	In Person	Youth	60
50	SLA Visit	Children (Ages 6-11)	In Person	Youth	60
51	SLA Visit	Children (Ages 6-11)	In Person	Youth	60
52	Tie-Dye for Kids	Children (Ages 6-11)	In Person	Youth	36
53	<b>All-Ages: Boom! with the Science Center of Iowa</b>	<b>General Interest</b>	<b>In Person</b>	<b>Off Site</b>	<b>113</b>
54	<b>Beef Days Kid Corner</b>	<b>General Interest</b>	<b>In Person</b>	<b>All Ages</b>	<b>208</b>
55	All-Ages: Live Action Candyland Sensory Night	Children (Ages 6-11)	In Person	All Ages	40
56	1000 Books Before Kindergarten	Children (Ages 0-5)	Passive Program	Babies	9
57	Coloring Challenge	General Interest	Passive Program	All Ages	94
58	Let's Go Lego	General Interest	Passive Program	All Ages	85
59	Teen Reading Challenge	Young Adult (Ages 12-18)	Passive Program	Teens	22
60	Teen Sticky Note Debate	Young Adult (Ages 12-18)	Passive Program	Teens	47
61	TEEN: FrankenToys!	Young Adult (Ages 12-18)	In Person	Teens	16
62	TEEN: Ninja Sword Class	Young Adult (Ages 12-18)	In Person	Off Site	4
63	TEEN: Samurai Sword Class	Young Adult (Ages 12-18)	In Person	Off Site	6
64	TEEN: Water Wars	Young Adult (Ages 12-18)	In Person	Teens	11
65				<b>Total Teens</b>	<b>106</b>

# Solon Public Library

## July, 2025 - July, 2025

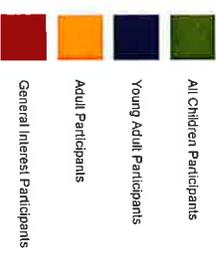
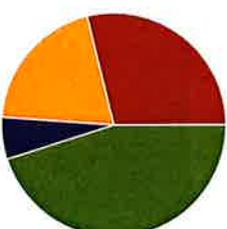
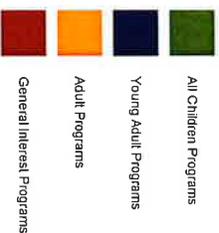
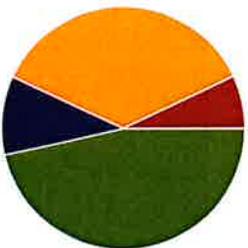
### July

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	



### Year in Review

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	



# Patron PC Logins by Day and Hour

Dates: Tuesday July 1, 2025 - Thursday July 31, 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 Jul 1	1	2	1	1	2	5	8	2	0	0	0	22	2	0	8	1	1	2
Wed Jul 2	0	2	5	2	0	0	0	1	0	1	0	11	1	0	5	0	0	2
Thu Jul 3	0	0	1	2	2	0	0	0	0	0	0	5	1	0	2	0	0	1
Fri Jul 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Jul 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Jul 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jul 7	2	2	0	0	3	0	0	0	0	0	0	7	1	0	3	0	0	1
Tue Jul 8	2	2	0	0	3	0	0	2	0	2	0	9	1	0	3	0	0	1
Wed Jul 9	1	2	1	0	0	0	0	0	0	0	0	4	0	0	2	0	0	1
Thu Jul 10	0	8	1	4	3	13	2	0	0	0	0	31	3	0	13	1	0	4
Fri Jul 11	1	0	0	0	0	2	1	0	0	0	0	4	0	0	2	0	0	1
Sat Jul 12	0	2	1	2	0	0	1	2	0	0	0	8	1	0	2	0	0	1
Sun Jul 13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jul 14	1	3	1	0	4	1	4	0	1	0	0	15	1	0	4	1	1	2
Tue Jul 15	1	0	0	0	2	1	0	3	2	0	0	9	1	0	3	0	0	1
Wed Jul 16	1	1	1	1	0	4	2	2	1	1	0	13	1	0	4	1	1	1
Thu Jul 17	0	0	0	0	0	2	2	0	1	0	0	5	1	0	2	0	0	1
Fri Jul 18	0	1	1	1	2	0	0	0	0	0	0	5	1	0	2	0	0	1
Sat Jul 19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Jul 20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jul 21	1	0	1	1	4	4	4	0	1	4	0	20	2	0	4	1	1	2
Tue Jul 22	0	0	1	3	2	0	1	1	0	0	0	8	1	0	3	0	0	1
Wed Jul 23	0	1	0	0	2	1	0	0	0	0	0	4	0	0	2	0	0	1
Thu Jul 24	0	3	0	0	3	0	0	1	3	1	0	11	1	0	3	0	0	1
Fri Jul 25	0	0	0	1	0	2	1	0	0	0	0	4	0	0	2	0	0	1
Sat Jul 26	1	3	0	0	1	1	1	1	0	0	0	7	1	0	3	0	0	1
Sun Jul 27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Jul 28	2	4	2	1	0	6	1	1	0	3	0	20	2	0	6	1	1	2
Tue Jul 29	2	1	3	2	1	3	3	1	2	0	0	16	2	0	3	1	1	1
Wed Jul 30	1	4	2	1	3	0	0	1	1	0	0	13	1	0	4	1	1	1
Thu Jul 31	0	0	2	2	1	1	1	0	2	1	0	10	1	0	2	1	0	1
<b>Total</b>	<b>17</b>	<b>39</b>	<b>24</b>	<b>26</b>	<b>36</b>	<b>44</b>	<b>34</b>	<b>15</b>	<b>16</b>	<b>10</b>	<b>0</b>	<b>261</b>						
Average	0.5	1.3	0.8	0.8	1.2	1.4	1.1	0.5	0.5	0.3	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	2	8	5	4	4	13	8	3	3	4	0							
Median	0	0	0	0	0	0	0	0	0	0	0							
Mode	0	0	0	0	0	0	0	0	0	0	0							
Standard Dev	0.7	1.8	1.1	1.1	1.3	2.6	1.7	0.8	0.8	0.9	0							





**Solon Library Bills for August, 2025**

Starting balance from Expenditure Report dated 8/6/25

		Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ 1,778.45</b>	
Zoom inv#3151211544 (Visa)	\$ 18.18	
Cricut monthly subscription order#169763159 (Visa)	\$ 10.69	
FunBundle Pass, Iowa Adventure Pass (Visa)	\$ 238.95	
Total Spent	\$ 267.82	\$ 100.00
<b>Remaining Balance</b>	<b>\$ 1,510.63</b>	
 <b>From Travel and Conference (62400)</b>	 <b>\$ 708.00</b>	
Total Spent	\$ -	\$ 62.50
<b>Remaining Balance</b>	<b>\$ 708.00</b>	
 <b>From Building Maintenance (63100)</b>	 <b>\$ 10,000.00</b>	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
Total Spent	\$ -	\$ 416.67
<b>Remaining Balance</b>	<b>\$ 5,000.00</b>	
 <b>From Org Vehicle/Equipment Maint AC (63320)</b>	 <b>\$ 5,531.32</b>	
Google LLC, 2TB storage annual subscription (Visa)	\$ 106.99	
Google LLC, Google Workspace inv#5320005145 (Visa)	\$ 111.82	
Faronics, 3-year renewal of 16 Anti-Virus licenses, 18 Deep Freeze licenses,		3-year agreement provides 20% savings and continuity of security
Purchase order 00259175	\$ 1,359.84	
Total Spent	\$ 1,578.65	\$ 466.67
<b>Remaining Balance</b>	<b>\$ 3,952.67</b>	
 <b>From Utilities (63710)</b>	 <b>\$ 2,921.13</b>	
Alliant Energy	\$ 63.36	
Mid-American	\$ 14.54	
Total Spent	\$ 77.90	\$ 583.33
<b>Remaining Balance</b>	<b>\$ 2,843.23</b>	
 <b>From Telephone/Internet (63730)</b>	 <b>\$ 4,131.01</b>	
ICN inv#727757	\$ 188.00	
Southslope inv#11048445	\$ 184.50	
Total Spent	\$ 372.50	\$ 425.00
<b>Remaining Balance</b>	<b>\$ 3,758.51</b>	
 <b>From Data Bases (63731)</b>	 <b>\$ 1,825.68</b>	
Total Spent	\$ -	\$ 208.33
<b>Remaining Balance</b>	<b>\$ 1,825.68</b>	
 <b>From Publishing (64140)</b>	 <b>\$ 800.00</b>	
Total Spent	\$ -	\$ 50.00
<b>Remaining Balance</b>	<b>\$ 800.00</b>	
 <b>From Educational Program (64340)</b>	 <b>\$ 10,943.14</b>	
Solon Senior Support, July Chair Yoga, inv#YogaJUL25	\$ 75.00	5 Wednesday classes in July
ALDI, Adult program supplies, Employee Reimbursement	\$ 8.69	
Doris Montag, Speaker's Fee Adult Program inv#10022025DM	\$ 125.00	Program date: 10/2/25
Superstar Service Dogs, LLC, SRV Outreach Speaker's Fee inv#10052025SSD	\$ 100.00	Program date: 10/7/25
Cassi Elton, Substitute Storytime inv#StoryAUG25	\$ 70.00	
Amazon return credit, Teen program supplies (Visa Credit)	\$ (28.46)	
Amazon, SRP Youth program supplies (Visa)	\$ 47.97	

Amazon, SRP Prizes (Visa)	\$	130.64	
Amazon, SRP Prizes (Visa)	\$	59.81	
Amazon, SRP Teen program supplies (Visa)	\$	37.58	
Amazon, SRP Teen program supplies (Visa)	\$	22.99	
Amazon, SRP Youth program supplies (Visa)	\$	148.15	
Amazon, Adult program supplies (Visa)	\$	34.94	
Amazon, Youth Fun For All Night 15 ft movie screen (Visa)	\$	124.99	Replacement screen for inflatable
Bluebird Café, Library Card Month prize Adult/Youth (Visa)	\$	10.29	
Dairy Queen, Teen program supplies (Visa)	\$	10.00	
Dairy Queen, Teen program supplies (Visa)	\$	10.00	
Good Vibes Café, Library Card Month prize Adult/Youth (Visa)	\$	10.00	
Zoetic Coffee, Library Card Month prize, Adult/Youth (Visa)	\$	10.00	
<b>Total Spent</b>	<b>\$</b>	<b>1,007.59</b>	<b>\$ 1,179.17</b>
<b>Remaining Balance</b>	<b>\$</b>	<b>9,935.55</b>	

**From Library Books (65020) \$ 22,870.77**

Baker & Taylor Inv#2039192952	\$	82.06	Adult books
Baker & Taylor Inv#2039201956	\$	118.30	Adult books
Baker & Taylor Inv#2039219681	\$	137.07	Adult books
Baker & Taylor Inv#2039227861	\$	147.03	Adult books
Amazon, 1 Adult book (Visa)	\$	20.83	Patron request series
Amazon, 1 Adult book (Visa)	\$	27.45	Patron request
Amazon, 1 Adult book (Visa)	\$	7.27	Romance replacement
Amazon, 2 Adult books (Visa)	\$	23.84	Romance patron request
Amazon, 1 Adult book (Visa)	\$	20.98	Patron request series
Amazon, 19 Youth books (Visa)	\$	173.46	
Amazon, 2 Adult books (Visa)	\$	32.22	Series
Amazon, 2 Adult books (Visa)	\$	27.76	Patron request
Amazon, 3 Adult books (Visa)	\$	62.41	Patron request
Amazon, 1 Adult book (Visa)	\$	26.99	Patron request
Amazon, 1 Adult book (Visa)	\$	17.06	
Amazon, 1 Adult book (Visa)	\$	6.97	2nd copy, multiple holds
Amazon, 1 Adult book (Visa)	\$	7.94	Replacement
Amazon, 1 Youth book (Visa)	\$	6.99	
Amazon, 2 Adult books (Visa)	\$	43.97	Patron request
Amazon, 1 Adult book (Visa)	\$	14.21	Patron request
Amazon, 1 Adult book (Visa)	\$	16.99	Series
Amazon, 3 Youth books (Visa)	\$	26.71	Replacement
Amazon, 1 Adult book (Visa)	\$	9.79	Romance
Amazon, 1 Adult book (Visa)	\$	14.98	Patron request
Amazon, 1 Adult book (Visa)	\$	25.32	Patron request
Amazon, 1 Youth book (Visa)	\$	16.55	
<b>Total Spent</b>	<b>\$</b>	<b>1,115.15</b>	<b>\$ 2,000.00</b>
<b>Remaining Balance</b>	<b>\$</b>	<b>21,755.62</b>	

**From Library Video Materials (65030) \$ 3,362.14**

Midwest Tape inv#507492109	\$	53.98	
Midwest Tape inv#507519268	\$	42.73	
Midwest Tape inv#507550695	\$	66.73	
Midwest Tape inv#507550696	\$	50.23	
Amazon, 2 DVDs (Visa)	\$	14.13	Replacement
Amazon, 1 DVD (Visa)	\$	7.92	Replacement
Amazon, 1 DVD (Visa)	\$	9.99	Replacement
Amazon, 1 DVD (Visa)	\$	15.24	Replacement
Amazon, 2 DVDs (Visa)	\$	42.94	
Amazon, 25 pack DVD replacment cases (Visa)	\$	25.59	
<b>Total Spent</b>	<b>\$</b>	<b>329.48</b>	<b>\$ 404.17</b>
<b>Remaining Balance</b>	<b>\$</b>	<b>3,032.66</b>	

**From Library Audio Materials (65040) \$ 5,950.52**

OverDrive, 8 Audiobooks inv#06497CO25245530	\$	550.44	
OverDrive, 8 Ebooks inv#06497CO25245531	\$	344.98	
Amazon, 2 Adult CD audiobooks (Visa)	\$	61.96	
Amazon, 1 Youth CD audiobook (Visa)	\$	26.91	Patron request series
Amazon, 1 Youth CD audiobook (Visa)	\$	29.30	Replacement

Total Spent \$ 1,013.59 \$ 416.67  
 Remaining Balance \$ 4,936.93

**From Puzzles, Puppet Kits (65050) \$ 942.59**  
 Amazon, 20 pack storage bins LOT (Visa) \$ 32.99 LOT = Library of Things

Total Spent \$ 32.99 \$ 100.00  
 Remaining Balance \$ 909.60

**From Operating Supplies (65070) \$ 7,317.92**  
 Office Express, 2 toners and 3 calendars inv#125124 \$ 157.76  
 Amazon, 100 pack laminating pouches (Visa) \$ 19.19  
 ALDI, storage bags, office supplies (Visa) \$ 16.90  
 DEMCO, 2 packs of sign holders, book processing supplies inv#7676771 (Visa) \$ 46.04  
 Total Spent \$ 239.89 \$ 750.00  
 Remaining Balance \$ 7,078.03

**From Postage and Shipping (65080) \$ 657.58**

Total Spent \$ - \$ 75.00  
 Remaining Balance \$ 657.58

**From Supplies (65990) \$ 227.54**

Total Spent \$ - \$ 20.83  
 Remaining Balance \$ 227.54

**From Office Equipment (67250) \$ 3,000.73**  
 Gordon Flesch Co. Printer Lease inv#I01042596 \$ 183.43  
 DEMCO, 10 adult headphones, 1 youth headphone inv#7676771 (Visa) \$ 150.88  
 Total Spent \$ 334.31 \$ 333.33  
 Remaining Balance \$ 2,666.42

EMAIL: kris.richardson@solon-iowa.com

PROPOSAL FROM

RS080425-1



AUGUST 4, 2025

TO CITY OF SOLON BUILDING 320 W MAIN STREET  
ATTN: KRIS RICHARDSON TOWN SOLON, IOWA

We are pleased to quote you on the following material for the above mentioned building.

**HANDICAP OPERATOR FOR 2 - RESTROOMS**

- 2 EA – 6311 NORTON HANDICAP OPERATOR x ALUM, PULL SIDE MOUNT
- 4 EA – HARD WIRED ACTUATORS #507
- 4 EA – SURFACE MOUNT ACTUATOR BOX #557

**LABOR TO INSTALL NEW – EXCLUDES ELECTRICAL**

FOR THE SUM OF **\$9,790.00** PLUS TAX

**NOTES:**

1. EXISTING DOORS, FRAME AND ALL OTHER HARDWARE TO REMAIN AS IS.
2. NO WARRANTY ON EXISTING DOOR, FRAME OR HARDWARE.
3. THIS QUOTE DOES NOT INCLUDE ELECTRICAL HOOK UP

This quotation is made for immediate acceptance, conditioned upon our receiving the order with all details and information necessary for the manufacture of the goods, within ten days from the date of acceptance.

This quotation is not binding upon us unless accepted within **30** days from the date of this quotation.

Any items of which information or details are lacking when the order is entered, or any items which are changed from the plans and specifications by subsequent details or instructions when the order is entered, shall be subject to new quotation.

Any additional Material required will be charged as an extra to the contract at prices in effect by us at the time the additional Material is ordered.

**Orders not subject to cancellation or change specifications after acceptance.**

**TERMS OF PAYMENT.** 100% of the value of monthly shipments shall be paid on or before the 15th day of the month succeeding shipments, and final payment made within 30 days after the date of last shipment, unless otherwise agreed in writing. If the building is not ready for the Material when the goods are ready for shipment, payment shall be made in accordance with the terms of this proposal as though shipment were made. Add 3 ½% service fee for credit card payment.

This proposal constitutes a contract when signed by you.

**(Signed) LIBERTY DOORS, INC.**

Accepted \_\_\_\_\_

Date \_\_\_\_\_

BY RICK STREB

**E & J ELECTRIC, INC.**

**Proposal**

400 EAST MAIN STREET  
SOLON, IA 52333-5233  
Ph. (319) 624-2065 Fax (319) 624-3297

Proposal Number 4432	Effective Date 8/8/2025
Job Name SOLON LIBRARY ALA - RESTROOM ELECTR	
Job Site 320 WEST MAIN STREET SOLON, IA 52333	
Job Phone CELL: (319) 930-0181	
Salesman: Schmidt, John	

To: SOLON PUBLIC LIBRARY  
320 WEST MAIN STREET  
SOLON, IA 52333

We hereby submit specifications and estimates for:

SCOPE:  
E&J TO COMPLETE WIRING OF AUTOMATIC DOOR OPENERS FOR MEN & WOMEN RESTROOMS.

TOTAL MATERIALS & LABOR - \$1,870.00

NOTE:  
E&J WILL PREFER TO FISH WIRE THROUGH WALLS; IF THIS IS NOT POSSIBLE, MINOR DRYWALL REPAIR WILL BE NECESSARY - NOT INCLUDED

Payment to be made as follows:

PAYMENT FOR ALL INVOICES FROM THIS PROPOSAL AND ANY EXTRA CHARGES OVER AND ABOVE THE ORIGINAL PROPOSAL ARE DUE UPON RECEIPT OF INVOICE.  
ALL INVOICES ARE DUE BEFORE FURTHER WORK WILL CONTINUE.  
FINANCE CHARGES ARE APPLICABLE ON PAST DUE ACCOUNTS AT THE RATE OF 1.5% PER MONTH ON ALL INVOICES OVER 30 DAYS.  
IF ANY ACTION AT LAW IS NECESSARY TO COLLECT PAYMENTS, THE CUSTOMER IS REQUIRED TO PAY ALL FEES.

**WE PROPOSE** hereby to furnish material and labor in accordance with the above specifications, for the sum of: \$1,870.00  
One thousand eight hundred seventy and xx / 100 Dollars

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED.  
ALL WORK WILL BE COMPLETED IN A PROFESSIONAL MANNER ACCORDING TO STANDARD PRACTICES.  
ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL.  
OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE.  
OUR WORKERS ARE FULLY COVERED BY WORKER'S COMPENSATION INSURANCE.  
ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON VERBAL CONFIRMATION AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ORIGINAL PROPOSAL PRICE.

Authorized Signature: \_\_\_\_\_  
This proposal may be withdrawn by contractor at any time prior to acceptance, and will become void if above work is not performed within thirty (30) days of effective date.

**ACCEPTANCE OF PROPOSAL** - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED.  
YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED.  
PLEASE NOTIFY US OF YOUR ACCEPTANCE OF THIS WORK AT LEAST TWO WEEKS PRIOR TO EXPECTED WORK TO START.  
PAYMENTS WILL BE MADE AS OUTLINED ABOVE IN "PAYMENT TO BE MADE AS FOLLOWS".

Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date of Acceptance: \_\_\_\_\_

---THIS PROPOSAL, OR A COPY, MUST BE SIGNED AND RETURNED TO US BEFORE ANY WORK WILL BE INITIATED.---

Check No.: \_\_\_\_\_ Amount: \_\_\_\_\_