

**Agenda for Solon Library Board Meeting  
Monday, October 25, 2021 @7:00 pm**

**Join Zoom Meeting:**

Topic: SPL Board of Trustees Meeting

Time: October 25, 2021 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83088558042>

Meeting ID: 830 8855 8042

Call to order

Approval of the agenda

Approval of the minutes

- Sep 27, 2021

Citizen's Speak

Committee reports

- Finance (See attached CD Investment Rates information sheet)
- Johnson County Liaison
- City Liaison
- Building
- Evaluation

Directors Report

Approval of Bills

- October 2021

Review of Foundation report (N/A: October meeting is 10/27/21)

Old Business

- Library Purchasing Policy revised and ready for approval
- Library Pandemic Response documentation
- Library Emergency Preparedness Plan
- Feedback from Joint meeting of Board of Trustees, Friends of the Library, SPL Foundation  
Monday, October 11, 2021 at 7:00 pm
- Basement Use Policy

New Business

- Personnel Policy revision: update paid holidays to match City Employee Handbook revised June 2021
- Initial budget planning for FY2023
- Library Cleaning Position
- Continuing Education Opportunity:  
The Key to the City: Forming Strong Relationships between Boards and Councils: Wednesday, November 17, 6:00 p.m. to 7:30 p.m. (Live Webinar, register in IA Learns)

Next Meeting: Monday, November 29, 2021 at 7:00 pm

Adjourn

# The Solon Public Library Board

## Meeting Minutes September 27, 2021

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:01 p.m.

**Present** Sandy Lawrence, Jackie Nemecek, March Sutton, Chris Christophersen, Jennifer Fetzer, Liz King (Library Director)

**Absent** Laurie Neuerburg

A resignation from the Board, effective immediately, has been received from Bob Lancaster.

### Approval of Agenda

The agenda was unanimously approved as distributed.

### Approval of Minutes

The minutes of the previous meeting were corrected to include the correct date of the next meeting on September 27, 2021. Minutes were unanimously approved as corrected.

### Citizen's Speak and Correspondence

No citizen's speak or correspondence was received by the board.

### Committee Reports

- **Building:** Liz will check with Scott about routine winter maintenance for heating equipment. There may be a future need to update some telephone equipment.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** Liz will work with the city attorney in order to update the Library's Handbook. This is necessary in order to be compatible with City employee requirements. Liz is still waiting for an updated balance in the Trust and Agency account and the exact insurance payment for roof damage from the Duracho.
- **Evaluation committee:** None

### Library Director's Report

The Library Director's Report reviewed the following: Patrons have been positive about the standard year-round hours. The library now opens at 9:00 for all patrons. Summer reading programs were very successful. WiFi usage was reviewed after changing to 24 hour availability. Megan has been setting up the new computers. The staff is still cleaning the library since the position has not yet been filled. The City is looking into hiring a cleaning service.

### Approval of Bills

The September 2021 bills were unanimously approved for payment as presented. Motion by Sandy, second by Jackie.

## **Review of Foundation Report**

The Foundation Report was distributed and reviewed.

## **Old Business**

- **Library Purchasing Policy**

The Library Purchasing Policy was discussed and revised. The revised policy will be presented at the next Board meeting for discussion and vote.

- **Library Pandemic Response documentation**

Staff is still gathering information for the document.

- **Library Emergency Preparedness Plan**

Liz now has a template from the City consultant. A walk through the building is scheduled for Monday, Oct. 11 at 9a.m. with the consultant, Scott and Liz. Jackie volunteered to represent the Board at this meeting.

- **Joint meeting of Board of Trustees, Friends of the Library, SPL Foundation**

The meeting is scheduled for Monday, October 11, 2021 at 7p.m. It will be an informal meeting with each group explaining their roles and exchanging ideas.

- **Feedback from September professional development**

Jennifer had watched a State Library presentation on Advocacy for the Library including ways to promote the library.

## **New Business**

- **Initial budget planning for FY2023**

Liz has not yet received the budget worksheet from the city.

- **Basement Use Policy**

A draft of the Basement Use Policy was shared. Item will be placed on next month's agenda.

## **Next Month's Agenda**

- **Library Purchasing Policy**
- **Basement Use Policy**
- **Emergency Preparedness Plan**
- **Initial budget planning for FY2023**
- **Library Pandemic Response documentation**

## **Adjournment**

The meeting was adjourned at 8:32p.m.

## **Next Meeting**

Regular Meeting: Monday, October 25, 2021

## **Submitted by**

Sandy Lawrence

Investment Rates for Certificates of Deposit (CDs)  
**For Current Market Evaluation Only! Rates Subject to change depending upon market conditions. FOR REFERENCE ONLY.**

Bank	Effective Date	Time Frame	Annual Percentage Yield (APY)	Terms
Hills Bank	10/8/2021	3 Months	0.05%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
Hills Bank	10/8/2021	6 Months	0.10%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
Hills Bank	10/8/2021	12 Months	0.20%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
Hills Bank	10/8/2021	18 Months	0.25%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
Hills Bank	10/8/2021	24 Months	0.30%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
Hills Bank	10/8/2021	30 Months	0.40%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
Hills Bank	10/8/2021	36 Months	0.45%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
Hills Bank	10/8/2021	37 Months	0.60%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
Hills Bank	10/8/2021	48 Months	0.65%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
Hills Bank	10/8/2021	60 Months	0.75%	\$500 min. Penalty for early withdrawal. Fees may reduce earnings.
Green State Credit Union	10/1/2021	3-6 Months	0.20%	\$500 min. Dividend penalty for early withdrawal.
Green State Credit Union	10/1/2021	7-12 Months	0.30%	\$500 min. Dividend penalty for early withdrawal.
Green State Credit Union	10/1/2021	13-24 Months	0.40%	\$500 min. Dividend penalty for early withdrawal.
Green State Credit Union	10/1/2021	25-36 Months	0.50%	\$500 min. Dividend penalty for early withdrawal.
Green State Credit Union	10/1/2021	37-48 Months	0.60%	\$500 min. Dividend penalty for early withdrawal.
Green State Credit Union	10/1/2021	49-60 Months	0.75%	\$500 min. Dividend penalty for early withdrawal.
Green State Credit Union	10/1/2021	15 Months	0.80%	\$1000 min. Dividend penalty for early withdrawal. Add \$0.10% to the yield on any special CD for amounts greater than \$100,000
Green State Credit Union	10/1/2021	25 Months	0.90%	\$1000 min. Dividend penalty for early withdrawal. Add \$0.10% to the yield on any special CD for amounts greater than \$100,000
Bridge Community Bank	8/30/2021	12 Months	0.10%	\$500 min. A penalty may be imposed for early withdrawal
Bridge Community Bank	8/30/2021	18 Months	0.15%	\$500 min. A penalty may be imposed for early withdrawal
Bridge Community Bank	8/30/2021	30 Months	0.20%	\$500 min. A penalty may be imposed for early withdrawal
Bridge Community Bank	8/30/2021	48 Months	0.30%	\$500 min. A penalty may be imposed for early withdrawal
Solon State Bank	10/1/2021	91 Days	0.15%	\$10000 min. Penalty for early withdrawal. Fees may reduce earnings.
Solon State Bank	10/1/2021	182 Days	0.20%	\$10000 min. Penalty for early withdrawal. Fees may reduce earnings.
Solon State Bank	10/1/2021	9 Months	0.20%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
Solon State Bank	10/1/2021	12 Months	0.30%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
Solon State Bank	10/1/2021	14 Months	0.35%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
Solon State Bank	10/1/2021	15 Months	0.35%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
Solon State Bank	10/1/2021	18 Months	0.45%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
Solon State Bank	10/1/2021	21 Months	0.45%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
Solon State Bank	10/1/2021	24 Months	0.50%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
Solon State Bank	10/1/2021	27 Months	0.50%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
Solon State Bank	10/1/2021	30 Months	0.60%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
Solon State Bank	10/1/2021	38 Months	0.75%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
Solon State Bank	10/1/2021	48 Months	0.80%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.
Solon State Bank	10/1/2021	60 Months	1.00%	\$1000 min. Penalty for early withdrawal. Fees may reduce earnings.

Highlighted black notes a CD Special Rate

## Director's Report October 2021

In October I attended regular meetings with the City Council and the Friends of the Library. The Solon Public Library Foundation meeting is scheduled for later in the month. I hosted the Joint Library Boards meeting on October 11, 2021. This meeting was an opportunity for the Board of Trustees, Friends of the Library, and The SPL Foundation Board members to get to know each other, and share highlights from the past year along with future goals for our Library. I attended two safety training sessions presented by Sandy Jordan for the city staff on fire safety and electrical safety. Sandy also performed a safety walk-through of the library and we continue to work on our Library Emergency Preparedness Plan.

I am grateful to all of our library staff and city staff members for providing key statistics and financial information for our State Library of Iowa Annual Survey for FY21. Based on the 2020 Census numbers, Solon's population is 3,018 which moves our library up to a Size D Library. It will be very interesting to see how our numbers compare to other D libraries across the State of Iowa. We have enjoyed visits from the Good Earth School and Mr. Kopecky's high school class researching the history of Solon buildings.

October is Domestic Violence Awareness Month, and we received materials from our local Domestic Violence Intervention Program organization to create a display to inform our community about available resources. The Solon Women's Club also provided a beautiful potted plant in recognition of this month. Scouting for Food also occurs in October. Megan created an engaging display highlighting the benefits of joining Scouts and encouraging the community to donate non-perishable food items for their food drive that will benefit the Solon Food Pantry. Can you spy all of the different activities that Scouts enjoy? The library has also become a pick-up site for free COVID tests thanks to a collaboration between Test Iowa and Johnson County Public Health. This has been a valuable service for our community members. Our proximity to the State Hygienic Lab in Coralville allows people the option to drop off their test kit and receive results very quickly.

Alexis and Cassi decorated the library for Halloween and created a SPOOKY display of our library materials from all collections. Alexis hosted a Pumpkin Decorating Contest for our patrons of all ages. Be sure to check out the creative and clever entries in the display cases. Local celebrities will judge the entries and award prizes to the winners. We are looking forward to participating in the Community Trunk or Treat on Saturday, October 23rd. Cassi's Monday morning Music Buddies program attendance continues to grow and brings joy to our youngest patrons and their caregivers. Our Teens enjoyed their Grab & Go Book Safe Kits created by Deena and Cassi and are looking forward to picking up their Haunted Gingerbread House kits next week. Cassi creates and our helpful volunteers assemble new BAM POW To Go Kits each week at the library. We are also sharing kits with the Community Center. We invited Darrin Crow, Storyteller, back for some fall stories outside and our pre-school age patrons enjoyed his interactive stories. Our book club had a beautiful outdoor evening to discuss *Black Like Me* by John Howard Griffin.

### **Circulation numbers**

September 23, 2021-October 20, 2021

Total Items: 2581 Total Patrons visits: 1906

## **Inter-library Loan Transactions**

46 Items borrowed, 16 items lent to other Iowa libraries

## **Outreach/Book Deliveries:**

0 Lakeview BASP

0 Spartan Early Childhood Center

1 Solon Independent Living

## **Collection Development/Maintenance**

Items Cataloged/Processed - 151

Items Deleted - 74

Items Repaired - 21 (This represents \$394.52 savings in replacement costs)

## **Public Relations/Online Services**

Public use of Community Meeting Room: 15

Public Use Virtual Zoom Meetings: 2

Facebook

- Followers/likes: 1056
- Number of posts: 65

Instagram

- Followers: 419
- Number of posts: 36

YouTube

- Total Channel views: 54
- Subscribers: 21
- YouTube videos: Storytime 46 views, Adult Programs & Tech Help viewed 8 times.

Website Visits in September: 1479

Newsletter Link: [October Newsletter](#)

Subscribers: 1484

Notary Services: 10 appointments

## **Databases**

Bridges

- Users: 169
- Materials downloaded: 829

Kanopy

- Users: 7
- Videos streamed: 51

## **Youth Programming**

9/23 - BAM POW to Go - Build It: Walking Paper Horse - 36

9/30 - BAM POW to Go - Make It: Magic Color Scratchers - 36

10/7 - BAM POW to Go - Play It: Peg Solitaire - 36

10/14 - BAM POW to Go - Watch It: Signs of Fall - 36

Music Buddies - 56

Darrin Crow Fall Storytelling - 30

September Coloring Challenge - 12  
1000 Books Before Kindergarten - 4

**Teens (5th-12th graders):**

Teen Reading Challenge, Year-long program - 51 teens, 7 completed challenges  
Teen Advisory Board Meeting - 0  
September Manga Me Art Challenge - 3  
Grab & Go Book Safe - 12

**Digital Storytimes:**

October Storytime Theme: Fall & Halloween

**Adult Programming**

September Cookbook Club (Jerk) - 29 packets claimed, 11 Facebook interactions  
DIY - Creative Wrapping 10/12 - 15 kits claimed, 3 Zoom participants  
Book Club - 13 books checked out, 12 discussion participants outside  
Pumpkin Decorating Contest (all ages) 26 pumpkins - 38 participants & 6 judges!!!

We continue to monitor guidelines and recommendations for safe library practices. As the season changes from fall to winter temperatures, we are exploring options for safe, indoor programming. We will continue to provide engaging virtual activities, grab & go kits, and outdoor programs as long as the weather cooperates. We encourage everyone to check our website, social media, and activity calendars for details on all the library offerings.

Looking to November, we will collaborate with the Johnson County Libraries program: Local Libraries LIT (Listen, Initiate, Talk) to host a virtual visit with author Sloane Crosley. Crosley's bestselling essay collection, *I Was Told There'd Be Cake*, was described by David Sedaris as, "perfectly, relentlessly funny," and was a finalist for the Thurber Prize for American Humor. Don't forget to join us for Virtual Trivia Night on Thursday, October 28th at 7:00 pm.

Sincerely,

Liz King  
Director, Solon Public Library

In September, 210 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 2 individual days.



Change from prior month  
**451** ↓ **-35.85%**

Monthly Sessions



**408** ↓ **-35.24%**

Total Visits



**210** ↓ **-36.17%**

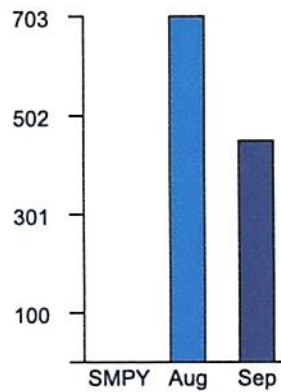
Unique Visitors



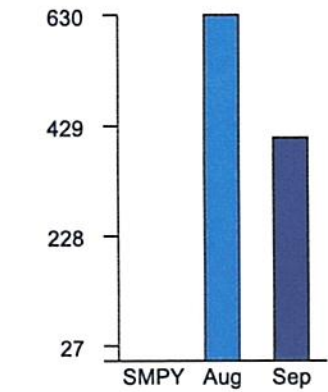
**1.94** ↑ **1.57%**

Average Return Rate

Total Monthly Session Count

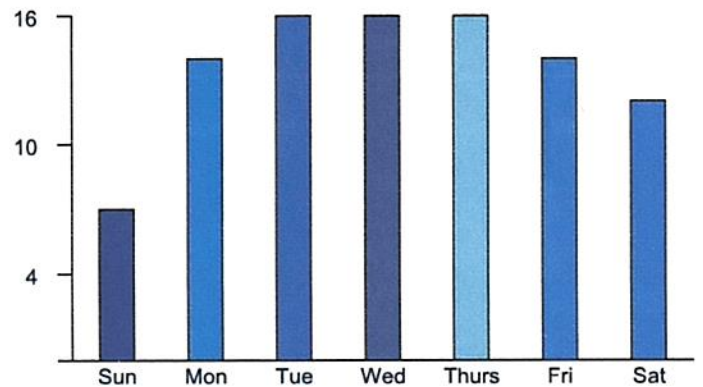


Total Monthly Visits

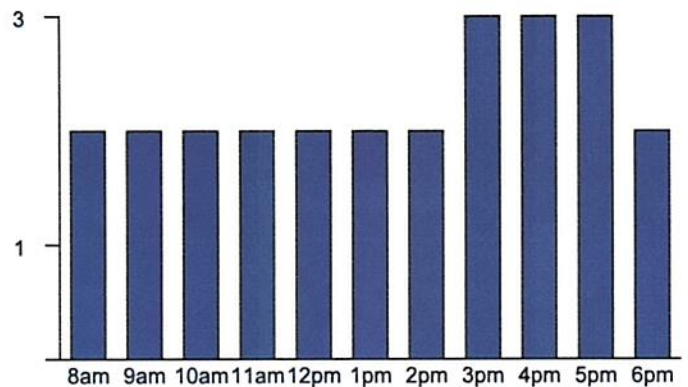


\*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



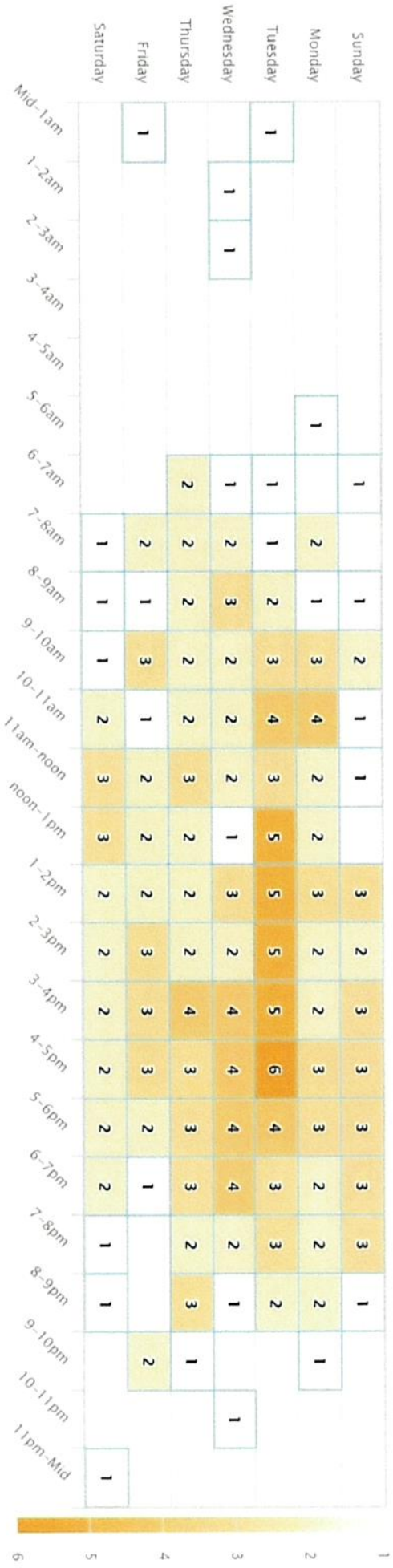
Avq dwell just over 1 hr



# Average Usage

● 09/23/2021 - 10/20/2021

Busiest Hour	Least Busy	Hourly Average
Tuesdays at 4 PM	Saturdays at 7 AM	
6	1	2



● 09/23/2021 - 10/20/2021



# Patron PC Logins by Day and Hour

Dates: Monday September 20, 2021 - Wednesday October 20, 2021 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
Mon Sep 20	2	0	0	2	9	1	0	0	0	0	0	14	1	0	9	0	0	3
Tue Sep 21	3	3	7	1	0	1	0	1	0	0	0	16	2	0	7	1	0	2
Wed Sep 22	0	1	0	2	0	1	0	0	1	2	0	7	1	0	2	0	0	1
Thu Sep 23	1	1	1	0	0	0	1	0	3	0	0	7	1	0	3	0	0	1
Fri Sep 24	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Sat Sep 25	0	0	0	1	2	0	0	0	0	0	0	3	0	0	2	0	0	1
Mon Sep 27	2	1	1	0	0	0	0	2	1	1	0	7	1	0	2	0	0	1
Tue Sep 28	0	1	0	1	0	0	0	1	1	1	0	5	1	0	1	0	0	1
Wed Sep 29	1	1	1	1	0	0	0	1	1	1	0	6	1	0	1	1	1	1
Thu Sep 30	0	1	2	0	1	1	0	1	0	0	0	6	1	0	2	0	0	1
Fri Oct 1	0	3	1	0	0	0	0	0	0	0	0	4	0	0	3	0	0	1
Sat Oct 2	0	0	0	1	0	0	0	1	0	0	0	2	0	0	1	0	0	0
Mon Oct 4	1	2	0	0	0	1	0	1	1	1	0	6	1	0	2	0	0	1
Tue Oct 5	1	0	0	0	0	0	6	0	1	2	0	10	1	0	6	0	0	2
Wed Oct 6	0	0	1	1	1	0	1	1	0	2	0	7	1	0	2	1	0	1
Thu Oct 7	1	0	0	1	1	0	0	0	0	0	0	3	0	0	1	0	0	1
Fri Oct 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat Oct 9	0	0	2	3	1	5	2	0	0	0	0	13	1	0	5	0	0	2
Mon Oct 11	1	1	0	0	2	2	0	0	0	2	0	8	1	0	2	0	0	1
Tue Oct 12	0	0	0	1	0	0	0	0	1	0	0	2	0	0	1	0	0	0
Wed Oct 13	0	0	0	1	1	1	0	2	0	0	0	5	1	0	2	0	0	1
Thu Oct 14	1	1	0	0	1	2	0	1	0	0	0	6	1	0	2	0	0	1
Fri Oct 15	0	0	1	1	0	0	0	0	0	0	0	2	0	0	1	0	0	0
Sat Oct 16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon Oct 18	3	0	0	2	1	1	3	0	0	0	0	10	1	0	3	0	0	1
Tue Oct 19	1	0	0	2	1	1	1	0	3	1	0	10	1	0	3	1	1	1
Wed Oct 20	1	1	0	1	0	1	1	2	2	3	0	10	1	0	3	1	1	1
<b>Total</b>	<b>20</b>	<b>17</b>	<b>17</b>	<b>22</b>	<b>21</b>	<b>18</b>	<b>15</b>	<b>14</b>	<b>16</b>	<b>10</b>	<b>0</b>	<b>170</b>						
Average	0.7	0.6	0.6	0.8	0.8	0.7	0.6	0.5	0.6	0.4	0							
Minimum	0	0	0	0	0	0	0	0	0	0	0							
Maximum	3	3	7	3	9	5	6	2	3	2	0							
Median	1	0	0	1	0	0	0	0	0	0	0							
Mode	0	0	0	1	0	0	0	0	0	0	0							
Standard Devi	0.9	0.9	1.4	0.8	1.7	1.1	1.3	0.7	1	0.7	0							

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**Solon Library Bills for October , 2021**

Starting balance from Expenditure Report dated 10/21/21

		Monthly Avg
<b>From Dues, Membership &amp; Magazines (62100)</b>	<b>\$ 700.00</b>	
Total Spent	\$ -	\$ 58.33
<b>Remaining Balance</b>	<b>\$ 700.00</b>	
<b>From Travel and Conference (62400)</b>	<b>\$ 750.00</b>	
Total Spent	\$ -	\$ 62.50
<b>Remaining Balance</b>	<b>\$ 750.00</b>	
<b>From Building Maintenance (63100)</b>	<b>\$ 9,417.48</b>	
\$5,000 allocated for reserve funds	\$ 5,000.00	Hidden balance for reserves
JBK Construction, sidewalk replacement inv#2239	\$ 1,664.00	
Grainger, halogen bulb inv#9052798692	\$ 9.60	
Total Spent	\$ 1,673.60	\$ 416.67
<b>Remaining Balance</b>	<b>\$ 2,743.88</b>	
<b>From Org Vehicle/Equipment Maint AC (63320)</b>	<b>\$ 1,597.04</b>	
Total Spent	\$ -	\$ 378.33
<b>Remaining Balance</b>	<b>\$ 1,597.04</b>	
<b>From Utilities (63710)</b>	<b>\$ 11,078.54</b>	
Alliant Energy	\$ 14.90	
Mid-American	\$ 12.13	
Total Spent	\$ 27.03	\$ 1,083.33
<b>Remaining Balance</b>	<b>\$ 11,051.51</b>	
<b>From Telephone/Internet (63730)</b>	<b>\$ 2,679.95</b>	
ICN inv#632001	\$ 188.00	
Southslope	\$ 237.00	
Total Spent	\$ 425.00	\$ 324.42
<b>Remaining Balance</b>	<b>\$ 2,254.95</b>	
<b>From Data Bases (63731)</b>	<b>\$ 533.34</b>	
Total Spent	\$ -	\$ 125.00
<b>Remaining Balance</b>	<b>\$ 533.34</b>	
<b>From Publishing (64140)</b>	<b>\$ 600.00</b>	
Total Spent	\$ -	\$ 50.00
<b>Remaining Balance</b>	<b>\$ 600.00</b>	
<b>From Educational Program (64340)</b>	<b>\$ 8,829.40</b>	
Zoom inv#109649562 (Visa)	\$ 16.04	
Dollar Tree, Adult program supplies (Visa)	\$ 22.26	
JoAnn Fabric, Adult program supplies (Visa)	\$ 12.98	
Costco, Adult program supplies (Visa)	\$ 16.98	
Good Vibes, Youth porgram supplies (Visa)	\$ 30.00	
Good Vibes, Youth porgram supplies (Visa)	\$ 10.00	

Garrett Elton, video editing inv#19 Oct.	\$	322.50	
Office Express, Youth program supplies inv#194957-0	\$	42.49	
Office Express, Youth program supplies inv#194957-1	\$	41.49	
Amazon, Adult program supplies (Visa)	\$	79.78	
Amazon, Youth program supplies (Visa)	\$	40.87	
Amazon, Adult program supplies (Visa)	\$	3.69	
DEMCO, Youth program supplies (Visa)	\$	22.30	
HyVee, Youth program supplies (Visa)	\$	47.92	
Oriental Trading, Youth program supplies (Visa)	\$	143.85	
Total Spent	\$	853.15	\$ 1,179.17
<b>Remaining Balance</b>	<b>\$</b>	<b>7,976.25</b>	

<b>From Library Books (65020)</b>	<b>\$</b>	<b>16,872.86</b>	
Baker & Taylor inv#2036211469	\$	257.78	
Baker & Taylor inv#2036218835	\$	92.84	
Baker & Taylor inv#2036224125	\$	130.37	
Baker & Taylor inv#2036226618	\$	31.63	
Baker & Taylor inv#2036243907	\$	208.34	
Baker & Taylor inv#2036250962	\$	109.76	
Baker & Taylor inv#2036253385	\$	66.68	
Mid America Books	\$	267.30	
Penworthy inv#0575926-IN	\$	200.88	
Amazon, 1 book (Visa)	\$	13.86	
Amazon, 1 book (Visa)	\$	11.57	
Amazon, 3 books (Visa)	\$	45.59	
Amazon, 4 books (Visa)	\$	33.66	
Amazon, 1 book (Visa)	\$	13.60	
Amazon, 9 books (Visa)	\$	121.14	
Amazon, 1 book (Visa)	\$	14.99	
Amazon, 1 book (Visa)	\$	10.89	
Amazon, 1 book (Visa)	\$	24.29	
Amazon, 1 book (Visa)	\$	14.40	
Amazon, 1 book (Visa)	\$	21.99	
Amazon, 2 books (Visa)	\$	24.88	
Daydreams Comics, 2 books (Visa)	\$	19.18	
Total Spent	\$	1,735.62	\$ 1,875.00
<b>Remaining Balance</b>	<b>\$</b>	<b>15,137.24</b>	

<b>From Library Video Materials (65030)</b>	<b>\$</b>	<b>3,971.54</b>	
Baker & Taylor inv#T24052660	\$	21.74	
Baker & Taylor inv#T24058440	\$	47.11	
Baker & Taylor inv#H57751520	\$	25.36	
Baker & Taylor inv#H57841470	\$	36.23	
Baker & Taylor inv#H57968860	\$	21.74	
Baker & Taylor inv#H58024990	\$	21.74	
Baker & Taylor inv#H58050790	\$	13.04	
MicroMarketing inv#863270	\$	58.98	
MPLC Umbrella License inv#5062123	\$	117.09	
Amazon, 1 DVD (Visa)	\$	14.96	
Amazon, 13 DVDs (Visa)	\$	122.90	
Total Spent	\$	500.89	\$ 404.17
<b>Remaining Balance</b>	<b>\$</b>	<b>3,470.65</b>	

<b>From Library Audio Materials (65040)</b>	<b>\$</b>	<b>312.60</b>	
Baker & Taylor inv#2036211469	\$	22.00	
Baker & Taylor inv#2036243907	\$	41.25	
Baker & Taylor inv#2036253385	\$	21.99	
Total Spent	\$	85.24	\$ 470.83
<b>Remaining Balance</b>	<b>\$</b>	<b>227.36</b>	

**From Puzzles, Puppet Kits (65050) \$ 472.10**  
 Amazon, floor puzzle boxes (Visa) \$ 38.99

Total Spent \$ 38.99 \$ 41.67  
**Remaining Balance \$ 433.11**

**From Operating Supplies (65070) \$ 2,928.65**  
 Office Express, laminator pouches inv#191325-0 \$ 19.69  
 Office Express, cardstock inv#194957-0 \$ 20.49  
 DEMCO, labels and book tape (Visa) \$ 18.06  
 DEMCO, book tape, sign holders (Visa) \$ 146.15  
 Tallgrass, copy paper inv#5544770 \$ 37.99  
 Amazon, Avery labels (Visa) \$ 25.98  
 Amazon, Avery labels (Visa) \$ 27.67  
 Amazon, 9 Volt batteries (Visa) \$ 11.57  
 Amazon, face masks, toner (Visa) \$ 65.88  
 Menards, potting soil (Visa) \$ 35.92  
 Target, dusters (Visa) \$ 4.69  
 Walmart, mop (Visa) \$ 12.85

Total Spent \$ 426.94 \$ 541.67  
**Remaining Balance \$ 2,501.71**

**From Postage and Shipping (65080) \$ 887.27**  
 Stamped envelopes for bill payment \$ 111.31  
 Open Access book return \$ 3.63

Total Spent \$ 114.94 \$ 75.00  
**Remaining Balance \$ 772.33**

**From Supplies (65990) \$ (148.22)**

Total Spent \$ - \$ 8.33  
**Remaining Balance \$ (148.22)**

**From Office Equipment (67250) \$ 3,660.32**  
 DEMCO cork bases for book supports (Visa) \$ 64.70  
 Amazon, 6-outlet surge protector (Visa) \$ 13.13  
 SenSource, receiver/chime, door counter display inv#50031 \$ 248.59  
 Amazon, 20 inch diameter planter (Visa) \$ 24.99  
 ECR4Kids scoop front storage bins (Visa) \$ 47.99

Total Spent \$ 399.40 \$ 333.33  
**Remaining Balance \$ 3,260.92**

**Trust & Agency**  
 Trust & Agency Credit (Check from Friends of the Library) \$ 836.70  
 Trust and Agency debit 4Imprint Friends Merchandise (Visa) \$ (836.70)

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 10/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 001 - GENERAL FUND</b>							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	202,741.00	202,741.00	58,318.38	7,163.83	0.00	144,422.62	28.8
61100 FICA SOCIAL SECURITY	15,165.00	15,165.00	4,443.70	545.82	0.00	10,721.30	29.3
61300 IPERS	18,714.00	18,714.00	5,505.23	676.25	0.00	13,208.77	29.4
61500 EMPLOYEE GROUP INSURANCE/ANNUI	21,174.00	21,174.00	0.00	0.00	0.00	21,174.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	700.00	700.00	0.00	0.00	0.00	700.00	0.0
62400 TRAVEL AND CONFERENCE	750.00	750.00	0.00	0.00	0.00	750.00	0.0
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	2,340.46	1,817.44	0.00	7,659.54	23.4
63320 ORG VEHICLE/EQUIPMENT MAINT AC	4,540.00	4,540.00	2,942.96	21.39	0.00	1,597.04	64.8
63710 UTILITIES	13,000.00	13,000.00	1,948.49	27.03	0.00	11,051.51	15.0
63730 TELEPHONE/INTERNET	3,893.00	3,893.00	1,638.05	425.00	0.00	2,254.95	42.1
63731 DATA BASES	1,500.00	1,500.00	966.66	0.00	0.00	533.34	64.4
64080 INSURANCE	13,425.00	13,425.00	0.00	0.00	0.00	13,425.00	0.0
64140 PUBLISHING	600.00	600.00	0.00	0.00	0.00	600.00	0.0
64340 EDUCATIONAL PROGRAM	14,150.00	14,150.00	5,320.60	1,139.64	0.00	8,829.40	37.6
65020 LIBRARY BOOKS	22,500.00	22,500.00	5,627.14	1,524.35	0.00	16,872.86	25.0
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	878.46	94.19	0.00	3,971.54	18.1
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	5,337.40	5,094.03	0.00	312.60	94.5
65050 PUZZELS, PUPPET KITS	500.00	500.00	27.90	0.00	0.00	472.10	5.6
65070 OPERATING SUPPLIES	6,500.00	6,500.00	2,053.73	485.79	0.00	4,446.27	31.6
65080 POSTAGE AND SHIPPING	900.00	900.00	124.04	120.23	0.00	775.96	13.8
65990 SUPPLIES	100.00	100.00	248.22	0.00	0.00	-148.22	248.2
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	339.68	0.00	0.00	3,660.32	8.5
<b>LIBRARY SERVICES</b>	<b>365,352.00</b>	<b>365,352.00</b>	<b>98,061.10</b>	<b>19,134.99</b>	<b>0.00</b>	<b>267,290.90</b>	<b>26.8</b>
Expenditures	365,352.00	365,352.00	98,061.10	19,134.99	0.00	267,290.90	26.8
<b>Grand Total Net Effect:</b>	<b>-365,352.00</b>	<b>-365,352.00</b>	<b>-98,061.10</b>	<b>-19,134.99</b>	<b>0.00</b>	<b>-267,290.90</b>	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2021 to 10/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 031 - TRUST &amp; AGENCY LIBRARY</b>							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	500.00	500.00	0.00	0.00	0.00	500.00	0.0
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	0.00	0.00	0.00	4,000.00	0.0
67271 CAPITAL EQUIP/MEMORIAL DONATIO	0.00	0.00	33,565.00	0.00	0.00	-33,565.00	0.0
67500 BUILDING	0.00	0.00	64,935.00	0.00	0.00	-64,935.00	0.0
<b>TRUST &amp; AGENCY LIBRARY BLDG TR</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>98,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-88,000.00</b>	<b>938.1</b>
<b>Expenditures</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>98,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-88,000.00</b>	<b>938.1</b>
<b>Grand Total Net Effect:</b>	<b>-10,500.00</b>	<b>-10,500.00</b>	<b>-98,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>88,000.00</b>	

**Solon Public Library  
Purchasing Policy - DRAFT**

**About Library Purchasing Policy**

Purchases of the Solon Public Library will follow fundamental principles of prudent procurement practices, applicable State law, and budgetary and administrative control requirements when purchases are made.

**Purchases Less Than \$5,000**

Any purchase of goods, services, work or improvements where the cost is estimated not to exceed \$5,000, and can be accommodated within the current fiscal year budget, shall be purchased at the best possible price considering needs, expected performance, prior experience, and delivery and service capability.

**Purchases Between \$5,001 - \$25,000**

Any purchase of goods, services, work or improvements where the cost is estimated to be more than \$5,000 but less than \$25,000 shall be based, whenever possible, on 2-3 competitive quotes. Quotes will be presented for Board approval prior to purchase.

**Purchases In Excess of \$25,000**

Generally, any purchase of goods, services, work or improvements where the cost is estimated to be in excess to be in excess of \$25,000 shall be based on competitive bids and purchased from the lowest responsible bidder. The competitive bid process shall be handled following City policies and procedures.

**Exemptions from Competitive Bids**

Contracts which, by their nature are not adapted to award by competitive bidding, are not subject to competitive bidding, including, but not limited to:

- Contracts for services involving a high degree of professional skill.
- Contracts for emergency expenditures when approved by the Board.

**Contracts for Construction and Remodeling**

Contracts for constructing a building, remodeling, repairing or improving an existing building, erecting an addition to an existing building, or purchasing the necessary equipment for the library shall follow the procedures set forth in Iowa State Law which includes:

- Iowa Administrative Code 193B-5.1 requires a registered architect to perform the planning and design of a public library building.
- The Iowa Construction Bidding Procedures Act combined rules for county, city and rural water government under one law. Libraries planning new construction should review Iowa Code Chapter 26, which sets requirements for sealed bid thresholds, the bidding process, and population-based competitive bid procedures, and more.

Library Board of Trustees will consult with the city attorney to ensure the project follows all appropriate laws.



**Solon Public Library**  
**Basement Use Policy - DRAFT**

**About Library Basement Use Policy**

Due to the lack of sprinklers and/or inadequate exits, the fire department has determined that the library basement should not be used for anything except storage. Time spent in this area should be limited.

**Safety Considerations:**

- For fire safety, the door leading to the basement stairway should be kept closed at all times.
- The door to the electrical room in the basement should also be closed to limit dust accumulation.
- Access to the basement must be approved by library staff and will not be encouraged when the library is not open.
- Access to the basement by non-library staff will be recorded in a log kept at the circulation desk.

**Storage Considerations:**

The Solon Public Library Board has determined that there is limited space for the storage of items in the basement. Future storage requests will be re-evaluated by the Library Board on a regular basis, with space needs of the library as the first priority.

**Current Library storage in the basement:**

- Janitorial supplies
- Trash and Recycling cans
- Office supplies
- Adult and Youth craft and program supplies
- Seasonal Display items
- Storage for collection items not currently being circulated (for example: duplicate copies and seasonal items)
- Future use: Laundry equipment for cleaning library puppets and towels

**Other Groups with current Basement Storage:**

- Friends of the Library (Donations for all sales, donation sorting area, Grant Wood and other Friends merchandise)
- The SPL Foundation Board (Art Auction items)
- The Solon Women's Club (club historical materials and supplies for Beef Days and Book Babies)
- The City of Solon (old furniture, files, and some recycling)
- School District of Solon (emergency supplies tub)
- The Solon History Committee (historical records, binders, and files)
- Jack Neuzil's Dinosaurs (Traveling collection)

**Basement Key Holders:**

- Library Director
- Library Staff
- Scott Kleppe, Director Public Works
- Friends of the Library

Solon Public Library  
Personnel Policy DRAFT

Developed in conjunction with the Solon City Personnel Handbook

**A. Management Policy:**

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

**B. Administrative Policy:**

The person appointed as Library Director shall be charged with the administration of the library.

**C. Work Schedule Policy:**

Major changes in the director's schedule shall not be made without approval of the Library Board. Requests for changes in the work schedule of other staff or volunteers should be given in advance and approved by the Library Director. Overtime hours are not budgeted for.

**1. Vacation**

Full-time library employees are eligible for paid vacation time based on their length of service. Vacation time is accrued monthly with a maximum accrual of unused vacation of 160 hrs. as follows:

6 months – 8 yrs. Service accrues 6 2/3 hrs. per month

8 – 15 yrs. Of service accrues 10 hrs. per month

15 yrs. Plus of service accrues 13 1/3 hrs. per month

**2. Holidays**

The Solon Library observes the following national holidays based on the City of Solon observed national holidays:

New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve Day, Christmas Day, and 1 Personal Day.

Library management reserve the right to change the observance of holidays based on business needs. The holidays listed above will be paid for full-time hourly employees and salaried employees.

If feasible, part time hours may be shifted so that these employees don't lose hours when the library is closed.

**3. Sick Leave**

Full-time employees will earn up to eight hours of sick leave with pay per month of service beginning on the first day of employment. Regular part-time employees may be eligible for limited sick leave pay at the Board's discretion.

Unused sick leave may be carried over and accumulated to a maximum of 720 hours.

**4. Leave of Absence**

The Library board may grant the Library Director an unpaid leave of absence. The

Solon Public Library  
Personnel Policy DRAFT

Library director may grant full time or part time employees an unpaid leave of absence. All such requests must have a scheduled starting date and anticipated ending date and must be approved in advance by management. Reasons for time off include: family medical, military and personal.

**5. Jury Duty**

In the event that a library employee is called for jury duty, the library will release them and assure no loss of wages. If fees and expenses paid to jurors do not equal or exceed wages normally paid by the library, these fees shall be turned in to the city clerk and the employee will be paid their wages as usual.

**6. Meetings, Conventions, and Workshops**

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the Library director, according to the amount appropriated in the budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities. The director's task is to make certain that staff and trustees are made aware of these opportunities and that allowance for these educational activities are included in the annual budget.

**D. Disciplinary Policy**

The Library wants each employee to be successful in his or her job and will work with employees to eliminate deficiencies. An employee of the Solon Public library may be dismissed for any action or behavior that violates the library policies and procedures. This behavior includes but is not limited to: incompetence, misconduct, in-attention to assigned duties, or unapproved absences from work.

Normally termination would be a final step and would follow:

1. Verbal and /or written warnings,
2. A substandard performance appraisal,
3. Suspension and/or,
4. Extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

While notice of intent to terminate may occur, the Solon Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

**E. Resignation and Retirement Policy**

A library employee wishing to resign or retire from employment must notify the Director or the Library Board as soon as is practical. The library requests a minimum notice of two weeks. For the Library Director, a notice of at least a month is preferred.

Solon Public Library  
Personnel Policy DRAFT

The employee must submit a formal written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends, a final performance appraisal will be conducted. This review may also be considered to be an "exit interview".

If the employee is entitled to benefits (such as earned, unused vacation) a lump sum payment can be made to the employee.

Library property must be returned: keys, manuals, credit cards, etc. Any final payments may be withheld until all library property has been returned.

**F. Grievance Procedure**

It is the intent of the Solon Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below.

1. If possible, discuss the problem with the Library Director. A concern of the Director should be addressed with the Library Board President.
2. If the grieving party chooses to not address his/her concern with the Director, the Board President shall be notified of the concern. Within a reasonable amount of time, the Library Board President will present the concern to the full board during a closed session of a Library board meeting.
3. The Library Board's representative will respond to the employee within five business days of the board meeting at which the issue is discussed, either providing a determination, solution or a strategy for how the Library Board will address the issue over time.

**G. Equal Opportunity Employment Policy**

It is the policy of the solon Public library to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

**H. Drug-Free Workplace Policy**

In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Solon Public Library, whether that work is carried out in the workplace building or not.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or said employee may be required to satisfactorily participate in a drug abuse rehab program.

**I. Discrimination and Sexual harassment Policy**

Solon Public Library  
Personnel Policy DRAFT

The Solon Public Library is committed to providing a work environment that is free from harassment and discriminatory intimidation. Actions, words, jokes, or comments between or among employees based on an individual's race, color, religion, sex, national origin, age, disability or veteran status as defined by law or any other legally-protected characteristic will not be tolerated.

Unwelcome sexual advances, requests for sexual favors, sexual threats, inappropriate comments or unwelcome physical touches of a sexual nature are examples of sexual harassment and will be considered justifiable grounds for disciplinary action up to and including termination.

If you believe you have been a victim of any type of discrimination or harassment, you should immediately report the facts of the incident to the Library Director or Library Board President. The employee will be asked to provide a brief written statement to serve as the basis for the investigation of the complaint. Employees who have knowledge of either the incident in question or similar problems may be questioned. Only those who need to know about such complaints will receive information about the complaint. A prompt and thorough investigation will be conducted. After the investigation has been completed, a determination will be made by the appropriate members of library management and/or the Solon City Attorney, regarding the resolution of the case, and appropriate corrective action will be taken where it is warranted. If the matter is not resolved to your satisfaction, you may pursue the formal complaint resolution procedure as described under the Employee Conduct section of the City of Solon Handbook.

Any employee bringing a discrimination or harassment complaint or assisting in the investigation of such a complaint will not be adversely affected regarding these actions.

The Library Director reserves the right to routinely monitor usage patterns of electronic communications for all employees and to review any individual's electronic files and message usage to the extent necessary to ensure that such media services are being used in compliance with the law and with library policies.

**J. Professional Conduct**

Library employees need to be able to work comfortably in the work place, but project a professional image for library users. Business casual dress and a neat appearance is the standard for this dress code.

Because of safety concerns, open toe sandals, exercise clothing or flip flops are not recommended as appropriate clothing. Clothing that may have words, terms or pictures that may be offensive to other employees or library patrons are deemed not appropriate. This includes political references.

At the Director's discretion, employees may be allowed to deviate from the dress code in a manner that is appropriate, time-limited, and available to all employees according to the same conditions.

Solon Public Library  
Personnel Policy DRAFT

Name tags will be worn by staff members during work hours. All staff are expected to treat all patrons with respect.

**K. Personnel Records**

The city office maintains personnel files that include each employee's employment application, W-4, I-9 (proof of work eligibility), social security card, emergency contact information, medical information pertinent to the job, etc. Each employee is responsible for keeping this information up to date.

Officers of the City, the City Administrator, and the City Clerk have access to all employee personnel files on a "need to know" basis. This would include any disciplinary documentation when it results in an employee being fired.

Annual job evaluations are kept by the Library Director and are not shared with the City of Solon. Copies of each year's evaluation are given to employees.

**L. Organizational Flow Chart (see attached).**



## MEMO

DATE: October 20, 2021  
TO: Departments and Commissions  
FROM: Roman Meyers  
SUBJECT: Budget for FY23

It is time to prepare our budget requests for Fiscal Year 2022-2023. Attached are the budget sheets for your department. Please return your request to me by December 1st. If you have any requests for the coming year that are out of the norm, such as a large equipment purchase, building maintenance item, or an amount that is included to be set aside for a future use, please make a note of these individually on the budget sheet(s) so that I can show them separately on the budget worksheet reports.

I am available to meet any time that is convenient for you if you have any questions.

Thank you!

BUDGET WORKSHEET

City of Solon

Month: 10/31/2021	Prior	Current Year				(6)	(7)	(8)
	Year	Original	Amended	Actual Thru	Estimated	Requested	Recommended	Adopted
	Actual	Budget	Budget	October	Total			
Fund: 001 - GENERAL FUND								
Expenditures								
Dept: 4410 LIBRARY SERVICES								
60100 SALARIES	206,798	202,741	202,741	58,318	202,741	202,741		
61100 FICA SOCIAL SECURITY	15,811	15,165	15,165	4,444	15,165	15,165		
61200 FICA MEDICARE	0	0	0	0	0			
61300 IPERS	19,421	18,714	18,714	5,505	18,714	18,714		
61500 EMPLOYEE GROUP INSURANCE/ANNUI	0	21,174	21,174	0	21,174	21,174		
62100 DUES, MEMBERSHIPS & MAGAZINE S	784	700	700	0	700	700		
62400 TRAVEL AND CONFERENCE	365	750	750	0	750	750		
63100 BUILDING MAINTENANCE	17,010	10,000	10,000	2,340	10,000	10,000		
63320 ORG VEHICLE/EQUIPMENT MAINT AC	2,567	4,540	4,540	2,943	4,540	4,540		
63710 UTILITIES	7,414	13,000	13,000	1,948	13,000	13,000		
63730 TELEPHONE/INTERNET	4,363	3,893	3,893	1,638	3,893	3,893		
63731 DATA BASES	765	1,500	1,500	967	1,500	1,500		
64080 INSURANCE	11,768	13,425	13,425	0	13,425	13,425		
64140 PUBLISHING	698	600	600	0	600	600		
64340 EDUCATIONAL PROGRAM	11,143	14,150	14,150	5,321	14,150	14,150		
65020 LIBRARY BOOKS	21,144	22,500	22,500	5,627	22,500	22,500		
65030 LIBRARY VIDEO MATERIALS	2,274	4,850	4,850	878	4,850	4,850		
65040 LIBRARY AUDIO MATERIALS	2,991	5,650	5,650	5,337	5,650	5,650		
65050 PUZZELS, PUPPET KITS	219	500	500	28	500	500		
65070 OPERATING SUPPLIES	8,772	6,500	6,500	2,054	6,500	6,500		
65080 POSTAGE AND SHIPPING	821	900	900	124	900	900		
65990 SUPPLIES	607	100	100	248	100	100		
67250 OFFICE EQUIPMENT	6,471	4,000	4,000	340	4,000	4,000		
LIBRARY SERVICES	342,206	365,352	365,352	98,060	365,352	365,352	0	0
Total Expenditures	342,206	365,352	365,352	98,060	365,352	365,352	0	0
Grand Total:	-342,206	-365,352	-365,352	-98,060	-365,352	-365,352	0	0



BUDGET WORKSHEET

City of Solon

Month: 10/31/2021	Prior	Current Year				(6)	(7)	(8)
	Year Actual	Original Budget	Amended Budget	Actual Thru October	Estimated Total	Requested	Recommended	Adopted
Fund: 031 - TRUST & AGENCY LIBRARY								
Expenditures								
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR								
64340 EDUCATIONAL PROGRAM	141	500	500	0	500	500		
64380 BANK SERVICE CHARGE	0	0	0	0	0			
64990 MISC. CONTRACT WORK	0	0	0	0	0			
65020 LIBRARY BOOKS	0	5,000	5,000	0	5,000	5,000		
65030 LIBRARY VIDEO MATERIALS	0	500	500	0	500	500		
65040 LIBRARY AUDIO MATERIALS	0	500	500	0	500	500		
65080 POSTAGE AND SHIPPING	0	0	0	0	0			
67270 OTHER CAPITAL EQUIPMENT	0	4,000	4,000	0	4,000	4,000		
67271 CAPITAL EQUIP/MEMORIAL DONATIO	0	0	0	33,565	0			
67300 LAND	0	0	0	0	0			
67500 BUILDING	0	0	0	64,935	0			
TRUST & AGENCY LIBRARY BLDG TR	141	10,500	10,500	98,500	10,500	10,500	0	0
Total Expenditures	141	10,500	10,500	98,500	10,500	10,500	0	0
Grand Total:	-141	-10,500	-10,500	-98,500	-10,500	-10,500	0	0