

**AGENDA**  
**CEDAR FALLS PUBLIC LIBRARY (CFPL)**  
**MEETING**  
**BOARD OF TRUSTEES**  
**March 2, 2016 4:00 PM**  
Cedar Falls Public Library  
Wasendorf Conference Room

- I. Call to Order
- II. Agenda: Corrections/additions/deletions/approval
- III. Minutes: Corrections and approval
- IV. Communication from Officers: Action appropriate to the communications
- V. Bills: Corrections/additions/deletions/approval
  - a. General Fund, Levy Fund, Grant Funds
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)
- VI. Usage Report
- VII. Director's Report
  - a. Informational Update
    - i. Staffing Update
    - ii. Memorial/Honorarium Formula and Possibility
    - iii. Council/Board of Trustees Breakfast: March 23, 8am
    - iv. Possible Liaison Position
    - v. Strategic Plan Update
    - vi. Misc.
  - b. Informational reports from Department Heads
    - i. Public Services & Reference
    - ii. Youth Department
    - iii. Technical Systems Administration
    - iv. Third Age Project report
- VIII. Referred for Board action
  - a. Acceptance of RJ McElroy Trust Grant for the Magic School Bus
  - b. Beckman Endowment Distribution
- IX. Reports of Standing and Special Committees: Action appropriate to the reports
  - a. Friends of the Library
  - b. Finance
  - c. Personnel
  - d. Library Art Committee
- X. Unfinished Business
- XI. New Business
  - a. Public Forum: docketed items
- XII. Adjournment

**MINUTES**  
**CEDAR FALLS PUBLIC LIBRARY (CFPL)**  
**BOARD OF TRUSTEES**  
**February 3, 2016**

Members present: Blair-Broeker, Snell, Luze, Deaver, Sulentic, Gray, Traw, Pfalzgraf. Staff: McGovern, Stern, Stuenkel. Guests: Brad Braley, Stephanie Sheetz

1. Meeting was called to order by President Deaver.
2. MOTION: (Luze, Blair-Broeker) to approve the February agenda. Passed.
3. MOTION: (Blair-Broeker) to approve the January minutes as presented. Passed.
4. Communications from Officers: None.
5. Special Order of Business—Cedar Falls 2025 Plan:
  - a. Goal #12 lists the Library as the lead entity to investigate the creation of a co-learning center. Meetings regarding what is involved will be held in late March and late April.
6. Bills & Financial Reports:
  - a. General, Levy, Grant Fund Bills. Reviewed with the correction of two bill listed twice—Bank of America, Jones.
    - i. MOTION: (Gray, Snell) to approve the January bills as corrected. Passed.
  - b. Reviewed financial reports for General, Levy, Grants, Foundation Funds. Amendments will be done next month.
7. Usage Report: McGovern will investigate Kayser's method of reporting to see if that accounts for the drop in door count.
8. Director's Report
  - a. Informational update
    - i. Staffing Update: The office manager and a circulation position are currently open. The City Council has given a tentative go-ahead with the 2017 budget, which includes four intern positions and a library assistant.
    - ii. Reporting Financials and Statistics: The Board would like McGovern to decide which streamlined statistical reports to present each month.
    - iii. Courier Service: Public libraries, including CFPL, have been invited by academic libraries to share in a courier service, Mobius. McGovern is on a committee to investigate this.
    - iv. One Card Library System: The Waterloo Public Library director is interested in this, so McGovern and he are investigating.
    - v. Miscellaneous: The HVAC needed will come out of the City's general fund. Funding for weather proofing the exterior of the library building is still identified in the CIP as coming from the Cedar Falls Civic Foundation funds.
  - b. Informational Reports from Department Heads:
    - i. Public Services & Reference: Migration to Sirsi Dynix happens this month. Stuenkel is offering an Academy Award film series for adults.

- ii. Youth Department: Youth staff are prepping for spring break events, the Cedar Valley Children’s Literature Festival, and the summer library program. Representatives from Waterloo organizations have been invited to be involved in the literature festival.
    - iii. Technical Systems Administration: Dargan is assisting with migration to Sirsi Dynix. CFPL laptops are being used by RSVP.
    - iv. Third Age Project report: No report.
- 9. Referred for Board Action
  - a. Cedar Falls Community Foundation Distribution Policies: These were reviewed and revised.
    - i. MOTION: (Luze, Sulentic) to approve the policies as presented with revisions. Passed.
  - b. Cedar Falls 2025 Plan endorsement
    - i. MOTION: (Traw, Blair-Broeker) to endorse the Cedar Falls 2025 Plan. Passed.
- 10. Reports of Standing and Special Committees
  - a. Friends of the Library: Luze reported that 159 members renewed. Friends are providing lunch for staff on Feb. 19. Friends will participate in the Council Breakfast in March. The annual Friends meeting will be Apr. 23. Blair-Broeker encouraged trustees to join the Friends of the Library.
  - b. Finance: The Finance committee worked on the Cedar Falls Civic Foundation distribution policies.
  - c. Personnel: Blair-Broeker announced that McGovern’s first evaluation as part-time director will be postponed for six months. Gray presented a summary report of the Director Search Committee, which includes suggestions for the next committee.
  - d. Library Art: No report.
- 11. Unfinished Business: None
- 12. New Business: Deaver encouraged the trustees to think about ways to recognize the long-term contributions of staff and trustees who have moved on.
- 13. MOTION: (Blair-Broeker, Traw) to adjourn. Passed.

Respectfully submitted,  
Kelly Stern, Secretary Pro-Tem

General Fund Expenditures	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Budgeted Amount	YTD	Remaining Balance	% Spent	
	BK	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%					
Salaries (Full Time)	\$ 24,367.63	\$ 24,828.65	\$ 24,685.87	\$ 35,775.39	\$ 23,735.96	\$ 23,804.59	\$ 27,205.12						\$ 404,010.00	\$ 184,403.21	\$ 219,606.79	46%	
Salaries (Part Time)	\$ 25,237.02	\$ 26,059.92	\$ 24,936.16	\$ 37,505.96	\$ 25,050.82	\$ 24,770.47	\$ 27,716.59						\$ 316,820.00	\$ 191,276.94	\$ 125,543.06	60%	
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	\$ -	\$ -	0%	
Payroll Accrual	\$ 149.13	\$ 149.17	\$ 149.17	\$ 149.17	\$ 149.17	\$ 149.17	\$ 149.17						\$ -	\$ -	\$ -	0%	
Governance Accrual	\$ 549.13	\$ 549.17	\$ 549.17	\$ 549.17	\$ 549.17	\$ 549.17	\$ 549.17						\$ 1,790.00	\$ 1,044.15	\$ 745.85	58%	
Health Insurance Premiums	\$ 4,622.10	\$ 4,796.76	\$ 4,796.76	\$ 4,968.30	\$ 5,550.16	\$ 5,550.16	\$ 5,550.16						\$ 6,590.00	\$ 3,844.15	\$ 2,745.85	58%	
Health Ins. Reimbursements	\$ -	\$ 37.48	\$ 115.90	\$ 95.91	\$ 76.60	\$ 34.50	\$ -						\$ 80,560.00	\$ 35,834.40	\$ 44,725.60	44%	
Life Insurance	\$ 90.98	\$ 93.58	\$ 93.58	\$ 90.22	\$ 90.22	\$ 93.25	\$ 93.50						\$ 1,540.00	\$ 361.39	\$ 1,178.61	23%	
Long Term Disability	\$ 98.84	\$ 101.89	\$ 101.89	\$ 98.06	\$ 98.06	\$ 101.49	\$ 101.59						\$ 1,240.00	\$ 645.33	\$ 594.67	52%	
Worker's Compensation	\$ 126.63	\$ 126.67	\$ 126.67	\$ 126.67	\$ 126.67	\$ 126.67	\$ 126.67						\$ 1,620.00	\$ 701.82	\$ 918.18	43%	
FICA	\$ 3,754.76	\$ 3,850.54	\$ 3,759.35	\$ 5,567.42	\$ 3,697.00	\$ 3,686.90	\$ 4,385.46						\$ 1,520.00	\$ 886.65	\$ 633.35	58%	
PERG	\$ 4,239.26	\$ 4,305.84	\$ 4,326.38	\$ 6,362.52	\$ 4,270.69	\$ 4,274.34	\$ 4,804.94						\$ 55,150.00	\$ 28,475.43	\$ 26,674.57	52%	
<b>PERSONNEL Sub-Total</b>	<b>\$ 63,235.48</b>	<b>\$ 64,899.67</b>	<b>\$ 63,640.90</b>	<b>\$ 91,289.79</b>	<b>\$ 63,394.52</b>	<b>\$ 63,134.61</b>	<b>\$ 70,262.39</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,370.00	\$ 32,383.89	\$ 31,986.11	50%	
Office Supplies	\$ -	\$ 1,082.46	\$ 436.47	\$ 771.91	\$ 1,028.88	\$ 1,196.63	\$ 50.37						\$ 935,210.00	\$ 479,857.36	\$ 455,352.64	51%	
Printing	\$ -	\$ -	\$ 30.00	\$ 99.86	\$ 63.00	\$ 245.15	\$ 202.60						\$ 10,000.00	\$ 4,566.12	\$ 5,433.88	46%	
Display	\$ -	\$ -	\$ 25.00	\$ -	\$ 165.01	\$ -	\$ -						\$ 2,000.00	\$ 646.61	\$ 1,353.39	32%	
Public Relations	\$ -	\$ -	\$ -	\$ 183.06	\$ -	\$ 717.00	\$ -						\$ 2,000.00	\$ 190.01	\$ 1,809.99	10%	
Postage	\$ -	\$ -	\$ 6.74	\$ -	\$ 16.51	\$ -	\$ 2,018.50						\$ 1,000.00	\$ 900.06	\$ 99.94	90%	
Building Repair & Maint.	\$ -	\$ 75.00	\$ 1,515.50	\$ 137.14	\$ 82.52	\$ 1,257.90	\$ -						\$ 9,000.00	\$ 2,041.75	\$ 6,958.25	23%	
<b>COMMODITIES Sub-Total</b>	<b>\$ -</b>	<b>\$ 1,157.46</b>	<b>\$ 2,039.71</b>	<b>\$ 1,181.37</b>	<b>\$ 1,355.92</b>	<b>\$ 3,416.68</b>	<b>\$ 2,271.47</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,000.00	\$ 11,432.61	\$ 15,567.39	42%	
Professional Services	\$ -	\$ -	\$ 15,406.70	\$ 7,441.70	\$ -	\$ -	\$ 17,666.23						\$ 102,000.00	\$ 40,514.63	\$ 61,485.37	40%	
Computer Services (City)	\$ 3,169.13	\$ 3,169.17	\$ 3,169.17	\$ 3,169.17	\$ 3,169.17	\$ 3,169.17	\$ 3,169.17						\$ 38,030.00	\$ 22,184.15	\$ 15,845.85	58%	
Computer Services (Library)	\$ 450.00	\$ 1,090.36	\$ 357.94	\$ 272.27	\$ 769.65	\$ -	\$ -						\$ 25,000.00	\$ 2,940.22	\$ 22,059.78	12%	
Telephone	\$ 243.38	\$ 254.58	\$ 343.97	\$ 245.37	\$ 249.23	\$ 244.81	\$ 284.59						\$ 3,860.00	\$ 1,865.88	\$ 1,994.12	48%	
Travel (Food/Mileage/Lodge)	\$ -	\$ -	\$ 1,409.00	\$ 787.85	\$ 812.86	\$ 118.52	\$ -						\$ 2,500.00	\$ 3,128.23	\$ (628.23)	125%	
Education & Training	\$ -	\$ 50.00	\$ 325.00	\$ -	\$ 600.00	\$ 66.67	\$ 200.00						\$ 3,500.00	\$ 1,241.67	\$ 2,258.33	35%	
Operating Insurance	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00						\$ 13,200.00	\$ 7,700.00	\$ 5,500.00	58%	
Utilities	\$ -	\$ -	\$ 7,486.79	\$ 6,133.25	\$ 5,985.51	\$ 4,555.56	\$ 3,444.32						\$ 72,000.00	\$ 27,605.37	\$ 44,394.63	38%	
Repair & Maintenance	\$ -	\$ 281.94	\$ 444.94	\$ 804.83	\$ 8,980.34	\$ 486.58	\$ 1,031.87						\$ 21,000.00	\$ 12,032.50	\$ 8,967.50	57%	
Credit Card Fees	\$ -	\$ 46.70	\$ 48.68	\$ 31.90	\$ 36.25	\$ -	\$ -						\$ -	\$ -	\$ 181.93	(Included above)	0%
<b>SERVICES &amp; CHARGES Sub-Total</b>	<b>\$ 4,962.51</b>	<b>\$ 5,992.70</b>	<b>\$ 30,094.13</b>	<b>\$ 19,986.34</b>	<b>\$ 21,723.01</b>	<b>\$ 9,741.31</b>	<b>\$ 26,896.18</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281,090.00	\$ 119,396.18	\$ 161,693.82	42%	
Equipment/Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	\$ -	\$ -	0%	
<b>SUB-TOTAL</b>	<b>\$ 68,197.99</b>	<b>\$ 72,049.83</b>	<b>\$ 95,774.74</b>	<b>\$ 112,467.50</b>	<b>\$ 86,473.45</b>	<b>\$ 76,292.60</b>	<b>\$ 99,430.04</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,243,300.00	\$ 610,686.15	\$ 632,613.85	49%	
FOTL/General/Other/Memorials	\$ -	\$ 975.78	\$ 1,213.19	\$ 2,414.03	\$ 1,253.65	\$ 1,802.75	\$ 312.59						\$ 10,000.00	\$ 7,971.99	\$ 2,028.01	80%	
Endowment Expenditures (to date)	\$ 650.00	\$ 9,554.00	\$ 4,913.37	\$ 8,587.93	\$ 1,184.98	\$ 1,669.30	\$ 627.92						\$ 60,000.00	\$ 27,187.50	\$ 32,812.50	45%	
Transfers: General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 125,790.00	\$ -	\$ 125,790.00	0%	
<b>GRAND TOTAL</b>	<b>\$ 68,847.99</b>	<b>\$ 82,579.61</b>	<b>\$ 101,901.30</b>	<b>\$ 123,469.46</b>	<b>\$ 88,912.08</b>	<b>\$ 79,764.65</b>	<b>\$ 100,370.55</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,439,090.00	\$ 645,845.64	\$ 793,244.36	45%	
Grants: State Funds Expended	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,113.33	\$ -						\$ -	\$ 10,113.33	\$ -		
Grants: Other Funds Expended	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,113.33	\$ -						\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,113.33	\$ -						\$ 25,000.00	\$ 10,113.33	\$ 14,886.67	40%	

Levy Fund Expenditures	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Budgeted Amount	YTD	Remaining Balance	% Spent
	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%				
Salaries (Full-Time)	\$6,293.40	\$6,367.63	\$6,369.02	\$9,553.53	\$6,369.06	\$6,359.00	\$6,417.87						\$85,950.00	\$47,729.51	\$ 38,220.49	56%
Salaries (Part-Time)	\$2,257.87	\$2,300.55	\$2,300.11	\$3,457.36	\$2,300.53	\$2,300.10	\$2,310.28						\$29,920.00	\$17,226.80	\$ 12,693.20	58%
Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						\$0.00	\$0.00	\$ -	0%
Payroll Accrual	\$31.63	\$31.67	\$31.67	\$31.67	\$31.67	\$31.67	\$31.67						\$380.00	\$221.65	\$ 158.35	58%
Severance Accrual	\$116.63	\$116.67	\$116.67	\$116.67	\$116.67	\$116.67	\$116.67						\$1,400.00	\$816.65	\$ 583.35	58%
Health Insurance Premiums	\$1,165.82	\$1,156.32	\$1,156.32	\$1,156.32	\$1,156.32	\$1,156.32	\$1,156.32						\$13,880.00	\$8,103.74	\$ 5,776.26	58%
Health Ins. Reimbursements	\$0.00	\$1.21	\$6.81	\$64.61	\$0.00	\$509.13	\$0.00						\$360.00	\$581.76	\$ -	162%
Life Insurance	\$22.42	\$22.90	\$22.90	\$22.90	\$22.90	\$22.90	\$22.90						\$260.00	\$170.51	\$ 89.49	66%
Long Term Disability	\$24.50	\$25.03	\$25.03	\$25.03	\$25.03	\$25.03	\$25.41						\$340.00	\$170.45	\$ 169.55	52%
Worker's Compensation	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00						\$240.00	\$140.00	\$ 100.00	58%
FICA	\$649.58	\$658.37	\$658.46	\$889.61	\$658.48	\$658.49	\$663.74						\$8,860.00	\$4,936.73	\$ 3,923.27	56%
IPERS	\$763.64	\$774.10	\$774.18	\$1,161.91	\$774.23	\$774.19	\$779.42						\$10,350.00	\$5,801.67	\$ 4,548.33	56%
<b>PERSONNEL Sub-Total</b>	<b>\$11,345.49</b>	<b>\$11,474.45</b>	<b>\$11,481.37</b>	<b>\$16,599.61</b>	<b>\$11,474.89</b>	<b>\$11,984.21</b>	<b>\$11,544.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$15,940.00</b>	<b>\$ 14,060.00</b>	<b>53%</b>
Technical Processing	\$0.00	\$613.36	\$9,109.79	\$128.54	\$841.71	\$78.15	\$369.27						\$30,000.00	\$11,138.77	\$ 18,861.23	37%
<b>COMMODITIES Sub-Total</b>	<b>\$0.00</b>	<b>\$613.36</b>	<b>\$9,109.79</b>	<b>\$128.54</b>	<b>\$841.71</b>	<b>\$78.15</b>	<b>\$369.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$11,138.77</b>	<b>\$ 18,861.23</b>	<b>37%</b>
Computer Services	\$0.00	\$0.00	\$624.28	\$633.45	\$633.45	\$0.00	\$2,166.30						\$10,000.00	\$1,891.18	\$ 8,108.82	19%
Adult Books	\$175.75	\$4,872.90	\$4,180.51	\$6,493.27	\$3,407.66	\$3,381.18	\$2,166.30						\$39,500.00	\$24,677.57	\$ 14,822.43	63%
Young Adult Books	\$0.00	\$537.92	\$988.40	\$2,083.43	\$704.38	\$1,267.12	\$798.06						\$12,000.00	\$6,379.31	\$ 5,620.69	53%
Youth Books	\$0.00	\$3,184.72	\$5,370.58	\$8,786.06	\$1,463.16	\$6,206.27	\$3,192.92						\$38,000.00	\$28,201.71	\$ 9,798.29	74%
Large Print Books	\$0.00	\$701.60	\$648.82	\$818.00	\$510.79	\$1,205.74	\$559.59						\$7,000.00	\$4,442.54	\$ 2,557.46	63%
Adult Audio Materials	\$6,450.00	\$1,864.42	\$6,205.74	\$2,145.19	\$1,324.92	\$2,815.91	\$1,022.15						\$28,200.00	\$21,828.33	\$ 6,371.67	77%
Adult Video Materials	\$0.00	\$2,458.74	\$1,752.18	\$2,831.02	\$2,142.37	\$1,751.58	\$1,173.24						\$15,000.00	\$12,109.13	\$ 2,890.87	81%
Non-Print Resources	\$9,876.00	\$5,374.42	\$1,182.77	\$531.51	\$1,999.57	\$2,245.62	\$0.00						\$17,000.00	\$15,209.89	\$ 1,790.11	89%
Newspapers	\$289.12	\$169.00	\$0.00	\$470.60	\$1,514.40	\$0.00	\$327.60						\$3,000.00	\$2,770.72	\$ 229.28	92%
Periodicals	\$0.00	\$5,307.08	\$0.00	\$107.98	\$6,952.85	\$49.95	\$0.00						\$13,000.00	\$12,417.86	\$ 582.14	96%
Youth Audio Materials	\$0.00	\$483.50	\$242.15	\$1,170.13	\$105.07	\$109.99	\$519.72						\$8,800.00	\$2,630.86	\$ 6,169.14	30%
Youth Video Materials	\$0.00	\$450.78	\$578.73	\$805.92	\$5,219.58	\$1,510.16	\$746.80						\$10,500.00	\$9,311.97	\$ 1,188.03	89%
Young Adult Audio Materials	\$0.00	\$998.19	\$160.71	\$1,040.49	\$36.69	\$44.44	\$18.00						\$2,000.00	\$2,298.52	\$ -	115%
Young Adult Video Materials	\$0.00	\$0.00	\$0.00	\$596.04	\$0.00	\$54.65	\$0.00						\$2,000.00	\$650.69	\$ 1,349.31	33%
<b>SERVICES &amp; CHARGES Sub-Total</b>	<b>\$18,796.87</b>	<b>\$26,463.27</b>	<b>\$21,934.87</b>	<b>\$28,511.09</b>	<b>\$26,613.19</b>	<b>\$20,642.61</b>	<b>\$10,524.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$206,000.00</b>	<b>\$144,820.28</b>	<b>\$ 61,179.72</b>	<b>70%</b>
Materials Only	\$10,790.87	\$26,463.27	\$22,310.59	\$27,877.64	\$25,379.74	\$20,642.61	\$10,524.38						\$196,000.00	\$142,929.10	\$ 53,070.90	73%
Capital Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						\$10,000.00	\$0.00	\$ 10,000.00	0%
<b>GRAND TOTAL</b>	<b>\$22,136.36</b>	<b>\$38,491.08</b>	<b>\$42,525.83</b>	<b>\$45,237.24</b>	<b>\$38,329.79</b>	<b>\$32,704.97</b>	<b>\$22,438.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$409,040.00</b>	<b>\$241,863.52</b>	<b>\$ 167,176.48</b>	<b>59%</b>

General Fund Revenues	Jul-15 8%	Aug-15 17%	Sep-15 25%	Oct-15 33%	Nov-15 42%	Dec-15 50%	Jan-16 58%	Feb-16 67%	Mar-16 75%	Apr-16 83%	May-16 92%	Jun-16 100%	Budgeted Amount	YTD	Remaining Balance	% Received
Copy Machines	\$ 616.70	\$ 1,010.02	\$ 775.45	\$ 705.40	\$ 637.68	\$ 471.63	\$ 531.85						\$ 7,000.00	\$ 4,748.73	\$ 2,251.27	68%
County Tax	\$ -	\$ 11,318.50	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 21,000.00	\$ 11,318.50	\$ 9,681.50	54%
Fines & Fees	\$ 2,240.78	\$ 2,661.69	\$ 2,326.97	\$ 2,499.01	\$ 2,014.91	\$ 2,420.40	\$ 2,420.99						\$ 30,000.00	\$ 16,584.26	\$ 13,415.74	55%
Lost & Paid Materials	\$ 320.50	\$ 212.00	\$ 152.00	\$ 238.00	\$ 124.00	\$ 100.50	\$ 236.00						\$ 2,500.00	\$ 1,383.00	\$ 1,117.00	55%
Open Access	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,534.75							\$ 10,000.00	\$ 13,534.75	\$ (3,534.75)	135%
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	\$ -	\$ -	0%
<b>Sub-Total</b>	<b>\$ 3,177.49</b>	<b>\$ 15,202.21</b>	<b>\$ 3,254.42</b>	<b>\$ 3,442.41</b>	<b>\$ 2,776.59</b>	<b>\$ 16,527.28</b>	<b>\$ 3,188.84</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,500.00	\$ 47,569.24	\$ 22,930.76	67%
Shared Salary Rmb	\$ 627.56	\$ 925.40	\$ 981.85	\$ 1,173.41	\$ 1,213.33	\$ 1,021.75	\$ 814.21						\$ -	\$ 6,757.51	\$ (6,757.51)	0%
CFDF Rmb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 60,000.00	\$ -	\$ 60,000.00	0%
FOTL Rmb/Gifts & Memorials	\$ 1,110.19	\$ -	\$ 2,496.94	\$ 1,466.17	\$ 1,554.37	\$ 418.98							\$ 10,000.00	\$ 7,046.65	\$ 2,953.35	70%
<b>Monthly Totals</b>	<b>\$ 4,916.24</b>	<b>\$ 16,127.61</b>	<b>\$ 6,733.21</b>	<b>\$ 6,081.99</b>	<b>\$ 6,644.29</b>	<b>\$ 17,968.01</b>	<b>\$ 4,003.05</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,600.00	\$ 61,373.40	\$ 79,126.60	44%
<b>Library Levy Revenues</b>	<b>\$ 2,151.27</b>	<b>\$ 69.94</b>	<b>\$ 8,021.68</b>	<b>\$ 171,937.31</b>	<b>\$ 20,826.73</b>								\$ 409,040.00	\$ 202,995.33	\$ 206,044.67	50%
<b>Grant Revenues</b>																
State Funds	\$ -	\$ -	\$ 12,192.16	\$ -	\$ -	\$ 28,045.25							\$ -	\$ -	\$ -	
Other Grant Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -	\$ -	\$ -	
<b>Monthly Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,192.16</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,045.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>	<b>\$ 40,237.41</b>	<b>\$ (15,237.41)</b>	<b>161%</b>

**Carry Over General & Grant Funds**  
*included on GF Exp/Rev reports*

Revenues	\$ 1,110.19	\$ 20.00	\$ 14,689.10	\$ 1,466.17	\$ 1,554.37								\$ 16,422.45	FY16 Balance
Expenditures	\$ 650.00	\$ 10,529.78	\$ 6,126.56	\$ 11,001.96	\$ 2,438.63								\$ 18,839.83	YTD Revenues
													\$ 30,746.93	YTD Expenditures
<b>Friends Endowment</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>								<b>\$ 6,616.35</b>	<b>FY16 Balance</b>



FUND	VENDOR	CODE	AMOUNT	DESCRIPTION
GENERAL	ACCENT LASER SERVICE, INC	71-01	\$ 239.90	TONER CARTRIDGES
	<b>ACCENT LASER TOTAL:</b>		<b>\$ 239.90</b>	
GENERAL	ADVANCED SYSTEMS	86-01	\$ 140.97	MAINT #12538 (COPIER: 2ND FLOOR)
GENERAL	ADVANCED SYSTEMS	86-01	\$ 140.97	MAINT #12539 (COPIER: 1ST FLOOR)
	<b>ADVANCED SYSTEMS Total</b>		<b>\$ 281.94</b>	
GENERAL	AEA267	72-19	\$ 50.00	PRINT SERVICES: NEWSLETTERS
GENERAL	AEA267	72-19	\$ 341.55	PRINT SERVICES: POSTERS, BOOKMARKS
	<b>AREA EDUCATION AGENCY 267 Total</b>		<b>\$ 391.55</b>	
LEVY	BAKER & TAYLOR	89-20	\$ 63.68	ADULT BOOKS
LEVY	BAKER & TAYLOR	89-20	\$ 54.32	ADULT BOOKS
LEVY	BAKER & TAYLOR	89-21	\$ 8.99	YOUNG ADULT BOOKS
LEVY	BAKER & TAYLOR	89-22	\$ 191.29	YOUTH BOOKS
LEVY	BAKER & TAYLOR	89-25	\$ 75.10	ADULT EXPRESS BOOKS
LEVY	BAKER & TAYLOR	89-20	\$ 280.59	ADULT BOOKS
LEVY	BAKER & TAYLOR	89-22	\$ 340.79	YOUTH BOOKS
LEVY	BAKER & TAYLOR	89-21	\$ 20.14	YOUNG ADULT BOOKS
LEVY	BAKER & TAYLOR	89-20	\$ 512.50	ADULT BOOKS
LEVY	BAKER & TAYLOR	89-22	\$ 61.11	YOUTH BOOKS
LEVY	BAKER & TAYLOR	89-24	\$ 100.74	ADULT AUDIO BOOKS
LEVY	BAKER & TAYLOR	89-21	\$ 49.90	YOUNG ADULT BOOKS
LEVY	BAKER & TAYLOR	89-22	\$ 821.11	YOUTH BOOKS
GRANTS: CFCF	BAKER & TAYLOR	89-34	\$ 186.80	CVYR 2016 (CEDAR FALLS COMMUNITY FOUNDATION TO REIMB)
LEVY	BAKER & TAYLOR	89-20	\$ 457.65	ADULT BOOKS
LEVY	BAKER & TAYLOR	89-21	\$ 35.07	YOUNG ADULT BOOKS
LEVY	BAKER & TAYLOR	89-22	\$ 51.75	YOUTH BOOKS
LEVY	BAKER & TAYLOR	89-20	\$ 77.85	ADULT BOOKS
LEVY	BAKER & TAYLOR	89-20	\$ 228.44	ADULT BOOKS
LEVY	BAKER & TAYLOR	89-21	\$ 15.46	YOUNG ADULT BOOKS
LEVY	BAKER & TAYLOR	89-22	\$ 218.50	YOUTH BOOKS
	<b>BAKER &amp; TAYLOR Total</b>		<b>\$ 3,851.78</b>	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 58.29	ADULT DVDS
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 29.15	ADULT DVDS
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-36	\$ 108.49	YOUTH DVDS
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 301.74	ADULT DVDS
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 167.58	ADULT DVDS
	<b>BAKER &amp; TAYLOR ENTERTAINMENT Total</b>		<b>\$ 665.25</b>	
LEVY	BANK OF AMERICA (AMAZON.COM)		\$ 628.35	AMAZON (BOOKS, DVDS, CDS)
GENERAL	BANK OF AMERICA (AVON)		\$ 686.25	MINI-GOLF PROGRAM, FOTL TO REIMBURSE
GENERAL	BANK OF AMERICA (AMAZON.COM)		\$ 1,053.48	SAND TABLE, DIAPER GENIES, CRAFT SUPPLIES, FOTL TO REIM

FUND	VENDOR	CODE	AMOUNT	DESCRIPTION
GENERAL	BANK OF AMERICA (TYPEPAD)		\$ 8.95	BLOG HOSTING
GENERAL	BANK OF AMERICA (AMAZON)		\$ 12.99	LIBRARY SUPPLIES
	<b>BANK OF AMERICA Total</b>		<b>\$ 2,390.02</b>	
GENERAL	BRODART	71-11	\$ 359.20	BOOK JACKETS
	<b>BRODART TOTAL:</b>		<b>\$ 359.20</b>	
LEVY	CAVENDISH SQUARE	89-22	\$ 193.91	YOUTH BOOKS
	<b>CAVENDISH SQUARE TOTAL</b>		<b>\$ 193.91</b>	
GRANTS: INFRASTR	CDW-G	31-21	\$ 493.74	PRINTER YOUTH DEPT
GENERAL	CDW-G	81-12	\$ 102.43	TONER
GRANTS: INFRASTR	CDW-G	31-21	\$ 22,800.00	LAPTOPS
GENERAL	CDW-G	81-12	\$ 314.20	TONER
	<b>CDW-G TOTAL</b>		<b>\$ 23,710.37</b>	
GENERAL	CEDAR FALLS UTILITIES	85-01	\$ 4,411.23	MONTHLY UTILITIES: NOV 2015
	<b>CEDAR FALLS UTILITIES Total</b>		<b>\$ 4,411.23</b>	
LEVY	CENTER POINT	89-23	\$ 415.65	LARGE PRINT
LEVY	CENTER POINT	89-23	\$ 215.70	LARGE PRINT
	<b>CENTER POINT Total</b>		<b>\$ 631.35</b>	
GENERAL	CINTAS FIRST AID & SAFETY	71-01	\$ 36.94	FIRST AID KITS REFILL: FEB 2016
	<b>CINTAS FIRST AID &amp; SAFETY Total</b>		<b>\$ 36.94</b>	
GENERAL	COMMUNITY BANKERS MERCHANT	86-01	\$ 50.95	CREDIT CARD MACHINE CHARGES
	<b>COMMUNITY BANKERS MERCHANT SVCS TOTAL</b>		<b>\$ 50.95</b>	
GRANTS: CFCF	COSTUME SPECIALISTS	89-34	\$ 1,100.00	CHILDREN'S LITERATURE FESTIVAL 2016, COSTUME RENTAL, C
	<b>COSTUME SPECIALISTS TOTAL</b>		<b>\$ 1,100.00</b>	
GENERAL	DEMCO	71-01	\$ 26.08	OFFICE SUPPLIES
GENERAL	DEMCO	71-11	\$ 62.80	LABELS
	<b>DEMCO TOTAL</b>		<b>\$ 88.88</b>	
LEVY	DES MOINES REGISTER	89-29	\$ 471.39	MAGAZINE SUBSCRIPTION
	<b>DES MOINES REGISTER TOTAL</b>		<b>\$ 471.39</b>	
GRANTS: CFCF	EULENSPIEGEL PUPPET THEATRE	89-34	\$ 896.82	CHILDREN'S LITERATURE FESTIVAL 2016, PUPPET PERFORMAN
	<b>EULENSPIEGEL PUPPET THEATRE TOTAL</b>		<b>\$ 896.82</b>	
LEVY	GALE/CENAGE	89-23	\$ 121.50	LARGE PRINT
LEVY	GALE/CENAGE	89-23	\$ 122.95	LARGE PRINT
LEVY	GALE/CENAGE	89-23	\$ 335.90	LARGE PRINT
LEVY	GALE/CENAGE	89-23	\$ 92.96	LARGE PRINT



FUND	VENDOR	CODE	AMOUNT	DESCRIPTION
LEVY	GALE/CENAGE	89-23	\$ 96.71	LARGE PRINT
	<b>GALE/CENAGE TOTAL</b>	89-23	<b>\$ 770.02</b>	
GRANTS: CFCF	MAKE IT UP! FACEPAINTING	89-34	\$ 550.00	CHILDREN'S LITERATURE FESTIVAL 2016, FACEPAINTING, CFCF
	<b>MAKE IT UP! FACEPAINTING TOTAL</b>		<b>\$ 550.00</b>	
LEVY	MIDWEST TAPE	89-24	\$ 56.97	ADULT MUSIC CDS
LEVY	MIDWEST TAPE	89-24	\$ 15.99	ADULT MUSIC CDS
LEVY	MIDWEST TAPE	89-35	\$ 15.99	YOUNG ADULT AUDIO BOOKS
	<b>MIDWEST TAPE Total:</b>		<b>\$ 88.95</b>	
GRANTS: CFCF	MOMENT IN THYME, LLC	89-34	\$ 1,062.50	MURDER MYSTERY 2016, FOOD, CFCF TO REIMBURSE
	<b>MOMENT IN THYME, LLC TOTAL</b>		<b>\$ 1,062.50</b>	
GRANTS: CFCF	NERBURN, KENT	89-34	\$ 3,200.00	AUTHOR KENT NERBURN VISIT, CFCF TO REIMBURSE
	<b>NERBURN, KENT TOTAL</b>		<b>\$ 3,200.00</b>	
LEVY	OCLC	81-43	\$ 633.45	CATALOGING SUBSCRIPTION
	<b>OCLC Total:</b>		<b>\$ 633.45</b>	
GENERAL	ONSITE INFORMATION DESTRUCTIO	73-06	\$ 45.00	DOCUMENT SHREDDING
	<b>ONSITE INFORMATION DESTRUCTION Total:</b>		<b>\$ 45.00</b>	
GENERAL	PITNEY BOWES GLOBAL FINANCIAL SER	86-02	\$165.00	POSTAGE METER RENTAL
	<b>PITNEY BOWES GLOBAL FINANCIAL SERVICES TOTAL</b>		<b>\$165.00</b>	
LEVY	RECORDED BOOKS	89-24	\$ 40.50	ADULT BOOKS ON CD
LEVY	RECORDED BOOKS	89-26	\$ 66.99	VIDEO GAMES
LEVY	RECORDED BOOKS	89-26	\$ 66.99	VIDEO GAMES
LEVY	RECORDED BOOKS	89-24	\$ 89.93	ADULT BOOKS ON CD
LEVY	RECORDED BOOKS	89-24	\$ 99.00	ADULT BOOKS ON CD
LEVY	RECORDED BOOKS	89-26	\$ 126.98	VIDEO GAMES
LEVY	RECORDED BOOKS	89-26	\$ 126.90	VIDEO GAMES
	<b>RECORDED BOOKS Total</b>		<b>\$ 617.29</b>	
GENERAL	RICOH USA, INC	72-19	\$ 67.23	PRINTING
	<b>RICOH USA, INC TOTAL</b>		<b>\$ 67.23</b>	
LEVY	VALUE LINE	89-31	\$ 1,000.00	ADULT REFERENCE BOOKS
LEVY	VALUE LINE	89-31	\$ 300.00	ADULT REFERENCE BOOKS
	<b>VALUE LINE TOTAL</b>		<b>\$ 1,300.00</b>	
GENERAL	WATERLOO PUBLIC LIBRARY	81-01	\$ 3,315.53	SHARED TECH SYSTEMS LIBRARIAN (February 2016)
	<b>WATERLOO PUBLIC LIBRARY Total</b>		<b>\$ 3,315.53</b>	

FY16 Library Bills

March 2016

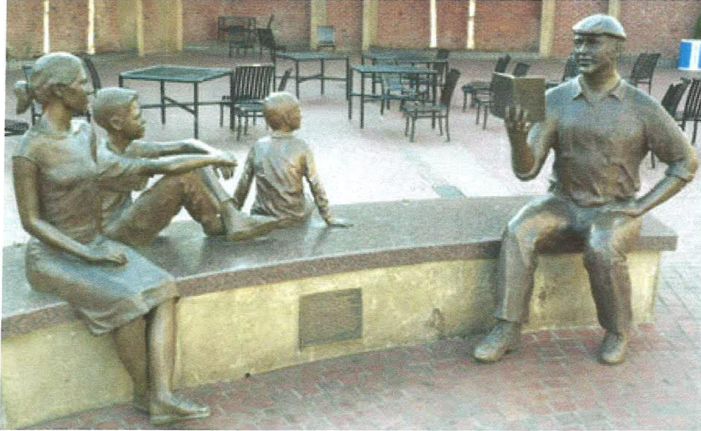
as of 3/2/16

FUND	VENDOR	CODE	AMOUNT	DESCRIPTION
GRAND TOTAL:			\$ 51,586.45	



3/1/2016

Gmail - Statues



Billie Bailey

Executive Director

***Grout Museum District***

503 South Street

Waterloo, IA 50701