

AGENDA
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
March 1, 2023 4:00 PM
Cedar Falls Public Library
Conference Room

- I. Call to order
- II. Agenda: Corrections/additions/deletions/approval
- III. Minutes: Corrections and approval
- IV. Public Forum
- V. Board Training update
- VI. Communication from Officers: Action appropriate to the communications
- VII. Bills: Corrections/additions/deletions/approval
 - a. General Fund, Levy Fund, Grant Funds
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
- VIII. Usage Report
- IX. Director's Report
 - a. Staffing update
 - b. Request from Friends of the Library to serve wine and/or beer at their annual meeting
 - c. Miscellaneous
- X. Reports from Department Heads
 - a. Public Services Librarian
 - b. Youth Librarian
- XI. Consider amendments to Personnel Policies 704 Leaves of Absence and 221 Remote Work
- XII. Referred for Board Action
 - a. Approve serving wine and/or beer at the Friends of the Cedar Falls Public Library Annual Meeting on April 18, 2023
 - b. Approve ADA Checklist for Priority 2: Access to Goods and Services
 - c. Approve extending the library mask policy

- XIII. Reports of Standing and Special Committees: Action appropriate to the reports
 - a. Friends of the Library
 - b. Finance: Mar. 29, 2023 at 4 p.m.
 - c. Personnel
 - d. Library Art

- XIV. Unfinished business

- XV. New business

- XVI. Adjournment

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
February 1, 2023 4:00 PM
Cedar Falls Public Library
Conference Room

Members present: Bessman Taylor, Blair-Broecker, Chadwick, Cormaney, Graziano, Green, Roelofse, Sulentic; Staff present: Daniels, Hosford, Stern; Guests present: Rodenbeck.

- I. President Sulentic called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Cormaney, Graziano) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval
Assistant Daniels noted that a change was made to the result of a vote as the position was listed as full-time in the result, but should have been listed as part-time.
MOTION: (Blair-Broecker, Cormaney) to approve the minutes as amended. Passed.
- IV. Public Forum
None
- V. Board Training update
Member Bessman Taylor noted that she sent a training opportunity happening on February 16th to everyone.
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Bills: Corrections/additions/deletions/approval
President Sulentic noted that it looks like there is nothing unusual in the bills. Member Blair-Broecker inquired about the two subscriptions through Demco. Director Stern noted that one deals with the AMH that patrons can use for returning materials. Assistant Daniels discussed the security gates subscription.
MOTION: (Blair-Broecker, Bessman Taylor) to approve the January bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
None
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
None
- VIII. Usage Report

President Sulentic noted that it looks like the numbers are holding steady. Director Stern noted that they are up from the previous year, but down compared to the previous month which is typical for the month.

IX. Director's Report

a. Staffing update: 29-hour library vacancy in circulation; 29-hour library assistant in reference
Director Stern noted that this is part of the agenda as an assistant has resigned with their last day happening on the 11th. She noted that the ad will go live tomorrow if this is approved today. Director Stern noted that the ad for the opening in the reference department ended last week, so she should be receiving the applications soon. She noted that she will be interviewing candidates with Librarian Hosford as soon as possible.

b. Project updates: Branding, ILS

Director Stern noted that Librarian Hosford, Assistant Sitzmann, and herself met with IFC to go over some questions that would help determine what they would like to be communicated about the library as part of the branding project. She noted that the RFP for a new ILS is live, and the bids are due on February 21st. Director Stern noted that the committee will then view demos and bring a recommendation to a future meeting, potentially in May or June.

c. Funding request to Black Hawk County Board of Supervisors

Director Stern noted that she made a request regarding what the library would like to receive which included some money to be contributed to the Dolly Parton Imagination Library fund.

d. Miscellaneous

Director Stern noted that she is awaiting new applications for the trustee vacancy since the ones she has received are not able to fill the vacancy. She noted that she met with Sarah's mom regarding the purchase of the memorial bench. Director Stern noted that the family has not decided yet, and are contemplating a sculpture in front of the library. The cost structure of the Dolly Parton Imagination Library was asked about, so Director Stern discussed the cost structure.

X. Reports from Department Heads

a. Public Services Librarian

Director Stern noted that the library started a series of programs with Fortepan Iowa. She noted that there will be one program a month that deals with various topics, and patrons will be able to view photos that have been submitted relating to the monthly topic.

b. Youth Librarian

Librarian Hosford noted that it was a good month in youth. She noted that the tape obstacle course seemed to be the most popular program, so she is looking at this being brought back at least annually. Librarian Hosford noted that the department introduced a new passive program involving Rubik's cubes. She noted that the teen programs have been going well, and Librarian Blackford has been working at growing the attendance at the programs. Librarian Hosford noted that part of the strategic plan was to work on providing more for tween patrons, so she has been working on creating a tween corner.

XI. Referred for Board Action

a. Approve filling 29-hour library assistant position in circulation

MOTION: (Cormaney, Chadwick) to approve filling a 29-hour library assistant position in circulation.

b. Approve CFPL Trustee Bylaws as revised

President Sulentic noted it looks like the main change is getting rid of the mission statement and renumbering the bylaws.

MOTION: (Green, Blair-Broeker) to approve CFPL Trustee Bylaws as revised.

c. Approve revised Personnel Policies

President Sulentic noted that they can all be approved together if that is what everyone would like to do. Director Stern noted that she wanted to mention something that she does that is not part of the disciplinary procedure in case it would need to be added to that policy. She noted that prior to entering the disciplinary process that is listed in the policy, employees are provided with a counseling memo. It was decided that this does not need to be added to the policy.

MOTION: (Blair-Broeker, Chadwick) to approve all the revised Personnel Policies.

- i. 223 Sexual Abuse Prevention
- ii. 307 Overtime
- iii. 608 Concussion and Head Injury
- iv. 809 Disciplinary Procedures
- v. 903 Grievance Procedures

XII. Reports of Standing and Special Committees: Action appropriate to the reports

a. Friends of the Library

Director Stern noted that there is still not a liaison, but she attended the meeting. She then discussed some of the items they have been working on and noted that they have been doing well financially.

b. Finance: No meeting needed in February

c. Personnel

Member Bessman Taylor noted that they will be meeting with Director Stern soon regarding her annual evaluation.

d. Library Art

Director Stern noted that there is nothing that needs to be done until the summer.

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Green, Chadwick). Passed. Meeting adjourned at 4:37.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem

LIBRARY BILL REPORT
3/1/2023

FUND	VENDOR NAME	ACCOUNT #	AMOUNT	DESCRIPTION 1	DESCRIPTION 2
GENERAL	ARAMARK	86-01	\$ 23.55	LIBRARY MAT SERVICE	
GENERAL	ARAMARK	86-01	\$ 23.55	LIBRARY MAT SERVICE	
GENERAL	ARAMARK	86-01	\$ 23.55	LIBRARY MAT SERVICE	
	ARAMARK Total		<u>\$ 70.65</u>		
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 5.99	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 10.23	ADULT BOOKS (MEM HOGAN)	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 11.99	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 14.98	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 15.17	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 15.39	ADULT BOOKS (MEM HOGAN)	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 15.95	ADULT BOOKS (MEM HOGAN)	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 16.10	ADULT BOOKS (MEM HOGAN)	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 16.52	ADULT BOOKS (MEM KNEBEL)	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 17.10	ADULT BOOKS (MEM HOGAN)	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 17.44	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 18.60	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 18.95	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 20.70	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 22.80	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-35	\$ 25.84	YOUTH CD BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 33.05	ADULT BOOKS (MEM HOGAN)	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 33.31	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 36.90	ADULT BOOKS (MEM BROWN)	
LEVY	BAKER & TAYLOR BOOKS	89-37	\$ 40.66	YOUNG ADULT CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-24	\$ 43.98	ADULT CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 46.86	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 47.92	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 58.45	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 67.92	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 95.05	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-33	\$ 96.90	FOTL:ADULT-ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 161.95	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 162.14	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 216.60	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 223.20	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 246.41	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 281.49	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 314.76	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 347.95	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 412.35	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 413.73	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 442.65	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 484.65	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 507.50	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 885.69	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 898.89	ADULT BOOKS	
	BAKER & TAYLOR BOOKS Total		<u>\$ 6,864.71</u>		
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-24	\$ 11.88	ADULT CD MUSIC	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-24	\$ 11.88	ADULT CD MUSIC	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-24	\$ 12.73	ADULT CD MUSIC	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-36	\$ 20.96	YOUTH VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 20.99	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-38	\$ 20.99	YOUNG ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-24	\$ 22.91	ADULT CD MUSIC	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 108.45	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 150.43	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-38	\$ 181.96	YOUNG ADULT VIDEOS	
	BAKER & TAYLOR ENTERTAINMENT Total		<u>\$ 563.18</u>		

GENERAL	CEDAR FALLS UTILITIES	85-01	\$ 5,253.02	LIBRARY UTILITIES	
	CEDAR FALLS UTILITIES Total		<u>\$ 5,253.02</u>		
LEVY	CENGAGE LEARNING INC	89-23	\$ 78.37	LARGE PRINT BOOKS	
	CENGAGE LEARNING INC Total		<u>\$ 78.37</u>		
LEVY	CENTER POINT LARGE PRINT	89-23	\$ 49.14	LARGE PRINT BOOKS	
	CENTER POINT LARGE PRINT Total		<u>\$ 49.14</u>		
LEVY	COMPUTYPE, INC.	71-11	\$ 130.66	INK ROLLS FOR LABEL	PRINTERS (X6)
LEVY	COMPUTYPE, INC.	71-11	\$ 1,118.32	TS905 2-LABEL SET	
	COMPUTYPE, INC. Total		<u>\$ 1,248.98</u>		
GENERAL	COTA, SAM	89-33	\$ 150.00	FOTL:YA-YOGA CLASSES	
	COTA, SAM Total		<u>\$ 150.00</u>		
GENERAL	DEMCO, INC	89-33	\$ 19.19	FOTL:YOUTH-DISPLAY STANDS	
LEVY	DEMCO, INC	71-11	\$ 48.96	1/4" FILAMENT TAPE	
GENERAL	DEMCO, INC	89-33	\$ 1,248.63	FOTL:YOUTH-TABLE & BENCH	
	DEMCO, INC Total		<u>\$ 1,316.78</u>		
LEVY	DES MOINES REGISTER	89-29	\$ 761.05	DES MOINES REGISTER SUB.	3/1/23-2/29/24
	DES MOINES REGISTER Total		<u>\$ 761.05</u>		
LEVY	EBSCO INFORMATION SERVICE	89-31	\$ 63.12	FY23 MAGAZINE ORDER (TEEN	BREATHE ADDED)
	EBSCO INFORMATION SERVICE Total		<u>\$ 63.12</u>		
GENERAL	FIGGE ART MUSEUM	89-34	\$ 150.00	BERG 2 RMB ADVNTURE PASS-	FIGGE MUSEUM PASSES
	FIGGE ART MUSEUM Total		<u>\$ 150.00</u>		
GENERAL	GORDON FLESCH COMPANY INC	81-91	\$ 923.47	COPIER CONTRACT	015-1483981-000
GENERAL	GORDON FLESCH COMPANY INC	81-91	\$ 1,849.24	COPIER CONTRACT	015-1483981-000
	GORDON FLESCH COMPANY INC Total		<u>\$ 2,772.71</u>		
GENERAL	GROUT MUSEUM DISTRICT	89-34	\$ 461.00	BERG 2 RMB SLP '23-MAD	MIXTURE PROGRAM
	GROUT MUSEUM DISTRICT Total		<u>\$ 461.00</u>		
GENERAL	HOMELESS TRAINING INSTITU	83-06	\$ 749.00	NICHE ACADEMY TRAININGS	SUBSCRIPTION
	HOMELESS TRAINING INSTITU Total		<u>\$ 749.00</u>		
GENERAL	INGRAM ENTERTAINMENT INC.	89-26	\$ 26.95	VIDEO GAMES (MEM BROWN)	
GENERAL	INGRAM ENTERTAINMENT INC.	89-33	\$ 81.98	FOTL:YA-VIDEO GAMES	
	INGRAM ENTERTAINMENT INC. Total		<u>\$ 108.93</u>		
GENERAL	LAKESHORE LEARNING	89-33	\$ 356.46	FOTL:YOUTH-CHAIRS &	SENSORY BALLS
	LAKESHORE LEARNING Total		<u>\$ 356.46</u>		
LEVY	MIDWEST TAPE, LLC	89-36	\$ 11.24	YOUTH VIDEOS	
LEVY	MIDWEST TAPE, LLC	89-35	\$ 74.99	YOUTH CD BOOKS	
LEVY	MIDWEST TAPE, LLC	89-42	\$ 10,000.00	ADITIONAL ADVANCE PAYMENT	
	MIDWEST TAPE, LLC Total		<u>\$ 10,086.23</u>		
LEVY	OCLC, INC.	81-91	\$ 779.19	CATALOG AND METADATA	SUBSCRIPTION
	OCLC, INC. Total		<u>\$ 779.19</u>		
GENERAL	OFFICE EXPRESS OFFICE PRO	86-01	\$ 13.78	MR. CLEAN MAGIC ERASERS	
LEVY	OFFICE EXPRESS OFFICE PRO	71-01	\$ 66.80	REMOVABLE TAPE & 1/2"	LABEL TAPE (2-PK)
	OFFICE EXPRESS OFFICE PRO Total		<u>\$ 80.58</u>		
LEVY	OVERDRIVE, INC.	89-42	\$ 22.49	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 47.50	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 50.00	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 55.00	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 87.50	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-46	\$ 93.40	YOUTH AUDIO BOOKS	

LEVY	OVERDRIVE, INC.	89-42	\$ 95.00	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 104.98	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 119.57	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 131.95	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 210.99	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 217.56	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 229.19	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 246.89	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-46	\$ 318.09	YOUTH AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-46	\$ 351.12	YOUTH E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 404.65	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 440.72	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 458.20	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 463.91	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-46	\$ 518.08	YOUTH AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-46	\$ 573.48	YOUTH E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 630.11	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-46	\$ 693.59	YOUTH E-BOOKS	
	OVERDRIVE, INC. Total		<u>\$ 6,563.97</u>		
GENERAL	QUADIENT FINANCE USA, INC	72-99	\$ 300.00	POSTAGE	
	QUADIENT FINANCE USA, INC Total		<u>\$ 300.00</u>		
GENERAL	SCHOLASTIC, INC.	89-33	\$ 2,275.00	FOTL:YOUTH-YOUTH BOOKS 4	CVYR
	SCHOLASTIC, INC. Total		<u>\$ 2,275.00</u>		
GENERAL	SETON HALL UNIVERSITY	89-20	\$ 59.99	ADULT BOOKS (LOST ILL	BOOK)
	SETON HALL UNIVERSITY Total		<u>\$ 59.99</u>		
LEVY	SHOWCASES	71-11	\$ 16.33	CD/DVD ENVELOPES	
LEVY	SHOWCASES	71-11	\$ 285.12	1 CD CASE (X200)	
	SHOWCASES Total		<u>\$ 301.45</u>		
LEVY	SIRSI CORPORATION	81-91	\$ 27,946.24	CATALOG SERV-50% SPLIT WL	3/1/23-2/28/24
	SIRSI CORPORATION Total		<u>\$ 27,946.24</u>		
LEVY	SMART APPLE MEDIA	89-22	\$ 605.58	YOUTH BOOKS	
	SMART APPLE MEDIA Total		<u>\$ 605.58</u>		
GENERAL	SPENCER PUBLIC LIBRARY	89-20	\$ 11.99	ADULT BOOKS (LOST ILL	BOOK)
	SPENCER PUBLIC LIBRARY Total		<u>\$ 11.99</u>		
GENERAL	STUCK, WILL	89-34	\$ 750.00	BERG 2 RMB SLP '23-WILL	STUCK PERFORMANCES
	STUCK, WILL Total		<u>\$ 750.00</u>		
GENERAL	TELEVEND SERVICES, INC.	72-19	\$ 137.29	PRINTING FAX CARDS	
	TELEVEND SERVICES, INC. Total		<u>\$ 137.29</u>		
GENERAL	WATERLOO PUBLIC LIBRARY	89-20	\$ 17.95	ADULT BOOKS (LOST WPL	BOOK)
	WATERLOO PUBLIC LIBRARY Total		<u>\$ 17.95</u>		
	Total Vendor Payments		<u>\$ 70,932.56</u>		

FUND	VENDOR NAME	ACCOUNT #	AMOUNT	DESCRIPTION 1	DESCRIPTION 2
LEVY	US BANK	89-37	\$ 24.26	AMAZON.COM	YOUNG ADULT CD BOOKS
GENERAL	US BANK	71-01	\$ 81.12	AMAZON.COM	ROOM THERMOMETERS
LEVY	US BANK	89-36	\$ 7.99	AMAZON.COM	YOUTH VIDEOS
LEVY	US BANK	89-22	\$ 29.32	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-21	\$ 32.95	AMAZON.COM	YOUNG ADULT BOOKS
LEVY	US BANK	89-22	\$ 52.98	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-33	\$ 31.58	AMAZON.COM	FOTL:YOUTH-YOUTH BOOKS
LEVY	US BANK	89-20	\$ 11.99	AMAZON.COM	ADULT BOOKS
LEVY	US BANK	89-22	\$ 7.99	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-21	\$ 12.99	AMAZON.COM	YOUNG ADULT BOOKS
LEVY	US BANK	89-20	\$ 14.95	AMAZON.COM	ADULT BOOKS

			<u>\$ 308.12</u>	AMAZON.COM Total	
GENERAL	US BANK	89-33	\$ 34.99	AMZN MKTP US	FOTL:YOUTH-TIMER
LEVY	US BANK	89-36	\$ 14.86	AMZN MKTP US	YOUTH VIDEOS
GENERAL	US BANK	89-33	\$ 29.97	AMZN MKTP US	FOTL:YOUTH-POMPOMS
GENERAL	US BANK	89-33	\$ 40.77	AMZN MKTP US	FOTL:YA-DRY ERASE MARKERS
GENERAL	US BANK	89-33	\$ 15.99	AMZN MKTP US	FOTL:YA-ENVELOPES
GENERAL	US BANK	89-33	\$ 14.84	AMZN MKTP US	FOTL:YOUTH-FOAM SHEETS
GENERAL	US BANK	89-33	\$ 6.60	AMZN MKTP US	FOTL:YA-DRY ERASE ERASERS
GENERAL	US BANK	89-33	\$ 50.00	AMZN MKTP US	FOTL:YOUTH-FELT FIGURES
GENERAL	US BANK	89-33	\$ 79.97	AMZN MKTP US	FOTL:YOUTH-TOOTHBRUSHES &
GENERAL	US BANK	89-26	\$ 54.95	AMZN MKTP US	VIDEO GAMES (MEM BROWN)
LEVY	US BANK	89-47	\$ 34.63	AMZN MKTP US	BATTERIES & GUITAR TUNERS
			<u>\$ 377.57</u>	AMZN MKTP US Total	
GENERAL	US BANK	81-91	\$ 139.99	CBI*CYBERLINK	POWERDIRECTOR 21 ULTIMATE
			<u>\$ 139.99</u>	CBI*CYBERLINK Total	
GENERAL	US BANK	89-33	\$ 43.98	HY-VEE CEDAR FALLS 1052	FOTL:ADULT-SNACKS
			<u>\$ 43.98</u>	HY-VEE CEDAR FALLS 1052 Total	
GENERAL	US BANK	89-34	\$ 700.22	ILLINOIS LIBRARY ASSOC	BERG 2 RMB:SLP '23-IREAD
			<u>\$ 700.22</u>	ILLINOIS LIBRARY ASSOC Total	
GENERAL	US BANK	81-91	\$ 85.00	INTUIT *QBOOKS ONLINE	QUICKBOOKS MONTHLY SUB.
			<u>\$ 85.00</u>	INTUIT *QBOOKS ONLINE Total	
LEVY	US BANK	81-91	\$ 600.00	MOBILE BEACON	1YR SERVICE 4 HOTSPOTS(5)
			<u>\$ 600.00</u>	MOBILE BEACON Total	
GENERAL	US BANK	89-33	\$ 79.99	SP CRUNCHYROLL	FOTL:YA-1YR CRNCHYROL SUB
			<u>\$ 79.99</u>	SP CRUNCHYROLL Total	
	USBank Total		<u>\$ 2,334.87</u>		
	FINAL		<u><u>\$ 73,267.43</u></u>		

REVENUE GUIDELINE
FOR FISCAL YEAR 2023
FOR THE MONTH OF JANUARY 2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
GENERAL FUND						
PROPERTY TAXES						
101-1061-311.06-00	LIBRARY LEVY	557,450.00	3,200.45	296,945.15	260,504.85	53
*	PROPERTY TAXES	557,450.00	3,200.45	296,945.15	260,504.85	53
INTERGOVERNMENTAL						
101-1199-343.02-00	LIBRARY GRANTS	25,000.00	.00	16,641.97	8,358.03	67
*	INTERGOVERNMENTAL	25,000.00	.00	16,641.97	8,358.03	67
CHARGES FOR SERVICES						
101-1060-356.71-00	LIBRARY-COPY MACHINE	7,000.00	939.00	5,167.60	1,832.40	74
101-1060-356.72-00	LIBRARY-COUNTY TAX	30,000.00	.00	12,693.00	17,307.00	42
101-1060-356.73-00	LIBRARY-FINES & FEES	.00	234.89	1,029.05	1,029.05-	0
101-1060-356.74-00	LIBRARY-LOST & PAID BOOKS	2,500.00	277.50	1,901.99	598.01	76
101-1060-356.75-00	LIBRARY-OPEN ACCESS FUNDS	12,000.00	.00	23,829.30	11,829.30-	199
101-1060-356.76-00	LIBRARY-REIMBURSEMENTS	.00	.00	.00	0.00	0
101-1060-356.78-00	LIBRARY-GIFTS & MEMORIALS	.00	.00	4,539.00	4,539.00-	0
101-1060-356.79-00	LIBRARY-OUTSIDE FUNDING	.00	.00	347.00	347.00-	0
101-1060-356.79-01	LIBRARY-ENDOWMENTS	60,000.00	.00	144,132.44	84,132.44-	240
101-1060-356.79-02	FRIENDS OF THE LIBRARY	30,000.00	.00	5,926.68	24,073.32	20
101-1060-356.81-00	LIBRARY-CO-LAB FEES	.00	2.50	71.50	71.50-	0
*	CHARGES FOR SERVICES	141,500.00	1,453.89	199,637.56	58,137.56-	141
**	GENERAL FUND	723,950.00	4,654.34	513,224.68	210,725.32	71

REVENUE GUIDELINE
 FOR FISCAL YEAR 2023
 FOR THE MONTH OF JANUARY 2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
LIBRARY RESERVE						
USE OF MONEY & PROPERTY						
294-0000-361.01-00	CHECKING ACCT INTEREST	.00	13.97	109.58	109.58-	0
294-0000-361.03-00	CD/INVESTMENT INTEREST	.00	39.25	74.33	74.33-	0
*	USE OF MONEY & PROPERTY	.00	53.22	183.91	183.91-	0
**	LIBRARY RESERVE	.00	53.22	183.91	183.91-	0

REVENUE GUIDELINE
FOR FISCAL YEAR 2023
FOR THE MONTH OF JANUARY 2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		835,700.00	5,632.56	518,721.59	316,978.41	62

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2023
FOR THE MONTH OF JANUARY 2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
GENERAL FUND						
FINANCE & BUSINESS OPER.						
LIBRARY						
TRANSFERS						
101-1060-423.50-01	TRANSFERS TO GENERAL FUND	197,330.00	.00	.00	197,330.00	0
*	TRANSFERS	197,330.00	.00	.00	197,330.00	0
PERSONAL SERVICES						
101-1060-423.61-01	FULL-TIME	636,430.00	50,257.07	372,760.97	263,669.03	59
101-1060-423.61-02	PART-TIME	406,600.00	27,878.09	230,124.83	176,475.17	57
101-1060-423.62-01	PAYROLL	2,820.00	235.00	1,645.00	1,175.00	58
101-1060-423.62-02	SEVERANCE	10,380.00	865.00	6,055.00	4,325.00	58
101-1060-423.64-01	HEALTH INS. PREMIUMS	120,440.00	7,752.46	56,334.76	64,105.24	47
101-1060-423.64-02	HEALTH INS. REIMBURSEMENT	2,010.00	.00	.00	2,010.00	0
101-1060-423.64-03	LIFE INSURANCE	1,960.00	122.27	794.19	1,165.81	41
101-1060-423.64-04	LTD INSURANCE	2,000.00	158.96	1,033.14	966.86	52
101-1060-423.64-05	WORKMAN'S COMP. INS.	2,180.00	181.67	1,271.65	908.35	58
101-1060-423.65-01	F.I.C.A.	79,800.00	5,866.19	45,358.78	34,441.22	57
101-1060-423.66-01	I.P.E.R.S.	98,460.00	7,239.38	55,115.92	43,344.08	56
*	PERSONAL SERVICES	1,363,080.00	100,556.09	770,494.24	592,585.76	56
COMODITIES						
101-1060-423.71-01	OFFICE SUPPLIES	10,000.00	794.68	1,915.40	8,084.60	19
101-1060-423.72-19	PRINTING	2,000.00	.00	148.58	1,851.42	7
101-1060-423.72-75	DISPLAY	2,000.00	.00	231.92	1,768.08	12
101-1060-423.72-76	PUBLIC RELATIONS	1,200.00	.00	1,094.48	105.52	91
101-1060-423.72-99	POSTAGE	17,500.00	475.08	9,379.98	8,120.02	54
101-1060-423.73-06	BUILDING REPAIR	3,000.00	.00	5,312.41	2,312.41-	177
*	COMODITIES	35,700.00	1,269.76	18,082.77	17,617.23	51
CONTRACTED SERVICES						
101-1060-423.81-01	PROFESSIONAL SERVICES	5,000.00	.00	.00	5,000.00	0
101-1060-423.81-12	COMPUTER SERVICES	67,590.00	5,632.50	39,427.50	28,162.50	58
101-1060-423.81-91	LICENSES & SERVICE CONTRT	30,000.00	1,008.47	10,595.42	19,404.58	35
101-1060-423.82-01	TELEPHONE	4,000.00	190.97	1,213.56	2,786.44	30
101-1060-423.83-05	TRAVEL (FOOD/MILEAGE/LOD)	1,000.00	.00	340.38	659.62	34
101-1060-423.83-06	EDUCATION	5,000.00	593.75	4,588.99	411.01	92
101-1060-423.84-01	OPERATING INSURANCE	26,250.00	2,187.50	15,312.50	10,937.50	58
101-1060-423.85-01	UTILITIES	105,000.00	4,130.04	31,702.95	73,297.05	30
101-1060-423.86-01	REPAIR & MAINTENANCE	7,000.00	98.43	1,523.10	5,476.90	22
101-1060-423.89-20	ADULT BOOKS	.00	593.65	971.25	971.25-	0
101-1060-423.89-22	YOUTH BOOKS	.00	.00	.00	0.00	0
101-1060-423.89-23	LARGE PRINT BOOKS	.00	.00	.00	0.00	0
101-1060-423.89-33	FRIENDS SUPPORTED PROGRAM	30,000.00	1,153.44	4,584.74	25,415.26	15
101-1060-423.89-34	ENDOWMENT SUPPORTED PROG.	60,000.00	45,950.00	47,023.16	12,976.84	78
*	CONTRACTED SERVICES	340,840.00	61,538.75	157,283.55	183,556.45	46
CAPITAL OUTLAY						
101-1060-423.92-01	STRUCTURE IMPROV & BLDGS	.00	.00	.00	0.00	0
101-1060-423.93-01	EQUIPMENT	.00	.00	1,803.68	1,803.68-	0
*	CAPITAL OUTLAY	.00	.00	1,803.68	1,803.68-	0
**	LIBRARY	1,936,950.00	163,364.60	947,664.24	989,285.76	49

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2023
FOR THE MONTH OF JANUARY 2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
LIBRARY LEVY						
PERSONAL SERVICES						
101-1061-423.61-01	FULL-TIME	129,030.00	8,143.23	64,479.02	64,550.98	50
101-1061-423.61-02	PART-TIME	18,420.00	938.66	7,509.36	10,910.64	41
101-1061-423.62-01	PAYROLL	570.00	47.50	332.50	237.50	58
101-1061-423.62-02	SEVERANCE	2,100.00	175.00	1,225.00	875.00	58
101-1061-423.64-01	HEALTH INS. PREMIUMS	12,000.00	1,391.78	9,742.46	2,257.54	81
101-1061-423.64-02	HEALTH INS. REIMBURSEMENT	460.00	.00	500.00	40.00-	109
101-1061-423.64-03	LIFE INSURANCE	390.00	19.85	137.76	252.24	35
101-1061-423.64-04	LTD INSURANCE	410.00	25.88	179.56	230.44	44
101-1061-423.64-05	WORKMAN'S COMP. INS.	310.00	25.83	180.85	129.15	58
101-1061-423.65-01	F.I.C.A.	11,280.00	685.03	5,441.15	5,838.85	48
101-1061-423.66-01	I.P.E.R.S.	13,920.00	857.30	6,797.01	7,122.99	49
*	PERSONAL SERVICES	188,890.00	12,310.06	96,524.67	92,365.33	49
COMODITIES						
101-1061-423.71-11	TECHNICAL PROCESSING SUPP	30,000.00	4,144.34	5,248.54	24,751.46	17
*	COMODITIES	30,000.00	4,144.34	5,248.54	24,751.46	17
CONTRACTED SERVICES						
101-1061-423.81-12	COMPUTER SERVICES	10,000.00	833.33	5,833.35	4,166.65	58
101-1061-423.81-91	LICENSES & SERVICE CONTRT	54,000.00	3,229.79	14,486.35	39,513.65	27
101-1061-423.81-92	TECHNOLOGY SERVICES	25,000.00	.00	.00	25,000.00	0
101-1060-423.83-06	EDUCATION	.00	.00	.00	0.00	0
101-1061-423.89-19	CO-LAB MATERIALS	2,000.00	.00	685.98	1,314.02	34
101-1061-423.89-20	ADULT BOOKS	52,500.00	2,443.52	20,691.33	31,808.67	39
101-1061-423.89-21	YOUNG ADULT BOOKS	18,000.00	1,180.60	5,695.74	12,304.26	32
101-1061-423.89-22	YOUTH BOOKS	48,000.00	3,598.21	15,601.07	32,398.93	33
101-1061-423.89-23	LARGE PRINT BOOKS	6,000.00	233.69	2,679.65	3,320.35	45
101-1061-423.89-24	ADULT AUDIO	8,000.00	757.67	2,586.27	5,413.73	32
101-1061-423.89-25	ADULT VIDEO	41,000.00	399.12	4,256.79	36,743.21	10
101-1061-423.89-26	NON-PRINT RESOURCES	29,000.00	.00	20,295.04	8,704.96	70
101-1061-423.89-29	NEWSPAPERS	2,300.00	452.40	1,031.40	1,268.60	45
101-1061-423.89-31	PERIODICALS	7,300.00	136.00	3,820.08	3,479.92	52
101-1061-423.89-35	YOUTH AUDIO	8,800.00	153.21	456.14	8,343.86	5
101-1061-423.89-36	YOUTH VIDEO	10,500.00	821.58	2,648.23	7,851.77	25
101-1061-423.89-37	YOUNG ADULT AUDIO	2,000.00	272.17	604.34	1,395.66	30
101-1061-423.89-38	YOUNG ADULT VIDEO	1,000.00	159.54	270.48	729.52	27
101-1061-423.89-42	ADULT E-MATERIALS	40,000.00	1,371.23	17,719.16	22,280.84	44
101-1061-423.89-44	YOUNG ADULT E-MATERIALS	2,500.00	.00	1,109.33	1,390.67	44
101-1061-423.89-46	YOUTH E-MATERIALS	6,700.00	.00	3,376.21	3,323.79	50
101-1061-423.89-47	LIBRARY OF THINGS	2,500.00	66.77	248.64	2,251.36	10
*	CONTRACTED SERVICES	377,100.00	16,108.83	124,095.58	253,004.42	33
CAPITAL OUTLAY						
101-1061-423.92-01	STRUCTURE IMPROV & BLDGS	3,500.00	.00	.00	3,500.00	0
101-1061-423.93-01	EQUIPMENT	.00	.00	135.00	135.00-	0
*	CAPITAL OUTLAY	3,500.00	.00	135.00	3,365.00	4
**	LIBRARY LEVY	599,490.00	32,563.23	226,003.79	373,486.21	38
***	FINANCE & BUSINESS OPER.	2,536,440.00	195,927.83	1,173,668.03	1,362,771.97	46

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2023
 FOR THE MONTH OF JANUARY 2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
ADMINISTRATIVE						
ADMIN/LEGAL						
TRANSFERS						
101-1199-421.31-20	GRANTS - LIBRARY	25,000.00	.00	.00	25,000.00	0
101-1199-421.31-21	GRANTS - LIBRARY STATE AID	.00	.00	23.56	23.56-	0
*	TRANSFERS	25,000.00	.00	23.56	24,976.44	0
**	ADMIN/LEGAL	25,000.00	.00	23.56	24,976.44	0
***	ADMINISTRATIVE	25,000.00	.00	23.56	24,976.44	0
****	GENERAL FUND	2,561,440.00	195,927.83	1,173,691.59	1,387,748.41	46

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2023
 FOR THE MONTH OF JANUARY 2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
DATA PROCESSING FUND						
FINANCE & BUSINESS OPER.						
DATA PROCESSING						
CONTRACTED SERVICES						
606-1078-441.81-43	LIBRARY COMPUTER SERVICES	35,000.00	15.00	90.00	34,910.00	0
*	CONTRACTED SERVICES	35,000.00	15.00	90.00	34,910.00	0
**	DATA PROCESSING	35,000.00	15.00	90.00	34,910.00	0
***	FINANCE & BUSINESS OPER.	35,000.00	15.00	90.00	34,910.00	0
****	DATA PROCESSING FUND	35,000.00	15.00	90.00	34,910.00	0

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2023
FOR THE MONTH OF JANUARY 2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		2,708,190.00	199,900.89	1,207,644.44	1,500,545.56	45

The assets of this fund were received through donations from the community to “the Cedar Falls Community Foundation for the Cedar Falls Public Library” to construct and maintain a new Cedar Falls Public Library facility. The fund shall be used solely to benefit the Library for purposes which include capital projects that benefit the facility and its programming (but not for salaries or to support the regular operating budget of the Library).

Budget Year	Date	Fair Market Value	Percent to Spend	Earned/ (Expended)	Underspent / (Overspent) Annual	Total Underspent / (Overspent)	Expended
2005	31-Jul-05 No distributions	\$707,087.62	4%	\$28,283.50			
					\$28,283.50	\$28,283.50	\$0.00
2006	31-Dec-05 No distributions	\$796,531.38	4%	\$31,861.26			
					\$31,861.26	\$60,144.76	\$0.00
2007	31-Dec-06 Nov-07 MTM (Microfilm Workstation)	\$945,707.00	4%	\$37,828.28 (\$9,125.00)			
					\$28,703.28	\$88,848.04	(\$9,125.00)
2008	31-Dec-07 Nov-07 WiFi Computer Lab Nov-07 Newspaper/Paperback Shelving	\$1,069,972.81	4%	\$42,798.91 (\$26,651.00) (\$4,534.00)			
					\$11,613.91	\$100,461.95	(\$31,185.00)
2009	31-Dec-08 Jul-09 Art Purchase	\$762,741.36	4%	\$30,509.65 (\$4,000.00)			
					\$26,509.65	\$126,971.61	(\$4,000.00)
2010	31-Dec-09 Allocation for 2010 May-10 Library Space Consultant Jan-10 Library Space Consultant	\$956,698.81 \$926,140.39	4%	\$37,045.62 (average of 12/31/06, 12/31/07, 12/31/08 FMV) (\$1,235.00) (\$2,765.00)			
					\$33,045.62	\$160,017.22	(\$4,000.00)
2011	31-Dec-10 Allocation for 2011 May-10 Library Space Consultant Jan-10 Space Reallocation Project May-10 Youth/YA Audio Visual Equipment Jan-10 Young Adult Area Furnishings	\$1,070,226.31 \$929,804.33	4%	\$37,192.17 (average of 12/31/07, 12/31/08, 12/31/09 FMV) (\$980.55) (\$12,572.00) (\$10,395.99) (\$22,108.05)			
					(\$8,864.42)	\$151,152.81	(\$46,056.59)
2012	31-Dec-11	\$1,000,669.64					

Allocation for 2012	\$929,888.83	4%	\$37,195.55 (average of 12/31/08, 12/31/09, 12/31/10 FMV)			
Nov-12 Youth, YA & 2nd Floor Wiring			(\$9,126.00)			
Sep-12 Final Payment: YA Room Construction			(\$2,900.00)			
				\$25,169.55	\$176,322.36	(\$12,026.00)
2013 31-Dec-12	\$1,111,721.58					
Allocation for 2013	\$1,009,198.25	4%	\$40,367.93 (average of 12/31/09, 12/31/10, 12/31/11 FMV)			
Apr-14 RFID Conversion Project			(\$110,000.00)			
Apr-14 Youth Space Efficiency			(\$1,065.00)			
Apr-14 Automated Materials Handler (\$10,000 to \$54,000)			(\$20,000.00)			
				(\$90,697.07)	\$85,625.29	(\$131,065.00)
2014 31-Dec-13	\$1,280,930.28					
Allocation for 2014	\$1,060,872.51	4%	\$42,434.90 (average of 12/31/10, 12/31/11, 12/31/12 FMV)			
Jul-15 Art in the Atrium			(\$42,500.00)			
				(\$65.10)	\$85,560.19	(\$42,500.00)
2015 31-Dec-14	\$1,171,915.01					
Allocation for 2015	\$1,131,107.17	4%	\$45,244.29 (average of 12/31/11, 12/31/12, 12/31/13 FMV)			
Sep-15 Atrium Furniture			(\$1,783.57)			
Jul-15 Art in the Atrium (Additional Insurance)			(\$5,000.00)			
Jan-17 Youth Space Efficiency, Part 2			(\$9,293.55)			
Jan-17 Space Needs Assessment: 2nd Floor			(\$5,690.00)			
Mar-17 Building Maintenance (Interior Paint)			(\$24,391.45)			
				(\$914.28)	\$84,645.91	(\$46,158.57)
2016 31-Dec-15	\$1,153,308.00					
Allocation for 2016	\$1,188,188.96	4%	\$47,527.56 (average of 12/31/12, 12/31/13, 12/31/14 FMV)			
Jan-17 Young Adult Shelving & Furniture			(\$7,158.40)			
Jan-17 Migration to New Integrated Library System (ILS)			(\$39,842.00) revised anticipated expenditure			
				\$527.16	\$85,173.06	(\$47,000.40)
2017 31-Dec-16	\$1,205,471.94					
Allocation for 2017	\$1,202,051.10	4%	\$48,082.04 (average of 12/31/13, 12/31/14, 12/31/15 FMV)			
Selfchecks & eCommerce			(\$21,758.80) spent			
Aug-17 HVAC Project			(\$9,000.00)			
				\$17,323.24	\$102,496.31	(\$30,758.80)
2018 31-Dec-17	\$1,291,707.90					
Allocation for 2018	\$1,176,898.32	4%	\$47,075.93 (average of 12/31/14, 12/31/15, 12/31/16 FMV)			
Circulation Desk Replacement			(\$16,189.00) spent			
Safety Glass for the Upstairs Railing			(\$9,983.00) spent			

Co-Lab Construction		(\$38,445.92) spent		
		(\$17,541.99)	\$84,954.32	(\$64,617.92)
2019	31-Dec-18	\$1,179,619.76		
	Allocation for 2019	\$1,216,829.28	4%	\$48,673.17 (average of 12/31/15, 12/31/16, 12/31/17 FMV)
	Furniture			(\$12,856.70) spent
	Mamava Nursing Pod			(\$15,700.00) spent
	Scooter			(\$1,650.00) spent
CANCEL	Library Carts			(\$2,500.00) cancelled
CANCEL	Canceled Library Carts			\$2,500.00 cancelled
	<u>Miscellaneous (budgeted: \$7,000)*</u>			(\$4,825.00) unspent
	Unspent anticipated programming requests			\$4,825.00 unspent
CANCEL	*Mamava Increase			(\$1,000.00) cancelled
CANCEL	*Mamava Increase			\$1,000.00 cancelled
	*Burgeon Group Addition			(\$2,175.00) spent
			\$16,291.47	\$101,245.79 (\$32,381.70)
2020	31-Dec-19	\$1,357,543.53		
	Allocation for 2020	\$1,225,599.87	4%	\$49,023.99 (average of 12/31/16, 12/31/17, 12/31/18 FMV)
	No requests for 2020			
			\$49,023.99	\$150,269.79 \$0.00
2021	31-Dec-20	\$1,493,993.61		
	Allocation for 2021	\$1,276,290.40	4%	\$51,051.62 (average of 12/31/17, 12/31/18, 12/31/19 FMV)
	CIP Library Carpet Project 2021			(\$202,300.63) spent
	Reupholstery Project 2021			(\$8,670.00) spent
			(\$159,919.01)	(\$9,649.23) (\$210,970.63)
2022	31-Dec-21	\$1,373,467.22		
	Allocation for 2022	\$1,343,718.97	4%	\$53,748.76 (average of 12/31/18, 12/31/19, 12/31/20 FMV)
	Privacy Room 2022			(\$5,752.00) spent
			\$47,996.76	\$38,347.53 (\$5,752.00)
2023	31-Dec-22	\$1,105,713.14		
	Allocation for 2023	\$1,408,334.79	4%	\$56,333.39 (average of 12/31/19, 12/31/20, 12/31/21 FMV)

ENC Atrium Windows 2023 (\$17,500.00)
 ENC Library Automated Materials Handler (\$103,000.00)

(\$64,166.61) (\$25,819.08) (\$120,500.00)

2023 31-Dec-22

Allocation for 2023

\$1,324,391.32

4%

\$52,975.65 (average of 12/31/20, 12/31/21, 12/31/22 FMV)

\$52,975.65

\$27,156.58

\$0.00

Mentioned in Long Range Financial Plan	Year	Amount					
PLAN	planning stage; no written request						
REQ	request has been written and submitted to Finance Committee, Library Board, Foundation Board for approval						
ENC	request has been approved by Library Board and Foundation Board						

The assets of this fund were received through a bequest under the Will of Kathryn L. Ray to "the Cedar Falls Community Foundation for the Cedar Falls Public Library." These funds shall be used solely to benefit the Library for purposes which include but are not limited to the preservation of the existing collection, building and enhancing the collection through the acquisition of new books, supporting special library programming, and capital projects that benefit the facility (but not for salaries or to support the regular operating budget of the Library).

Budget Year	Date	Fair Market Value	Percent to Spend	Earned/ (Expended)	Underspent / (Overspent) Annual	Total Underspent / (Overspent)	Expended
2005	4-Jan-05	\$305,046.74	4%	\$12,201.87			
	No distributions						
					\$12,201.87	\$12,201.87	\$0.00
2006	31-Dec-05	\$384,261.42	4%	\$15,370.46			
	Nov-06 Cedar Valley's Youth Read Project			(\$10,000.00)			
					\$5,370.46	\$17,572.33	(\$10,000.00)
2007	31-Dec-06	\$411,481.00	4%	\$16,459.24			
	Aug-07 Cedar Valley's Youth Read Project			(\$3,000.00)			
	Nov-07 Angela Ruggiero Hockey Program			(\$2,300.00)			
					\$11,159.24	\$28,731.57	(\$5,300.00)
2008	31-Dec-07	\$433,611.49	4%	\$17,344.46			
	Aug-07 Cedar Valley's Youth Read Project			(\$4,000.00)			
	Nov-07 The High Strung (YA Program)			(\$1,500.00)			
	Nov-07 WiFi Computer Lab (1st Installment)			(\$6,000.00)			
					\$5,844.46	\$34,576.03	(\$11,500.00)
2009	31-Dec-08	\$305,509.17	4%	\$12,220.37			
	Apr-09 Cedar Valley's Youth Read Project			(\$4,850.00)			
	Mar-09 Murder Mystery @ CFPL			(\$2,374.69)			
	Jul-09 Youth Summer Program Request			(\$4,790.40)			
	Nov-09 WiFi Computer Lab (2nd Installment)			(\$6,000.00)			
	Nov-09 Poet Laureate: Mary Swander			(\$521.20)			
					(\$6,315.92)	\$28,260.10	(\$18,536.29)
2010	31-Dec-09	\$364,989.17					
	Allocation for 2010	\$383,533.89	4%	\$15,341.36	(average of 12/31/06, 12/31/07, 12/31/08 FMV)		
	Jan-10 Genealogy Month			(\$924.79)			
	Sep-11 Cedar Valley's Youth Read Project			(\$5,000.00)			
	May-10 Murder Mystery 2010			(\$2,697.33)			
	Sep-10 WiFi Computer Lab (3rd Installment)			(\$6,000.00)			
	Oct-10 Geology Bus Trip			(\$1,019.00)			

2010	Anticipated programming requests balance of \$10,000 budget				(\$358.88)			
2010	Unspent anticipated programming requests				\$358.88			
						(\$299.76)	\$27,960.34	(\$15,641.12)
2011	31-Dec-10				\$399,417.36			
	Allocation for 2011		4%		\$368,036.61		\$14,721.46	(average of 12/31/07, 12/31/08, 12/31/09 FMV)
May-11	Genealogy Month						(\$725.67)	
May-11	Young Adult Author-In-Residence						(\$6,400.38)	
May-11	Cedar Valley's Youth Read Project						(\$4,079.66)	
May-12	Murder Mystery 4						(\$2,031.35)	
2011	Anticipated programming requests balance of \$15,000 budget						(\$1,762.94)	
2011	Unspent anticipated programming requests						\$1,762.94	
						\$1,484.40	\$29,444.74	(\$13,237.06)
2012	31-Dec-11				\$374,970.59			
	Allocation for 2012		4%		\$356,638.57		\$14,265.54	(average of 12/31/08, 12/31/09, 12/31/10 FMV)
May-12	Cedar Valley's Youth Read Project						(\$4,520.00)	
Jun-13	Traveling Tales						(\$4,984.34)	
	<u>Other Library Programming/Projects (budgeted: \$20,000)*</u>						(\$12,264.02)	
	Unspent anticipated programming requests						\$12,264.02	
Mar-12	*Adult Winter Crafts (part of other library programming)						(\$1,050.00)	
Mar-12	*Genealogy Month (part of other library programming)						(\$396.40)	
Nov-12	*Circulating E-readers (part of other library programming)						(\$4,489.58)	
Nov-12	*Adult Winter Crafts (part of other library programming)						(\$1,800.00)	
						(\$2,974.78)	\$26,469.97	(\$17,240.32)
2013	31-Dec-12				\$406,434.22			
	Allocation for 2013		4%		\$379,792.37		\$15,191.69	(average of 12/31/09, 12/31/10, 12/31/11 FMV)
May-13	Genealogy Month						(\$1,130.00)	
Jun-13	Cedar Valley's Youth Read Project						(\$3,515.00)	
May-13	Murder Mystery 5						(\$1,834.75)	
Jun-14	WCFSO Ensembles in Schools						(\$4,000.00)	

	<u>Other Library Programming/Projects (budgeted: \$20,000)*</u>				(\$15,501.47)			
	Unspent anticipated programming requests				\$15,501.47			
Nov-13	*Hunger Games (part of other library programming)				(\$2,063.82)			
Nov-13	*Cedar Valley of the Zombies (part of other library programming)				(\$830.00)			
Nov-13	*Author: Jennifer Chiaverini (part of other library programming)				(\$1,604.71)			
						\$213.41	\$26,683.38	(\$14,978.28)
2014	31-Dec-13	\$453,255.20						
	Allocation for 2014	\$393,607.39	4%	\$15,744.30				(average of 12/31/10, 12/31/11, 12/31/12 FMV)
Apr-15	Cedar Valley's Youth Read Project				(\$3,228.41)			
Jun-14	Murder Mystery VI				(\$2,362.10)			
	<u>Other Library Programming/Projects (budgeted: \$30,000)*</u>				(\$24,017.33)			
	Unspent anticipated programming requests				\$24,017.33			
Jun-14	*Genealogy Month (part of other library programming)				(\$1,287.32)			
Apr-15	*Portable Sound System (part of other library programming)				(\$2,583.60)			
Apr-15	*Geology Bus Trip (part of other library programming)				(\$1,186.75)			
Apr-15	*Matt de la Pena, Author (part of other library programming)				(\$925.00)			
						\$4,171.12	\$30,854.50	(\$11,573.18)
2015	31-Dec-14	\$455,780.79						
	Allocation for 2015	\$411,553.34	4%	\$16,462.13				(average of 12/31/11, 12/31/12, 12/31/13 FMV)
Jan-17	Summer Library Program				(\$21,165.35)			
Mar-15					(\$1,872.98)			
Jan-17	STEAM Events				(\$4,900.48)			
Jul-15	Wizard World ComiCon 2015 Bus Trip				(\$3,400.00)			
	Murder Mystery 2015				(\$500.00)			
	<u>Other Library Programming/Projects (budgeted: \$25,000)*</u>				(\$17,900.96)			
	Unspent anticipated programming requests				\$17,900.96			unspent

	*1,000 Books B4 Kindergarten (\$2,500-Part of Miscellaneous)				(\$998.42) spent			
	*WCF Symphony & Lollipop Concert (\$2,000-Part of Miscellaneous)				(\$2,000.00) spent			
						\$126.79	\$27,549.20	(\$17,782.89)
2019	31-Dec-18	\$443,402.04						
	Allocation for 2019	\$459,391.70	4%		\$18,375.67 (average of 12/31/15, 12/31/16, 12/31/17 FMV)			
	LitCon 2019				(\$10,592.29) spent			
	Miscellaneous (budgeted: \$4,000)*				(\$664.01) unspent			
	*Unspent Miscellaneous				\$664.01 unspent			
	*Adventure Pass Program (\$1,559-Part of Miscellaneous)				(\$1,559.00) reimbursed			
	*Entrepreneurship Collection (\$2,000-Part of Miscellaneous)				(\$1,776.99) spent			
						\$4,447.39	\$31,996.59	(\$13,928.28)
2020	31-Dec-19	\$503,427.70						
	Allocation for 2020	\$461,836.71	4%		\$18,473.47 (average of 12/31/16, 12/31/17, 12/31/18 FMV)			
	Cedar Valley's Youth Read 2020				(\$2,313.59) spent			
CANCEL	Library Murder Mystery XI				(\$3,000.00) cancelled			
CANCEL	Library Murder Mystery XI				\$3,000.00 cancelled			
	Gardening/Seed programs & raised garden beds				(\$878.92) spent			
CANCEL	2020 Waterloo/Cedar Falls Symphony Lollipop Concert				(\$1,500.00) cancelled			
CANCEL	2020 Waterloo/Cedar Falls Symphony Lollipop Concert				\$1,500.00 cancelled			
	Miscellaneous (budgeted: \$6,600)*				(\$5,287.64) unspent			
	*Unspent Miscellaneous				\$5,287.64 unspent			
	*Letter Writing Series 2020 (\$2,000-Part of Miscellaneous)				(\$1,312.36) spent			
						\$13,968.60	\$45,965.18	(\$4,504.87)
2021	31-Dec-20	\$533,108.47						
	Allocation for 2021	\$479,186.54	4%		\$19,167.46 (average of 12/31/17, 12/31/18, 12/31/19 FMV)			
	Adventure Pass Program 2021				(\$1,400.00) spent			
	Bridge to Reading 2021				(\$3,064.00) spent			
	Imagination Library 2021				(\$30,000.00) spent			

				(\$15,296.54)	\$30,668.65	(\$34,464.00)
2022	31-Dec-21	\$586,789.86				
	Allocation for 2022	\$493,312.74	4%	\$19,732.51	(average of 12/31/18, 12/31/19, 12/31/20 FMV)	
	Cedar Valley's Youth Read 2022			(\$10,000.00)	spent	
	Bridge to Reading 2022			(\$3,402.00)	spent	
				\$6,330.51	\$36,999.16	(\$13,402.00)
2023	31-Dec-22	\$435,675.96				
	Allocation for 2023	\$541,108.68	4%	\$21,644.35	(average of 12/31/19, 12/31/20, 12/31/21 FMV)	
ENC	Bridge to Reading 2023			(\$3,500.00)		
ENC	Cedar Valley Children's Book Festival			(\$15,000.00)		
				\$3,144.35	\$40,143.50	(\$18,500.00)
2024	31-Dec-23	\$518,524.76				
	Allocation for 2024	\$518,524.76	4%	\$20,740.99	(average of 12/31/20, 12/31/21, 12/31/22 FMV)	
				\$20,740.99	\$60,884.49	\$0.00

Mentioned in Long Range Financial Plan	Year	Amount					
PLAN	planning stage; no written request						
REQ	request has been written and submitted to Finance Committee, Library Board, Foundation Board for approval						
ENC	request has been approved by Library Board and Foundation Board						

The assets of this fund were received through a bequest under the Will of Shirley Berg to "the Cedar Falls Community Foundation for the Cedar Falls Public Library." These funds shall be used solely to benefit the Library for purposes which include but are not limited to the preservation of the existing collection, building and enhancing the collection through the acquisition of new books, supporting special library programming, and capital projects that benefit the facility (but not for salaries or to support the regular operating budget of the Library).

Budget Year	Date	Fair Market Value	Percent to Spend	Earned/ (Expended)	Underspent / (Overspent) Annual	Total Underspent / (Overspent)	Expended
2008	31-May-08	\$653,896.21		\$0.00			
					\$0.00	\$0.00	\$0.00
2009	31-Dec-08	\$992,442.72	4%	\$39,697.71			
	Nov-09 Jacquelyn Mitchard grant			(\$19,710.27)			
					\$19,987.44	\$19,987.44	(\$19,710.27)
2010	31-Dec-09	\$1,156,261.55	4%	\$46,250.46			
	Jul-10 YA Author Visit Sonya Sones			(\$4,252.00)			
	Jan-11 Murder Mystery III			(\$1,916.81)			
	2010 Anticipated programming requests balance of \$10,000 budget			(\$3,148.00)			
	2010 Unspent anticipated programming requests			\$3,148.00			
					\$40,081.65	\$60,069.09	(\$6,168.81)
2011	31-Dec-10	\$1,286,373.84	4%	\$51,454.95			
	Mar-12 Audio Visual Collection Enhancement			(\$20,000.00)			
	Mar-11 Chicago Bus Trip			(\$4,706.00)			
	Mar-11 AAUW Author Kent Nerbum			(\$2,500.00)			
	Apr-11 AAF&CS Author: Dan Buettner			(\$7,500.00)			
	Mar-12 Harry Potter Program			(\$1,500.00)			
					\$15,248.95	\$75,318.04	(\$36,206.00)
2012	31-Dec-11	\$1,236,962.59					
	Allocation for 2012	\$1,145,026.04	4%	\$45,801.04	(average of 12/31/08, 12/31/09, 12/31/10 FMV)		
	Oct-13 Computer Classes			(\$8,000.00)			
	Sep-12 Summer Library Programs			(\$10,330.15)			
	May-13 Teen Room Computers			(\$6,559.11)			
	May-13 Interactive Youth Stations (FOTL matching)			(\$15,000.00)			
	Other Library Programming (budgeted: \$10,000)*			(\$3,025.00)			
	Unspent anticipated programming requests			\$3,025.00			

Apr-15	*Summer Library Program, Part 2 (part of other library programming)				(\$5,668.14)
Apr-14	*Bridge to Reading Awards Kits (part of other library programming)				(\$2,122.49)
Apr-14	*10 Year Anniversary Celebration (part of other library programming)				(\$1,400.00)
Apr-14	*Claudia Kolker, Author (part of other library programming)				(\$1,400.56)
	*Author Visit by N.D. Wilson, actually Gary Schmidt (part of other library programming)				(\$4,989.85) spent
					\$15,216.37 \$74,448.76 (\$36,452.93)
<hr/>					
2015	31-Dec-14				\$1,486,222.92
	Allocation for 2015				\$1,349,753.21
			4%		\$53,990.13 (average of 12/31/11, 12/31/12, 12/31/13 FMV)
ENC	Meeting Room AV Upgrade (revised)				(\$17,000.00)
Jan-17	Children's Literature Festival 2015				(\$6,200.29)
Jun-15	Cedar Valley's Youth Read 2015				(\$6,075.00)
	Audio Visual Collection Enhancement (year 2 of 5)				(\$18,695.67) spent
	<u>Other Library Programming/Projects (budgeted: \$30,000)*</u>				(\$7,600.02)
	Unspent anticipated programming requests				\$7,600.02 unspent
Aug-15	*Seed Savers Exchange Bus Trip (part of other library programming)				(\$1,374.00)
Apr-15	*ReadSquared (Summer Program Software) (part of other library programming)				(\$1,575.00)
	*Bike Friendly Library (part of other library programming)				(\$7,000.00) reimbursed
	*E-materials Promotion (part of other library programming)				(\$5,000.00)
Mar-16	*Kent Nerburn, Author Visit (part of other library programming)				(\$3,200.00)
Jun-15	*LittleBits & MakerCamp (part of other library programming)				(\$2,500.00)
	*Purchasing Promotional Items, Including Building a Robot (part of other library programming)				(\$1,750.98) spent

			(\$16,380.81)	\$58,067.95	(\$70,370.94)
2016	31-Dec-15	\$1,441,600.00			
	Allocation for 2016	\$1,432,839.99	4%	\$57,313.60	(average of 12/31/12, 12/31/13, 12/31/14 FMV)
	Audio Visual Collection Enhancement (year 3 of 5)			(\$6,980.09)	spent
Apr-16	Cedar Valley's Youth Read 2016			(\$3,492.43)	
Apr-16	Children's Literature Festival 2016			(\$8,205.72)	(partially funded through Guernsey Foundation)
	Youth Summer Library Program 2016			(\$20,520.25)	
Jan-17	Adult Summer Library Program 2016			(\$1,712.49)	
	1,000 Books Before Kindergarten			(\$1,974.88)	
	STEAM Events			(\$3,208.87)	
	Cedar Falls Times Microfilm			(\$2,100.00)	spent
Jan-17	LitCon 2016			(\$5,063.29)	
	<u>Other Library Programming/Projects*</u>				
				\$4,055.58	\$62,123.53
					(\$53,258.02)
2017	31-Dec-16	\$1,498,375.10			
	Allocation for 2017	\$1,462,752.90	4%	\$58,510.12	(average of 12/31/13, 12/31/14, 12/31/15 FMV)
Jun-17	Audio Visual Collection Enhancement (per year for 5 years, year 4 of 5)			(\$11,821.65)	spent
Mar-17	Murder Mystery 2017			(\$2,103.00)	spent
Apr-17	Children's Book Festival 2017			(\$8,862.82)	spent
Apr-17	Garth Stein (author, Book Club Bonanza)			(\$8,000.00)	reimbursed
Apr-17	Cedar Valley Youth Reads 2017			(\$4,300.24)	spent
Apr-17	SLP 2017			(\$25,000.00)	reimbursed
	MakerSpace Equipment			(\$10,216.46)	spent
Apr-18	Library Furniture			(\$20,000.00)	reimbursed
Apr-18	Ematerials			(\$9,980.15)	spent
	Miscellaneous (budgeted: \$5,000)*			(\$2,395.03)	unspent
	*Unspent Miscellaneous			\$2,395.03	unspent
	*Virtual Reality Equipment (\$3,000-Part of Miscellaneous)			(\$1,604.97)	spent
Apr-18	*Bridge to Reading (\$1,000-Part of Miscellaneous)			(\$1,000.00)	spent
				(\$44,379.17)	\$17,744.36
					-\$102,889.29
2018	31-Dec-17	\$1,676,829.14			

	Allocation for 2018	\$1,475,399.34	4%	\$59,015.97 (average of 12/31/14, 12/31/15, 12/31/16 FMV)			
	Audio Visual Collection Enhancement (per year for 5 years, year 5 of 5)			(\$8,178.35) spent			
Apr-18	SLP 2018			(\$22,227.76) spent			
Apr-18	Children's Book Festival			(\$7,796.79) spent			
	Co-Lab Construction			(\$20,000.00) reimbursed			
Apr-18	Library Furniture			(\$18,048.67) spent			
	Ematerials 2018			(\$10,000.00) spent			
					(\$27,235.60)	(\$9,491.24)	(\$86,251.57)
2019	31-Dec-18	\$1,474,652.02					
	Allocation for 2019	\$1,538,934.75	4%	\$61,557.39 (average of 12/31/15, 12/31/16, 12/31/17 FMV)			
	SLP 2019			(\$19,941.49) spent			
	Harry Potter Programming			(\$3,074.79) spent			
	Cedar Valley's Youth Read 2019			(\$2,295.87) spent			
CANCEL	Library Branding			(\$8,000.00) cancelled			
CANCEL	Canceled Library Branding			\$8,000.00 cancelled			
ENC	Miscellaneous (budgeted: \$16,000)*			(\$1,607.75) unspent			
	*Unspent Miscellaneous			\$1,607.75 unspent			
ENC	*Bridge to Reading (\$3,500-Part of Miscellaneous)			(\$3,392.25) spent			
	*Minecraft and Teen Nights (\$2,000-Part of Miscellaneous)			(\$2,000.00) spent			
ENC	*Community Center Outreach (\$4,000-Part of Miscellaneous)			(\$4,000.00) spent			
	*Downloadable Music (\$5,000-Part of Miscellaneous)			(\$5,000.00) spent			
CANCEL	*Mamava Increase (\$1,000-Part of Miscellaneous)			(\$1,000.00) cancelled			
CANCEL	*Mamava Increase (\$1,000-Part of Miscellaneous)			\$1,000.00 cancelled			
					\$21,852.99	\$12,361.75	(\$39,704.40)
2020	31-Dec-19	\$1,615,901.53					
	Allocation for 2020	\$1,549,952.09	4%	\$61,998.08 (average of 12/31/16, 12/31/17, 12/31/18 FMV)			
	2020 Summer Library Program			(\$11,830.59) spent			

CANCEL	2020 Cedar Valley Children's Book Festival			(\$11,000.00)	cancelled			
CANCEL	2020 Cedar Valley Children's Book Festival			(\$11,000.00)	cancelled			
CANCEL	2020 Summer Fest			(\$3,500.00)	cancelled			
CANCEL	2020 Summer Fest			\$3,500.00	cancelled			
	2020 Bridge to Reading Project			(\$3,292.00)	spent			
CANCEL	Storywalk			(\$7,000.00)	cancelled			
CANCEL	Storywalk			\$7,000.00	cancelled			
	<u>Miscellaneous (budgeted: \$13,900)*</u>			(\$13,900.00)	cancelled			
	*Unspent Miscellaneous			\$13,900.00	cancelled			
				\$24,875.49		\$37,237.25		(\$37,122.59)
<hr/>								
2021	31-Dec-20			\$1,714,066.54				
	Allocation for 2021			\$1,589,127.56	4%	\$63,565.10	(average of 12/31/17, 12/31/18, 12/31/19 FMV)	
	2021 Summer Library Program			(\$14,625.46)		spent		
	Storywalk 2021			(\$8,292.34)		spent		
	Youth Browsing Bins			(\$62,994.60)		spent		
				(\$22,347.30)		\$14,889.95		(\$85,912.40)
<hr/>								
2022	31-Dec-21			\$1,853,298.98				
	Allocation for 2022			\$1,601,540.03	4%	\$64,061.60	(average of 12/31/18, 12/31/19, 12/31/20 FMV)	
	Adventure Pass 2022			(\$2,107.90)		spent		
	Summer Library Program 2022			(\$18,870.54)		spent		
	SummerFest 2022			(\$4,012.20)		spent		
ENC	Library Branding			(\$50,000.00)				
				(\$10,929.04)		\$3,960.91		(\$74,990.64)
<hr/>								
2023	31-Dec-22			\$1,409,285.61				
	Allocation for 2023			\$1,727,755.68	4%	\$69,110.23	(average of 12/31/19, 12/31/20, 12/31/21 FMV)	
ENC	Adventure Pass 2023			(\$2,600.00)				
ENC	Cedar Valley's Youth Read 2023			(\$11,000.00)				
ENC	Summer Library Program 2023			(\$24,000.00)				
ENC	Branding Rollout 2023			(\$30,000.00)				
				\$1,510.23		\$5,471.14		(\$67,600.00)
<hr/>								
2024	31-Dec-23							
	Allocation for 2024			\$1,574,964.06	4%	\$62,998.56	(average of 12/31/20, 12/31/21, 12/31/22 FMV)	

\$62,998.56 \$68,469.70 \$0.00

Mentioned in Long Range Financial Plan	Year		Amount				
PLAN	planning stage; no written request						
REQ	request has been written and submitted to Finance Committee, Library Board, Foundation Board for approval						
ENC	request has been approved by Library Board and Foundation Board						

Budget Year	Date	Fair Market Value	Percent to Spend	Earned/ (Expended)	Underspent / (Overspent) Annual	Total Underspent / (Overspent)	Expended
2012	2/15/2012 (original deposit) 8/8/2012 (additional deposit)	\$43,841.56		\$310.30	\$310.30	\$310.30	\$0.00
2013	31-Dec-12	\$45,880.97	4%	\$1,835.24			
	Feb-13 Beckman Estate (additional deposit) Distribution for 2013			\$171.43 (\$483.90)			
	Jun-13 Deposited distribution back into fund			\$483.90	\$2,006.67	\$2,316.97	\$0.00
2014	31-Dec-13	\$52,021.66	4%	\$2,080.87			
	Distribution for 2014			(\$1,702.91)			
	May-14 Deposited distribution back into fund			\$1,702.91	\$2,080.87	\$4,397.84	\$0.00
2015	31-Dec-14	\$53,829.89	4%	\$2,153.20			
					\$2,153.20	\$6,551.03	\$0.00
2016	31-Dec-15	\$53,006.00	4%	\$2,120.24			
					\$2,120.24	\$8,671.27	\$0.00
2017	31-Dec-16	\$55,707.39	4%	\$2,228.30			
					\$2,228.30	\$10,899.57	\$0.00
2018	31-Dec-17	\$64,379.56	4%	\$2,575.18			
					\$2,575.18	\$13,474.75	\$0.00
2019	31-Dec-18	\$58,900.73	4%	\$2,356.03			
					\$2,356.03	\$15,830.78	\$0.00
2020	31-Dec-19	\$63,823.59	4%	\$2,552.94			

				\$2,552.94	\$18,383.72	\$0.00
2021	31-Dec-20	\$63,856.37	4%	\$2,554.25		
				\$2,554.25	\$20,937.98	\$0.00
2022	31-Dec-21	\$71,159.63	4%	\$2,846.39		
				\$2,846.39	\$23,784.36	\$0.00
2023	31-Dec-22	\$57,142.55	4%	\$2,285.70		
				\$2,285.70	\$26,070.06	\$0.00
2024	31-Dec-23		4%	\$0.00		
				\$0.00	\$26,070.06	\$0.00

Mentioned in Long Range Financial Plan	Year	Amount					
PLAN	planning stage; no written request						
REQ	request has been written and submitted to Finance Committee, Library Board, Foundation Board for approval						
ENC	request has been approved by Library Board and Foundation Board						

Budget Year	Date	Fair Market Value	Percent to Spend	Earned/ (Expended)	Underspent / (Overspent) Annual	Total Underspent / (Overspent)	Expended
2021	31-Dec-20	\$70,468.56		\$70,468.56			
					\$70,468.56	\$70,468.56	\$0.00
2022	31-Dec-21	\$78,575.26		\$78,575.26			
	Dolly Parton's Imagination Library			(\$10,000.00) spent			
	Youth Browsing Bins			(\$41,996.40) spent			
					\$26,578.86	\$97,047.42	(\$51,996.40)
2023	31-Dec-22	\$16,277.34		\$16,277.34			
					\$16,277.34	\$113,324.76	\$0.00
2024	31-Dec-23			\$0.00			
					\$0.00	\$113,324.76	\$0.00

Mentioned in Long Range Financial Plan	Year	Amount					
PLAN	planning stage; no written request						
REQ	request has been written and submitted to Finance Committee, Library Board, Foundation Board for approval						
ENC	request has been approved by Library Board and Foundation Board						

	22-Sep	22-Oct	22-Nov	22-Dec	23-Jan	FY23
Customer Count	12,014	12,345	11,972	10,443	12,216	89,093
Hours Open	246	275	252	237	252	1,796
Total Circulation	31,841	33,225	32,669	29,204	31,908	237,007
Adult	11,520	11,628	11,177	10,701	11,232	82,402
Young Adult	1,397	1,318	1,397	1,239	1,331	10,768
Youth	13,074	14,246	14,118	11,288	12,656	99,726
Interlibrary Loan (cf to other)	129	137	178	180	187	1,086
<i>Interlibrary Loan (other to cf)</i>	74	108	90	81	102	557
<i>CFPL@UNI</i>	35	23	19	16	9	126
WPL	674	699	739	653	783	5,060
Library of Things	129	105	108	73	82	738
Total Physical Circulation	25,991	27,192	26,692	23,228	25,219	192,896
<i>Overdrive</i>	4,304	4,298	4,401	4,383	5,080	32,401
<i>Hoopla</i>	550	573	637	558	550	4,357
<i>Freegal Downloadable Music</i>	996	1,162	939	1,035	1,059	7,353
Total Resource Circulation	5,850	6,033	5,977	5,976	6,689	44,111
County	294	306	275	270	252	2,275
Open Access	5,521	5,076	5,344	4,260	4,050	36,959
Reference Service	727	710	845	531	519	5,035
Reference Desk	368	392	432	276	208	2,698
Youth Desk	302	270	370	205	250	1,942
YA Desk	0	0	0	0	0	0
Circulation	57	48	43	50	61	395
Titles Added	527	603	389	649	564	3,870
Items Added	637	710	494	729	649	4,603
Items Withdrawn	632	514	798	11	848	3,509
Meeting Room Use	19	28	32	25	32	191
Conference Room	8	11	11	6	14	78
Meeting Room	4	5	9	8	11	48
Co-Lab Room	7	12	12	11	7	65
YA/Youth Area	0	0	0	0	0	0
Youth Programs						
Events/Programs	46	46	39	31	39	277
Event Attendance	1,022	1,790	866	969	1,039	7,712
Outreach Services	2	4	1	0	1	17
Outreach Attendance	45	74	30	0	20	446
Teacher Units	17	25	21	11	24	113

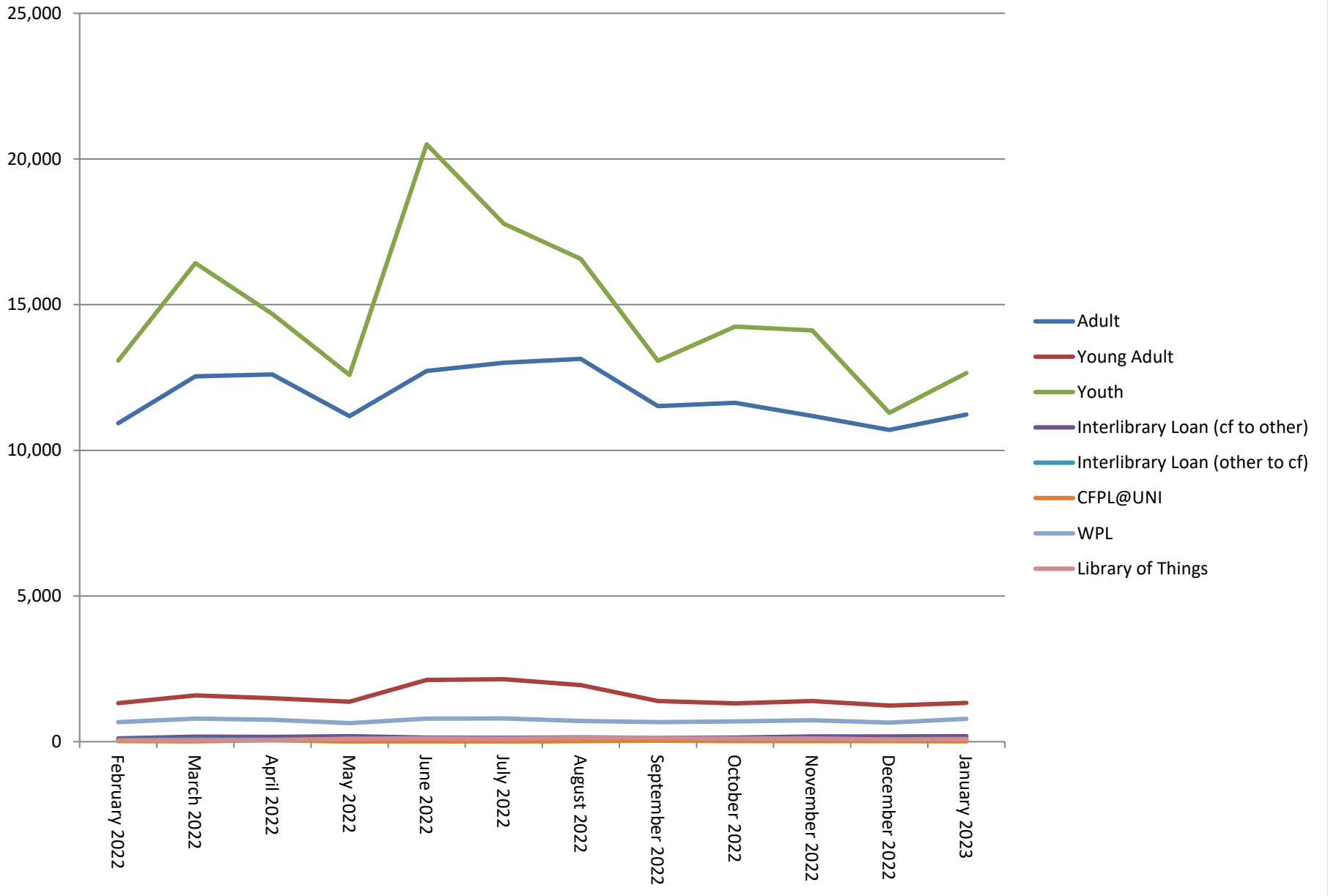
Adult Programs						
Outreach Services	5	6	5	6	6	40
Outreach Attendance	31	37	26	38	41	261
Library Attendance	77	37	19	0	99	414
Library Activities	9	7	3	0	6	35
Young Adult Programs						
Library Attendance	2	74	3	17	14	159
Library Activities	1	4	1	4	5	30
Computer Usage	1,817	1,958	1,928	1,498	1,825	13,223
Netbook/iPad Circulation	0	6	0	0	1	18

	22-Jan	23-Jan	22-Dec
Customer Count	10,167	12,216	10,443
Hours Open	267	252	237
Total Circulation	31,686	31,908	29,204
Adult	11,901	11,232	10,701
Young Adult	1,320	1,331	1,239
Youth	11,945	12,656	11,288
Interlibrary Loan (cf to other)	161	187	180
<i>Interlibrary Loan (other to cf)</i>	99	102	81
<i>CFPL@UNI</i>	12	9	16
WPL	724	783	653
<i>Library of Things</i>	67	82	73
Physical Circulation	25,166	25,219	23,228
<i>Overdrive</i>	4,804	5,080	4,383
<i>Hoopla</i>	589	550	558
<i>Freegal Downloadable Music</i>	1,127	1,059	1,035
Resources Circulation	6,520	6,689	5,976
County	255	252	270
Open Access	4,732	4,050	4,260
Reference Service	926	519	531
Reference Desk	606	208	276
Youth Desk	220	250	205
YA Desk	33	0	0
Circulation	67	61	50
Titles Added	631	564	649
Items Added	734	649	729
Items Withdrawn	1,189	848	11
Meeting Room Use	28	32	25
Conference Room	21	14	6
Meeting Room	1	11	8
Co-Lab Room	6	7	11
YA/Youth Area	0	0	0
Youth Programs			
Events/Programs	46	39	31
Event Attendance	593	1,039	969
Outreach Services	0	1	0
Outreach Attendance	0	20	0
Teacher Units	12	24	11

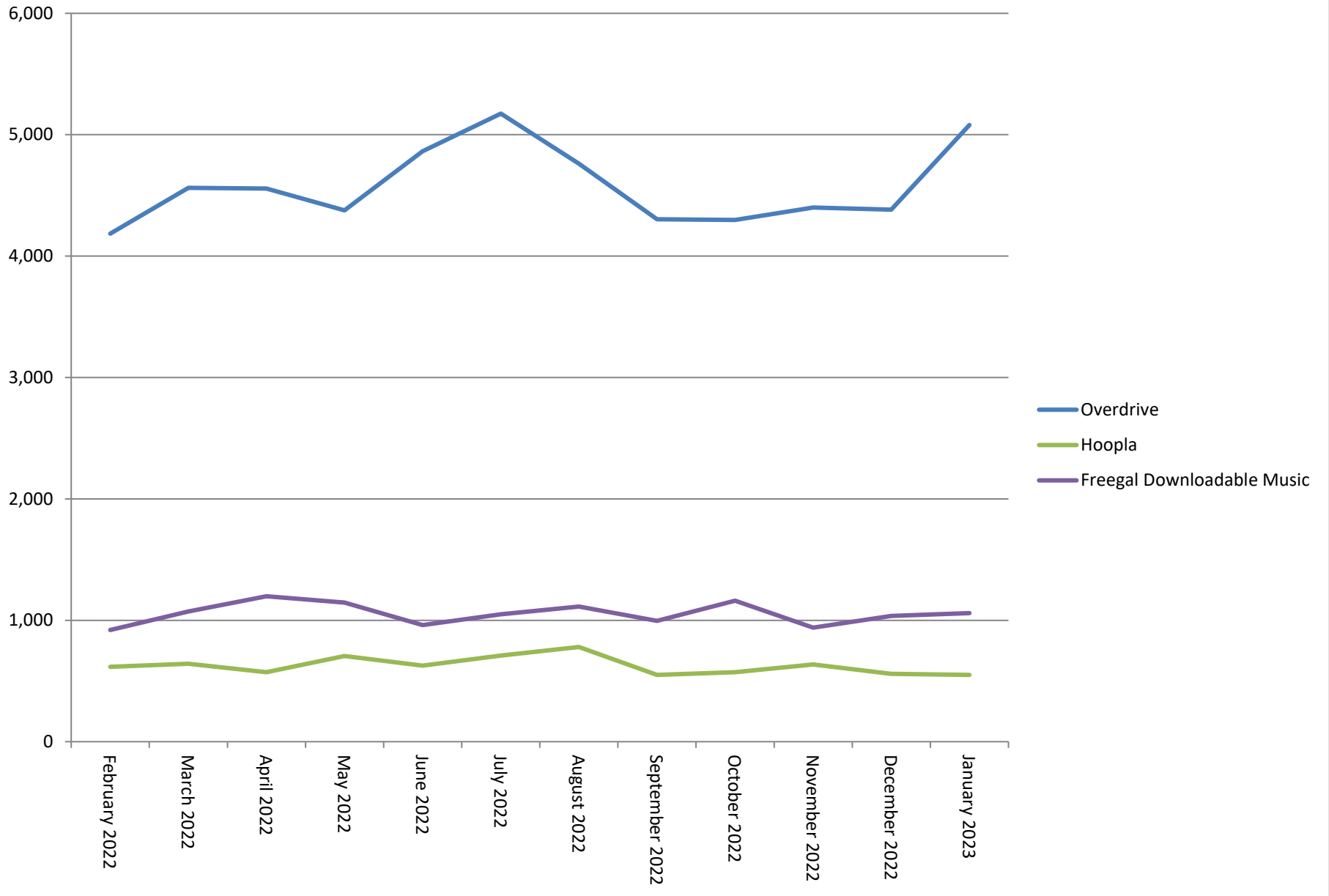
Adult Programs			
Outreach Services	5	6	6
Outreach Attendance	33	41	38
Library Attendance	49	99	0
Library Activities	2	6	0
Young Adult Programs			
Library Attendance	25	14	17
Library Activities	5	5	4
Computer Usage	1,820	1,825	1,498
Netbook/iPad Circulation	0	1	0

Date	Day of Week	Patron Count	
		Curbside	Building
2/1/2023	Wednesday	0	586
2/2/2023	Thursday	1	373
2/3/2023	Friday	0	431
2/4/2023	Saturday	0	451
2/5/2023	Sunday		248
2/6/2023	Monday	1	558
2/7/2023	Tuesday	0	428
2/8/2023	Wednesday	0	615
2/9/2023	Thursday	0	320
2/10/2023	Friday	1	538
2/11/2023	Saturday	0	663
2/12/2023	Sunday		214
2/13/2023	Monday	0	463
2/14/2023	Tuesday	0	333
2/15/2023	Wednesday	0	513
2/16/2023	Thursday	0	230
2/17/2023	Friday	0	531
2/18/2023	Saturday	0	520
2/19/2023	Sunday		264
2/20/2023	Monday	0	493
2/21/2023	Tuesday	0	481
2/22/2023	Wednesday		
2/23/2023	Thursday	0	442
2/24/2023	Friday		
2/25/2023	Saturday		
2/26/2023	Sunday		
2/27/2023	Monday		
2/28/2023	Tuesday		
Total		3	9,695

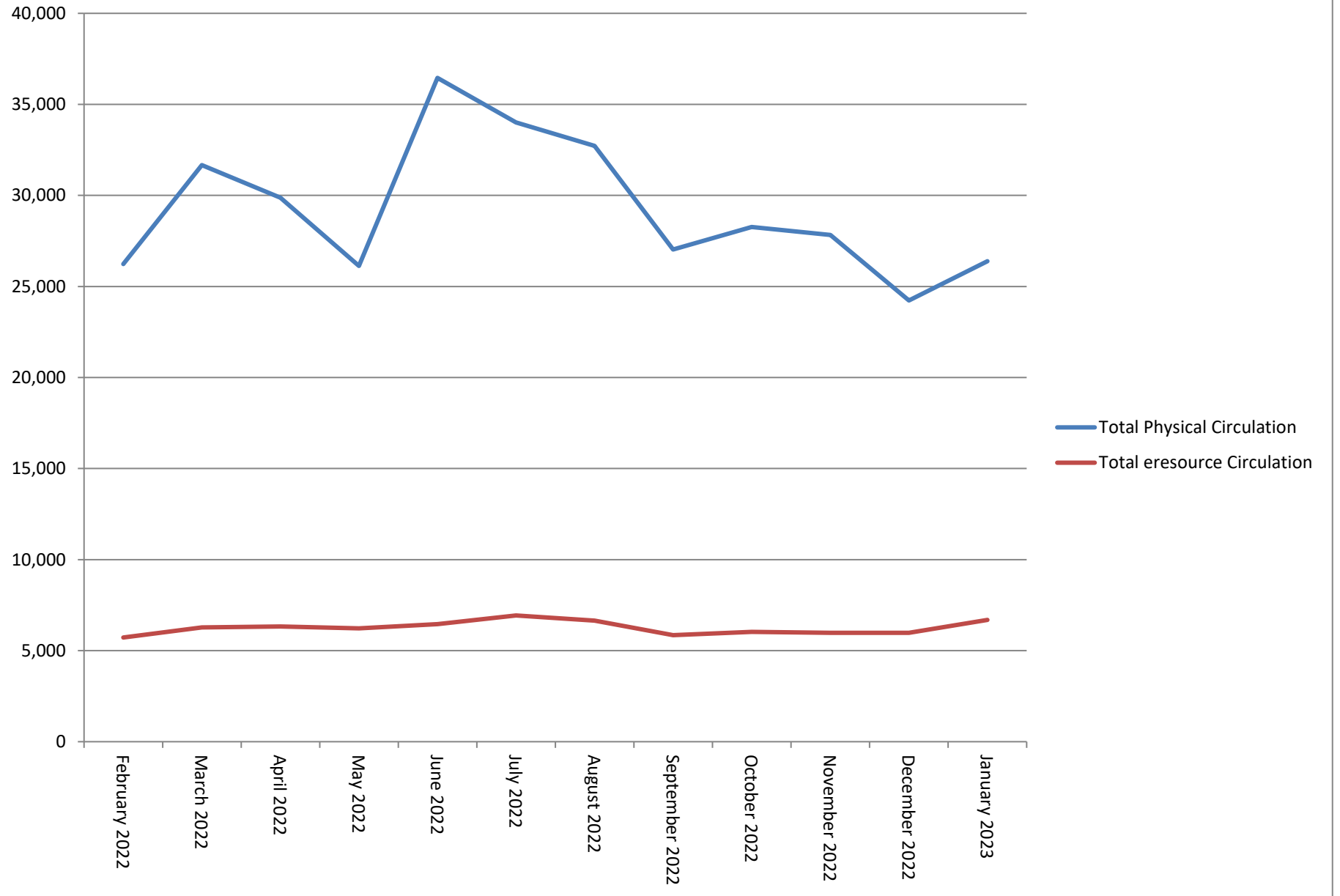
Physical Collection



eResource Collection



Physical VS eResource



704: LEAVES OF ABSENCE

Policy:

It is the policy of the City of Cedar Falls to grant employees extended leaves of absence under certain circumstances. Except as stated below, employees will not receive compensation during a leave of absence.

Comment:

(1) Family and Medical Leave: The City will comply with the provisions of the federal Family and Medical Leave Act (hereinafter referred to as "FMLA").

General Provisions:

In accordance with the Family and Medical Leave Act, the City will grant unpaid family and medical leave to eligible employees for up to 12 weeks per 12 month period for any one or more of the following reasons:

- a. The birth of a child or placement of a child with the employee for adoption or foster care. Birth and bonding must be taken as a continuous block of leave unless the Director allows intermittent leave.
- b. To care for a spouse, child, or parent who has a serious health condition; or
- c. For a serious health condition that makes the employee unable to perform the essential functions of their job.
- d. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to 26 workweeks of leave during a "single 12-month period" to care for a covered service member with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member. The single 12-month period for leave to care for a covered service member (both current service members and veterans) with a serious injury or illness begins on the first day you take leave for this reason and ends 12 months later, regardless of the 12-month period established by your employer for other types of FMLA leave. You are entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period." (Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than to care for a covered service member.)

Eligibility:

To be eligible for FMLA leave, an employee must be employed by the City for at least 12 months and have worked at least 1,250 hours for the City over the 12 month period immediately preceding the leave. The 12 months of employment do not have to be consecutive. Employees applying for and granted a FMLA leave are required to meet notification and documentation requirements as outlined further in this policy. Failure to meet these requirements may result in

704: LEAVES OF ABSENCE

the denial or revocation of FMLA leave.

Definitions:

- a. "12-Month Period" will be calculated as the "rolling" 12 month period measured backward from the date an employee uses any FMLA leave.
- b. "Spouse" includes all individuals in legal marriages as defined or recognized in a state where the individual was married ("place of celebration"), and includes individuals in same-sex and common law marriages. A spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if it could have been entered into in at least one state. If both spouses work for the City, and are both eligible for FMLA leave, both spouses will be limited to a combined total of 12 weeks of FMLA leave in a 12 month period for anyone or all of the following reasons: birth of a child and bonding with the newborn child; placement of a child with the employee for adoption or foster care and bonding with newly-placed child; or to care for a parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of the employee's spouse or child, or because of the employee's own serious health condition.

Eligible spouses who work for the same employer are also limited to a combined total of 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness (commonly referred to as "military caregiver leave") if each spouse is a parent, spouse, son or daughter, or next of kin of the service member. When spouses take military caregiver leave as well as other FMLA leave in the same leave year, each spouse is subject to the combined limitations for the reasons for leave listed above.

- c. "Child" means a child either under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's "child" is one for whom the employee has day-to-day responsibility for care and includes a biological, adopted, foster, stepchild, a legal ward, or a child of a person standing in loco parentis. The age limitation does not apply to employees applying for a FMLA military related leave.
- d. "Serious Health Condition" means an illness, injury, impairment or a physical or mental condition that involves:
 1. conditions requiring an overnight stay in a hospital or other medical care facility; or
 2. conditions that incapacitate you or your family member (for example, unable to work or attend school) for more than three consecutive days and have ongoing medical treatment (either multiple appointments with a health care

704: LEAVES OF ABSENCE

provider, or a single appointment and follow-up care such as prescription medication); or

3. chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; or
4. pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

Intermittent or Reduced Leave:

An employee may take leave intermittently (minimum of 15 minute increments) or on a reduced leave schedule when medically necessary to care for an immediate family member with a serious health condition or because of a serious health condition of the employee. “Medically necessary” means that there must be a medical need for the leave and the leave can best be accomplished through an intermittent or reduced leave schedule. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave. The employee must make a reasonable effort to schedule treatment(s) so as not to unduly disrupt the City’s operations. If an employee requests reduced or intermittent leave, once the intermittent or reduced leave has been completed, the employee must be transferred back to the same position that the employee held prior to taking the FMLA leave or to an equivalent position. An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with the Director’s approval. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employee Notice Requirement:

An employee is generally required to give thirty (30) days’ notice in the event of a foreseeable leave. When 30 days’ notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the City’s normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for FMLA leave that was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

A “Leave of Absence Request” form should be obtained from the Human Resources Division, completed by the employee, signed by his/her supervisor and Department Director, and returned to the Human Resources Division for processing and forwarding of additional forms that may be required to complete as explained below.

Response to Employees:

As a FMLA covered employer, the City will provide employees with a Notice of Eligibility and Rights & Responsibilities form within five business days of receiving a leave request or

704: LEAVES OF ABSENCE

becoming aware of the need for FMLA leave. The City's response will establish whether the employee is eligible for FMLA leave and will notify the employee of their rights and responsibilities under the FMLA.

Certification and Designation

The City may require certification in support of the leave from a healthcare provider no later than fifteen (15) calendar days after applicable Department of Labor form(s) are provided for the employee's own or a qualified family member's serious health condition. Upon receipt, the employee will be notified by Human Resources whether the leave will be designated as FMLA leave and the amount of leave that will be deducted from the employee's FMLA entitlement. Military related leave requests require completion of the applicable Department of Labor form available from and returned to Human Resources staff.

For an employee's own medical leave, the City may require a second or third opinion at the City's expense as well as periodic reports on the employee's status.

If the employee has not returned medical certification within 15 calendar days as stated on the Notice of Eligibility and Rights & Responsibilities, the City is not aware of extenuating circumstances, and the City is unable to determine if the need for leave qualifies for FMLA, the City will notify the employee in writing that the FMLA leave request has been denied, using the Designation Notice.

When an employee is on leave and information received by Human Resources deems it to meet FMLA criteria, the City shall designate the leave as FMLA without receiving a FMLA leave request from the employee and without requiring the completion of the applicable medical certification form. Where applicable, employees who are on any approved leave of absence, whether work related or not, who also qualify for FMLA leave shall be required to use FMLA leave concurrently with such other leave of absence.

Return to Work Authorization

A release to duty from the employee's health care provider must be provided to the Human Resources Division prior to returning to work. If a fitness-for-duty appointment is deemed necessary by the City based on position duties, the employee will be asked to have a fitness-for-duty examination by a health care provider selected by the City, at the City's expense.

Effect on Benefits:

Vacation, seniority and other benefits will continue to accrue during an unpaid leave unless such leave exceeds thirty (30) consecutive calendar days, in which case no benefits shall accrue during the entire leave. Accrual of benefits for employees on intermittent leave or on a reduced work schedule may be calculated on a pro-rata basis in proportion to their work schedule. No proration of benefit accruals shall occur if employees maintain full-time work status (at least 32 hours per week) or the equivalent of full-time work status is covered with the use of earned benefits.

Continuation of Health Insurance:

704: LEAVES OF ABSENCE

An employee on FMLA leave may remain a participant in the City's health insurance plan throughout the duration of the leave, as if actively employed. The employee will be required to pay the same cost of coverage as if actively at work. Employee contributions will be required either through payroll deduction or by direct payment to the City. The employee will be informed of the amount and method of payment at the beginning of the leave. Loss of insurance coverage may result if the premium amount is more than 30 days late. The City will provide written notice to the employee that the payment has not been received and allow at least 15 days after the date of the letter before coverage stops. If the employee misses a premium payment and the City pays the employee's contribution, the employee will be required to reimburse the City for the delinquent payment upon return from the leave. If an employee does not return to work, the City may require reimbursement for the share of the premiums it paid during the FMLA leave.

Return to Work:

An employee returning from FMLA leave is entitled to return to the position held when the leave began, if that position is vacant. If the position is not vacant, the employee must be returned to an equivalent position with equivalent benefits, pay and other conditions. Employees are required to provide at least 72 hours advance notice of their return to work after such leave, unless this requirement is waived by the employee's supervisor and by the Human Resources Division.

(2) Other Leaves of Absences: Employees generally are eligible for leaves of absence if they have completed at least 12 months of service, or as specified by law. The granting and duration of each leave of absence and the compensation received by the employee, if any, during the leave of absence will be determined by the City in conjunction with applicable federal and state law and in accordance with the City's best interest.

Requests for a leave of absence or any extension of a leave shall generally be submitted in writing to the employee's Department Director 30 days prior to commencement of the leave period, or as soon as is practicable. The final decision concerning the request will be made by the Department Director, after consultation with the Human Resources Division. All employees on approved leave are expected to report any change of status in their need for a leave or their intention to return to work to their Department Director.

The following types of leaves will be considered:

- (a) Extended Family and Medical Leave (Non-FMLA). In cases where an employee is not eligible for FMLA leave and the employee's leave duration would typically qualify for FMLA, the employee may be granted a leave of absence.

Approval for such leave must be granted by the Department Director or by the City's Risk Management Committee if the leave exceeds two (2) consecutive weeks. The length of any such leave will be governed by individual circumstances, but in most cases such extended leave should not exceed 12 weeks in any 12 month period. At least 72 hours' notice is required in advance of the employee's return to work date, unless this requirement is waived by the employee's Department Director and by the Human Resources Division.

704: LEAVES OF ABSENCE

- (b) Pregnancy not covered under FMLA: Pregnant employees who are not eligible for FMLA leave shall be granted a leave of absence for the period that the employee is disabled because of the pregnancy, childbirth or other related medical conditions, or for eight weeks as provided by Iowa law, whichever is less.
- (c) Other sick leave not covered under FMLA: See Policy **706: Sick Leave**
- (d) Personal Leave of Absence: Employees may be granted a leave of absence to attend to personal matters in cases in which the City determines that an extended period of time away from the job will be in the best interests of the employee and the City.
- (e) Military Leave of Absence: See Policy **707: Military Leave**
- (f) Educational Leave of Absence: Employees who want to continue their education in preparation for added responsibilities with the City may be granted an educational leave of absence, if in accordance with the City's best interest and at the discretion of the employee's Department Director.
- (g) Public Office Leave of Absence: Employees who are candidates for municipal, county, state, or federal office shall be granted leave upon request for the period from 30 days or less prior to a contested primary, special or general election, until the day after the election. Employees who are elected or appointed to public office shall be granted leave for such public office upon request. Public office leaves of absence shall be without pay.
- (h) Bereavement Leave: Full-time and permanent part-time employees may be allowed up to five (5) working days absence with pay in case of the death of a member of the employee's immediate family. For the purpose of this policy "immediate family" includes the employee's spouse (including domestic partner or common law spouse), siblings (including step), parents (including step, foster, legal guardian, and in-laws), children (including step, foster, ward and in-laws), and any person residing in the employee's household of a non-platonic relationship.

In the event of the death of a brother-in-law, sister-in-law, grandparent or grandchild of the employee or the employee's spouse, the employee is allowed up to three (3) working days absence with pay.

Bereavement leave absences are intended to include all travel. However, in circumstances involving unusually long traveling distances, department directors may extend bereavement absences up to three (3) additional days with pay.

Bereavement leave shall not be taken in less than one day increments.

For permanent part-time employees, a regular scheduled day off work may not be

704: LEAVES OF ABSENCE

used in combination with bereavement leave to extend consecutive days off to more than five (5) days.

Non-union public safety management shift employees shall be allowed bereavement leave as set forth in this policy regardless of the shift to which they are assigned. For purposes of this policy for such employees, the term “working days” means one calendar day regardless of the number of hours scheduled. Transfer of such employees while on bereavement leave shall not affect entitlement to such leave. For purposes of this policy the term “non-union public safety management shift employees” includes battalion chiefs, fire captains, police captains, police lieutenants, public safety supervisor captains and public safety supervisor lieutenants.

- (i) Workers’ Compensation: Employees who are injured in the course of their employment with the City shall receive benefits and leave in accordance with Iowa Code Chapter 85.
 - (j) Police/Fire Disability Leave: Eligible public safety department personnel may be granted leave for duty related conditions in accordance with Iowa Code Chapter 411.
- (3) Employees who are on an approved leave of absence may not perform work for any other employer during that leave, except when the leave is for military, public service, or otherwise as permitted by law.
- (4) Use of paid benefit time and other benefits while on leave:
- a. Every employee on a sick leave, Non-FMLA leave, or FMLA leave who is not maintaining full-time work status or who is not covering absences with earned benefit time up to at least full-time work status equivalent will be required to use all floating holidays, vacation, compensatory time, sick leave/casual days, and sick days while on leave. Earned benefit time shall be used until exhausted. Use of accrued, but unearned vacation may then be used when special circumstances warrant and as approved. (See **506: Vacations**) If all benefit time has been exhausted, and the employee is not covered by FMLA, the employee may be subject to termination of employment.
 1. Emergency response exception: Employees who require a medical absence for an injury arising out of service as a volunteer fire fighter or emergency medical responder during a period of an emergency response may choose to take the medical leave as unpaid up to a maximum of 12 weeks; and shall not be required to use accrued paid leave (sick, vacation or comp time) for medical absence as a result of the injury. After 12 weeks of unpaid leave the employee shall be required to take paid benefit time as defined in this section. The employee shall still be required to follow all other policies and rules of the City related to medical leave and FMLA leave.

704: LEAVES OF ABSENCE

- b. Employees, who are covered by the City's long term disability or workers' compensation insurance, may supplement their pay up to 100% of their normal wages.
 - c. Every employee on a personal or educational leave of absence will be required to use all compensatory time, floating holidays and vacation days while on leave. Earned benefit time shall be used until exhausted prior to the use of accrued, but unearned vacation.
 - d. Employees who are candidates for public office must use earned paid benefit time during the public service leave of absence. Employees who are elected or appointed to a position entitling them to a public service leave of absence may, if they choose, use earned paid benefit time during the leave. If earned paid benefit time is exhausted during a public office leave of absence, or if eligible employees choose not to use paid benefit time, the leave or remainder of the leave shall be without pay.
 - e. The City will provide health insurance and other benefits to employees on leave as required by law. No paid benefit time shall accrue during periods of unpaid leave, unless otherwise specified by union contract.
 - f. Holidays (named and floating holidays) will be designated as FMLA leave when a holiday falls during a week in which an employee is taking the full week of FMLA leave or in cases when an employee takes less than a full week but they are expected or were scheduled to work the holiday.
 - g. Policies related to required use and carry over of paid benefit time shall apply when employees are on leaves of absence.
 - h. Availability of paid benefit time is no guarantee of continued employment.
- (6) Employees returning from a leave of absence will be reinstated to their same job or to an equivalent job with equivalent status and pay, if required by law. However, in order to be reinstated to their same job or equivalent job, employees must return to work within 12 weeks after the expiration of an approved sick leave or FMLA leave, or for employees who do not qualify for FMLA leave, within 12 weeks of their first absence. This time may be extended upon recommendation of the Department Director and approval by the City Administrator for good cause, such as availability of additional earned sick leave. Employees who have taken personal, educational or public service leave cannot be guaranteed employment upon expiration of leave. Employees returning from a sick leave may be required to provide certification of their ability to perform the essential functions of their job, with or without reasonable accommodation and may be required to complete a fitness-for-duty examination or evaluation with the City's medical provider. Employees are required to provide at least 72 hours advance notice of their return to work after such leaves, unless this requirement is waived by the employee's supervisor and by the Human Resources Division. Employees returning from a military leave must also comply with all

704: LEAVES OF ABSENCE

of the reinstatement requirements specified by federal law. If the same job or one of equivalent status and pay is not available as a result of a reduction in force, the employee will be treated in the same manner as though s/he were not on leave at the time of the reduction in force.

- (7) Employees who are unable to report for work because of arrest and incarceration will be placed on a special personal leave of absence. If the employee is unable to secure bail, the leave of absence will continue until final disposition of the charges. If the employee is freed on bail, a decision whether to allow the resumption of active employment pending disposition of the charges will be made by the employee's Department Director and the Director of Finance & Business Operations. They will determine whether reinstatement would be consistent with the City's needs and requirements. Likewise, when an employee is convicted of a crime, the employee's Department Director and the Director of Finance & Business Operations will determine if it is in the best interests of the City to allow resumption to active employment or termination.
- (8) If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of the leave, the employee will be considered to have voluntarily terminated employment.
- (9) Resource: Department of Labor: [dol.gov/agencies/whd/fmla](https://www.dol.gov/agencies/whd/fmla)

Amended 1/1/05, 7/1/06, 1/1/09, 4/09, 1/23/12, 2/13/12, 11/12/12, 11/25/13, 6/1/15, 3/1/19, 1/6/20, 7/6/20, 11/2/20, 3/7/22, 10/17/22

Approved by the Library Board of Trustees 1/4/23

221: REMOTE WORK

Policy:

It is the policy of the City of Cedar Falls to provide remote work arrangements to employees when it is mutually beneficial to both the City and the employee. The City recognizes that offering flexible work arrangements can increase productivity, reduce turnover, and improve employee morale. Remote work is defined as any work arrangement that allows an employee to work outside of the employee's primary worksite at an alternate location, on a regular basis, at least one day a week, pursuant to an approved Remote Work Agreement. Employees must be able to carry out the same duties, assignments, and other work obligations at their alternate location as they do when working on the City's premises. Employees must be available to attend scheduled meetings and participate in other required office activities as needed.

Comment:

- (1) Approval of a remote work arrangement shall be made on a case-by-case basis. The nature of the work performed, the employee's past work performance, as well as the remote work location must be taken into consideration by the supervisor to determine remote work feasibility before entering into a Remote Work Agreement. The state or locality in which an employee chooses to reside may be a factor in determining if remote work will be approved. Remote work is not an entitlement nor is it a City-wide benefit.
- (2) Remote work is not a substitute for child or other dependent care. Remote workers shall make or maintain regular childcare, adult care, or similar personal arrangements to permit concentration on work assignments during agreed upon work hours.
- (3) Employees requesting a remote work arrangement shall complete and sign the Remote Work Agreement prior to commencing remote work. All remote work agreements are subject to approval by the Department Director.
- (4) On a case-by-case basis, the City will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each remote work arrangement. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the City is to be used for business purposes only. Upon termination of employment, all City property will be returned to the City, unless other arrangements have been made.
- (5) The remote working employee shall establish an appropriate work environment within his or her alternate location. Consistent with the City's expectations of information security for employees working at the office, remote working employees are expected to ensure the protection of City information and to maintain the security of confidential information accessible from the employee's alternate location. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

- (6) Occasional out-of-office work arrangements for two work weeks or less may be allowed on a case-by-case basis if approved by an employee's department director. A formal Remote Work Agreement is not required for these occasional remote work arrangements.
- (7) Voluntary remote work agreements may be discontinued, without cause, at any time, at the request of either the employee or the City. When practicable, either the City or the employee should provide a two week notice of termination of the agreement. When remote work is an expected condition of employment, the remote work agreement may only be discontinued at the option of the City.

Adopted

Amended

Approved by the Library Board of Trustees 4/6/22

Remote Work Agreement

Before completing this form, the employee requesting a remote work arrangement must review the Remote Work Policy. The nature of the work performed, as the employee's past work performance, and the remote work location must be assessed by the supervisor to determine remote work feasibility before entering into a remote work agreement. All remote work agreements are subject to approval by the Department Director. Remote work is neither an entitlement nor an organization-wide benefit.

This document is intended to ensure that both the supervisor and the employee have a clear, shared understanding of the employee's remote work arrangement. Each remote work arrangement is unique depending on the needs of the position, supervisor, and employee.

A. EMPLOYEE INFORMATION

Employee Name:	Click here to enter text.
Job Title:	Click here to enter text.
Department:	Click here to enter text.
Supervisor:	Click here to enter text.
Location where remote work will be performed:	Click here to enter text.
Remote work arrangement effective dates:	Click here to enter text. - Click here to enter text.

B. POSITION SUMMARY

The general expectation for a remote work arrangement is that the employee will effectively accomplish the employee's regular job duties, regardless of work location. If there are telework-specific job duties and/or expectations, specify them in the box below, or enter N/A.

--

C. TELEWORK DETAILS

Remote Work Schedule (days/hours):	Click here to enter text.
Equipment owned by the employee that will be used at the alternate worksite:	Click here to enter text.
Equipment owned by the City that will be used at the alternate worksite:	Click here to enter text.
If the employee supervises others, how will the employee meet & maintain the employee's supervisory responsibilities while working remotely:	Click here to enter text.
Identify any distractions from the employee's work at the alternate worksite. How will the employee manage these distractions to maintain productivity and quality while working remotely?	Click here to enter text.
Other conditions of the remote work agreement (if applicable):	Click here to enter text.

D. ACKNOWLEDGEMENTS AND APPROVALS

Voluntary remote work agreements may be discontinued, without cause, at any time, at the request of either the employee or the City. When practicable, either the City or the employee should provide a two week notice of termination of the agreement. When remote work is an expected condition of employment, the remote work agreement may only be discontinued at the option of the City.

This completed agreement will be retained by Human Resources in the employee's personnel file.

The undersigned hereby enter into this agreement with a full understanding and acceptance of the terms and conditions herein specified. Employee agrees to properly track all hours worked and in accordance with Fair Labor Standards Act (FLSA) guidelines.

Employee

Date

Employee's Supervisor

Date

Department Director

Date

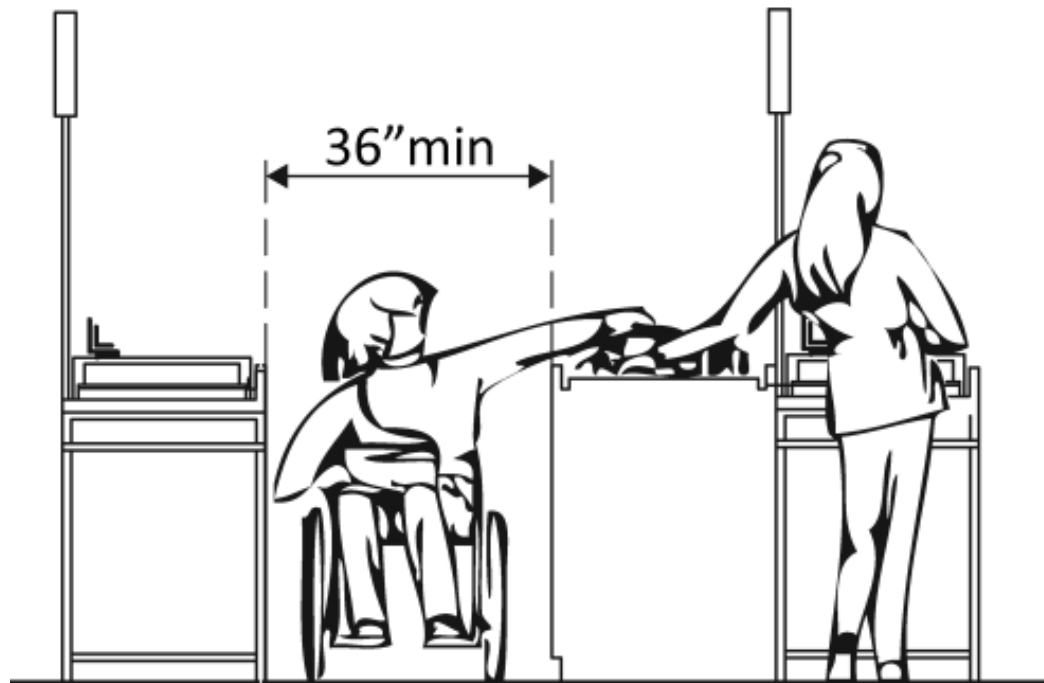
Human Resources Manager

Date

ADA Checklist for Existing Facilities

Priority 2 – Access to Goods & Services

Based on the 2010 ADA Standards for Accessible Design



Project

Building Cedar Falls Public Library

Location 524 Main St., Cedar Falls, IA

Date Dec. 2022-Jan. 2023

Surveyors Kelly Stern

Contact Information director@cedarfallslibrary.org

The layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance.



Institute for Human Centered Design
www.HumanCenteredDesign.org

Copyright © 2016



ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

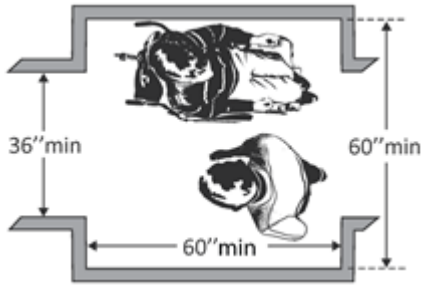
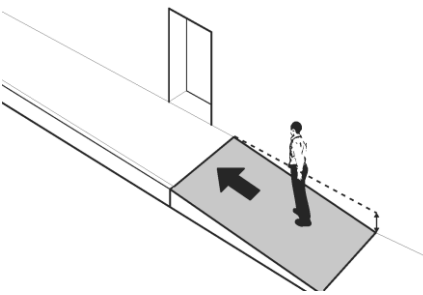
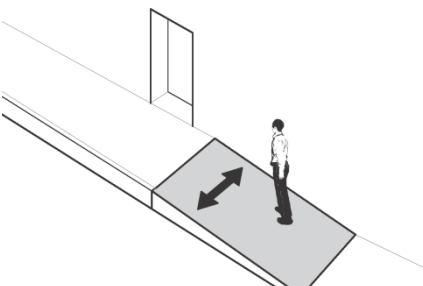

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

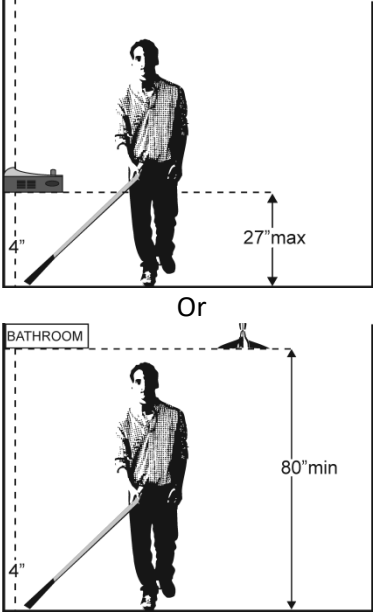
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

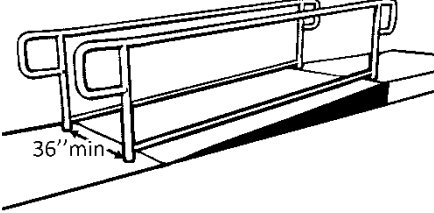
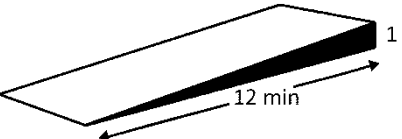
For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

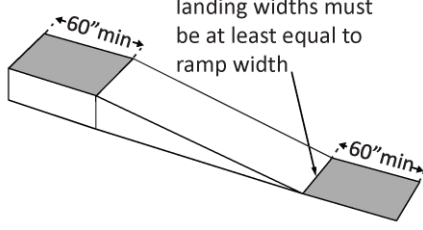
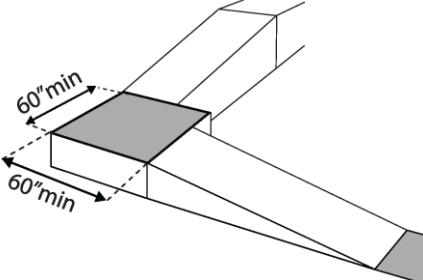
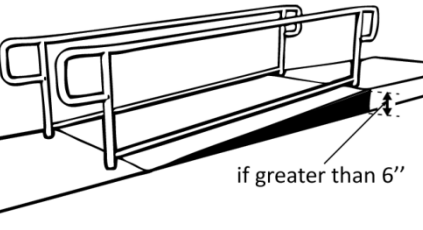
Copyright © 2016 ADA Checklist for Existing Materials. You can freely reproduce and distribute this content. Include proper attribution. But you must get permission before using this content as a fee-based product.

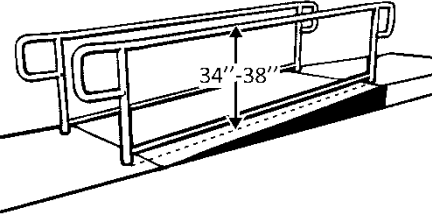
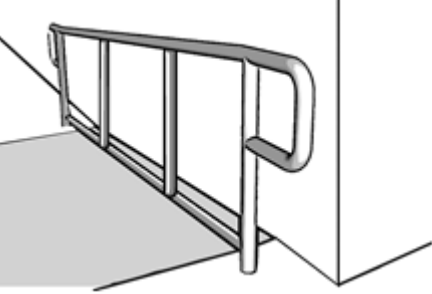
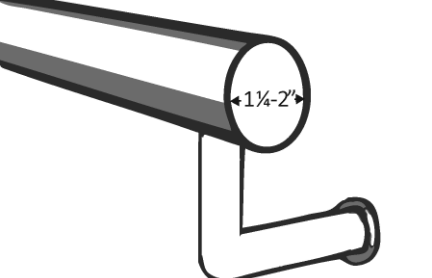
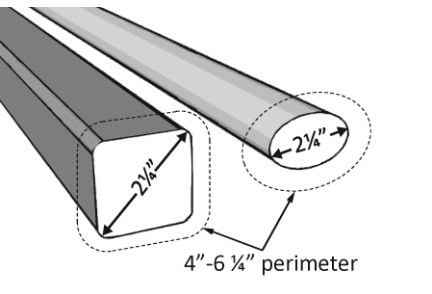
Priority 2 – Access to Goods & Services		Comments	Possible Solutions	
<p>2.1 Does the accessible entrance provide direct access to the main floor, lobby and elevator? [See 2010 ADA Standards for Accessible Design – 206.4]</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Photo #:	<ul style="list-style-type: none"> • Create accessible route • • 	
Interior Accessible Route				
<p>2.2 Are all public spaces on at least one accessible route? [206.2.4]</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Photo #:	<ul style="list-style-type: none"> • Create accessible route • • 	
<p>2.3 Is the route stable, firm and slip-resistant? [40.2, 302.1]</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Photo #:	<ul style="list-style-type: none"> • Repair uneven surfaces • • 	
<p>2.4 Is the route at least 36 inches wide? [403.5.1]</p> <p>Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 39"		Photo #:	<ul style="list-style-type: none"> • Widen route • •

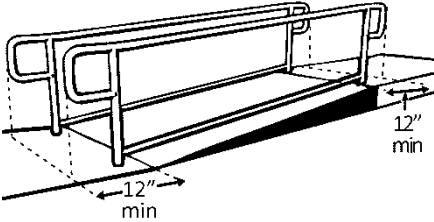
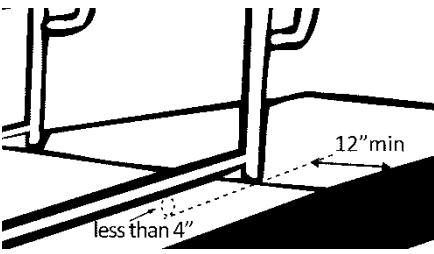
<p>2.5 If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen route for passing space • •
<p>2.6 Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3]</p> <p>Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade • •
<p>2.7 Is the cross slope no steeper than 1:48? [403.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade • •
<p>2.8 Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path?</p> <p>Or</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>	 <p>Or</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove object • Add tactile warning such as permanent planter or partial walls •

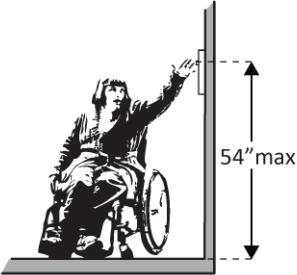
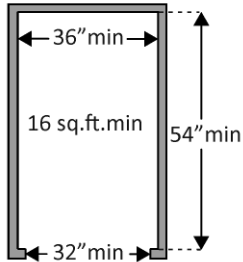
<p>If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? [307.2]</p> <p>Or</p> <p>Is the bottom leading edge at 80 inches or higher above the floor? [307.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	
<p>2.9 Are there elevators or platform lifts to all public stories?</p> <p>Note: Vertical access is not required in new construction or alterations if a facility is less than three stories or has less than 3,000 square feet per story, unless the facility is a shopping center, shopping mall, professional office of a health care provider, transportation terminal, state facility or local government facility</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install if necessary • Offer goods and services on an accessible story •

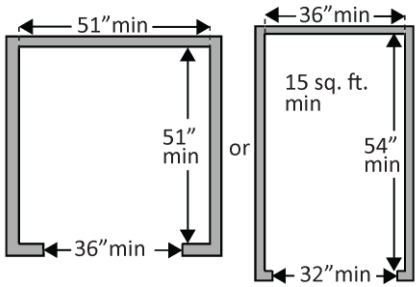
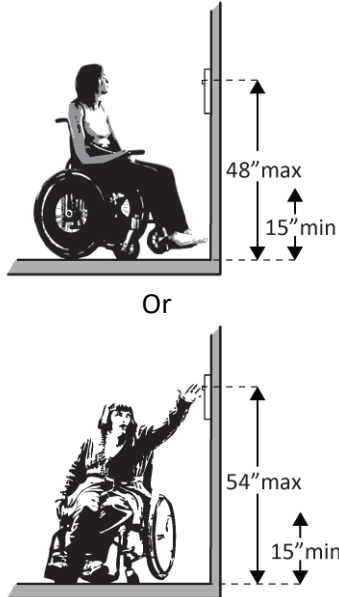
Ramps				
<p>2.10 If there is a ramp, is it at least 36 inches wide? [405.5]</p> <p>Note: If there are handrails, measure between the handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • •
<p>2.11 Is the surface stable, firm and slip resistant? [405.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Resurface ramp • •
<p>2.12 For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2]</p> <p>Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when due to space limitations.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lengthen ramp to decrease slope • Relocate ramp •

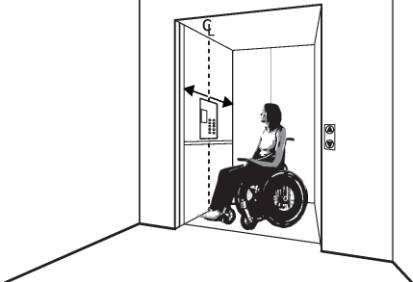
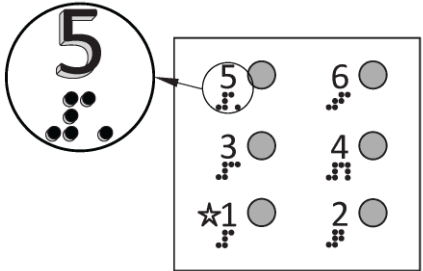
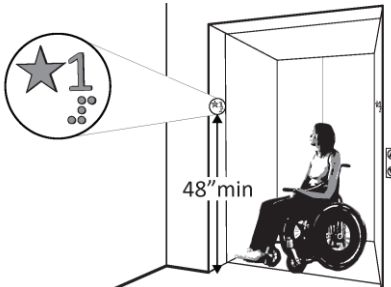
<p>2.13 Is there a level landing that is at least 60 inches long and at least as wide as the ramp:</p> <p>At the top of the ramp?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p> <p>At the bottom of the ramp? [405.7.2, 405.7.3]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • Relocate ramp •
<p>2.14 Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Increase landing size • •
<p>2.15 If the ramp has a rise higher than 6 inches are there handrails on both sides? [405.8]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add handrails • •

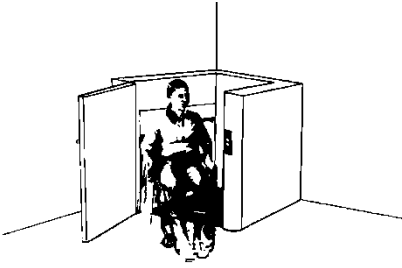
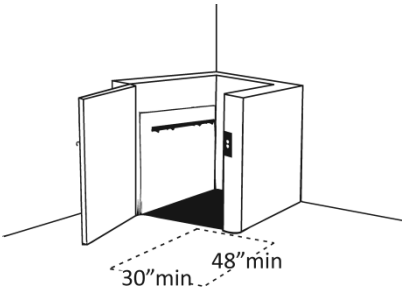
<p>2.16 Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust handrail height • •
<p>2.17 Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3]</p> <p>If there are obstructions, is the bottom of the gripping surface obstructed no more than 20%? [505.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure or replace handrails • •
<p>2.18 If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter? [505.7.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace handrails • •
<p>2.19 If the handrail gripping surface is non-circular:</p> <p>Is the perimeter no less than 4 inches and no greater than 6 ¼ inches?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace handrails • •

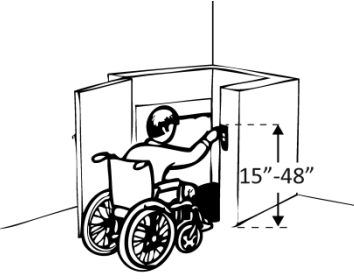
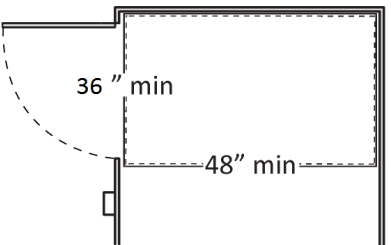
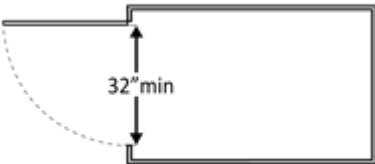
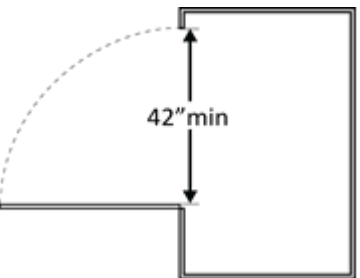
<p>Is the cross section no greater than 2¼ inches? [505.7.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA</p>		<p>Photo #:</p>	
<p>2.20 Does the handrail:</p> <p>Extend at least 12 inches horizontally beyond the top and bottom of the ramp?</p> <p>Return to a wall, guard, or landing surface? [505.10.1]</p> <p>Note: If a 12" extension would be hazardous (in circulation path), it is not required.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter handrails • •
<p>2.21 To prevent wheelchair casters and crutch tips from falling off:</p> <p>Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add curb • Add barrier • Extend ramp width • •

Elevators – Full Size & LULA (limited use, limited application) LULA elevators are often used in alterations.				
<p>2.22 If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor? [407.2.1.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 42"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change call button height • •
<p>2.23 If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	<p>Photo #:</p>	<p>* If constructed before 3/15/2012 and manually operated, the door is not required to reopen automatically</p> <ul style="list-style-type: none"> • Install opener •
<p>2.24 If there is a LULA elevator with a swinging door:</p> <p>Is the door power-operated?</p> <p>Does the door remain open for at least 20 seconds when activated?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Time: NA</p>	<p>Photo #:</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Add power operated door • Adjust opening time •
<p>2.25 If there is a full size elevator:</p> <p>Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area?</p> <p>Is the door opening width at</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 50 X 80"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace elevator • •

<p>least 32 inches? [407.4.1 Exception]</p>	<p>Measurement: 42"</p>		<p>Photo #:</p>	
<p>2.26 If there is a LULA elevator, is the interior:</p> <p>At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches? [408.4.1 Exceptions 1 and 2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace elevator • •
<p>2.27 If there is a full size or LULA elevator, are the in-car controls:</p> <p>No less than 15 inches and no greater 48 inches above the floor? Or Up to 54 inches above the floor for a parallel approach? [408.4.6, 407.4.6.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 34" to 44" <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change control height • •

<p>2.28 If there is a LULA elevator, are the in-car controls centered on a side wall? [408.4.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure controls • •
<p>2.29 If there is a full size or LULA elevator:</p> <p>Are the car control buttons designated with raised characters?</p> <p>Are the car control buttons designated with Braille? [407.4.7.1, 703.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add raised characters • Add Braille •
<p>2.30 If there is a full size elevator, are there audible signals which sound as the car passes or is about to stop at a floor? [407.4.8]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install audible signals • •
<p>2.31 If there is a full size or LULA elevator:</p> <p>Is there a sign on both door jambs at every floor identifying the floor?</p> <p>Is there a tactile star on both jambs at the main entry level?</p> <p>Do text characters contrast</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs • Change sign height • •

<p>with their backgrounds?</p> <p>Are text characters raised?</p> <p>Is there Braille?</p> <p>Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*</p> <p>[407.2.3, 408.2.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 58"</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required</p>
<p>Platform Lifts</p>				
<p>2.32 If a lift is provided, can it be used without assistance from others?</p> <p>[410.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>NA</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure so independently operable • •
<p>2.33 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?</p> <p>[410.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove obstructions • •

<p>2.34 Are the lift controls no less than 15 inches and no greater than 48 inches above the floor? [410.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change control height • •
<p>2.35 Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift? [410.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace lift • •
<p>2.36 If there is an end door, is the clear opening width at least 32 inches? [410.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter door width • •
<p>2.37 If there is a side door, is the clear opening width at least 42 inches? [410.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter door width • •

Signs “Tactile characters” are read using touch, i.e. raised characters and Braille.

2.38 If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: [216.2]

Do text characters contrast with their backgrounds? [703.5]

Are text characters raised? [703.2]

Is there Braille? [703.3]

Is the sign mounted: On the wall on the latch side of the door? [703.4.2]

Note: Signs are permitted on the push side of doors with closers and without hold-open devices.

With clear floor space beyond the arc of the door swing and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * [703.4.2]

Yes No

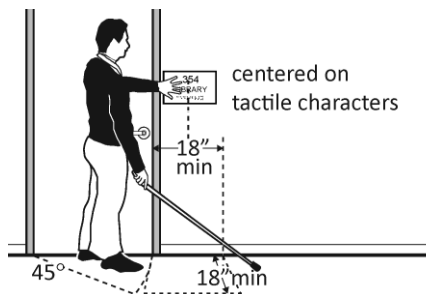
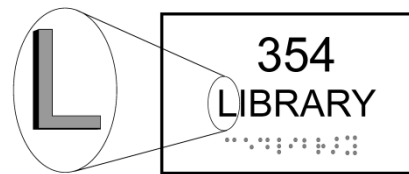
Yes No

Yes No

Yes No

Yes No

Measurement: 19.5"



- Install tactile sign
- Relocate sign
-

*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required

So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor? * [703.4.1]

Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.

Yes No

Measurement: 60"

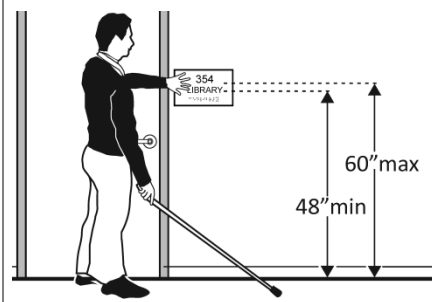


Photo #:

*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation not required

2.39 If there are signs that provide direction to or information about interior spaces:

Do text characters contrast with their backgrounds? [703.5.1]

Is the sign mounted so that characters are at least 40 inches above the floor? [703.5.6]

Note: Raised characters and Braille are not required.

Yes No

Yes No

Measurement: 60"

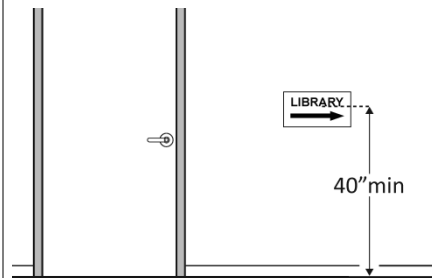
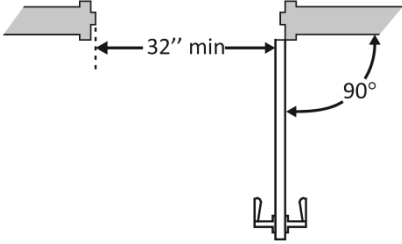
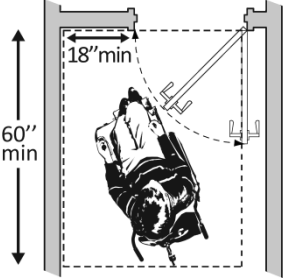
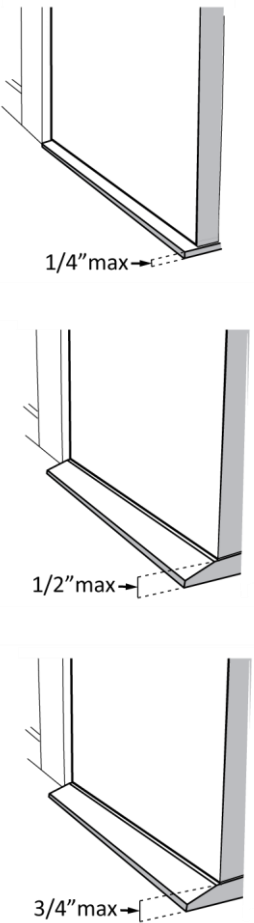
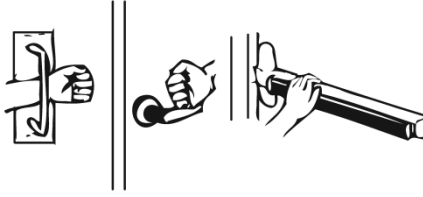
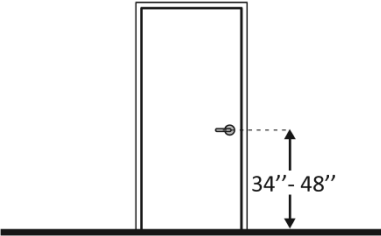
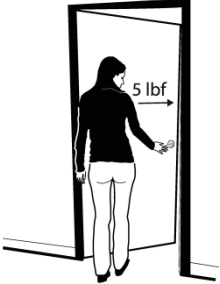
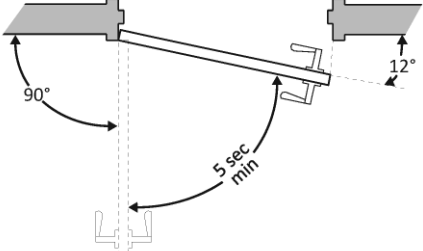
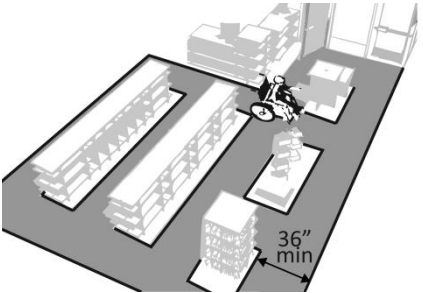



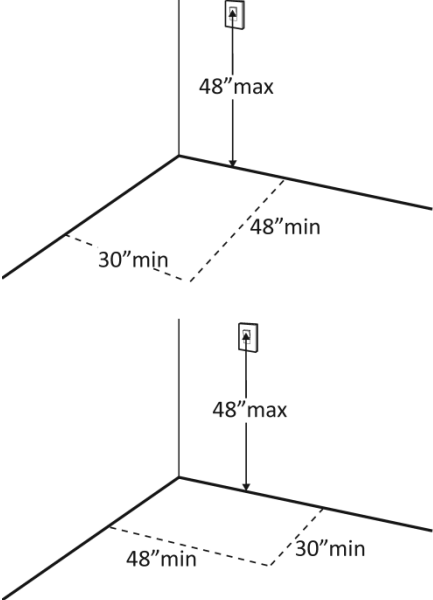
Photo #:

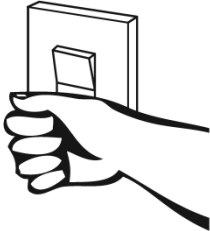
- Install signs with contrasting characters
- Change sign height
-

Interior Doors – to classrooms, medical exam rooms, conference rooms, etc.				
<p>2.40 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 36"</p>	 <p>A technical diagram of a door frame. The door is shown open at a 90-degree angle. A horizontal double-headed arrow indicates a minimum clear width of 32 inches between the door's face and the stop. A curved arrow indicates the 90-degree opening.</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Install offset hinges • Alter the doorway •
<p>2.41 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth?</p> <p>Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door.</p> <p>On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 20"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA</p>	 <p>A diagram showing a wheelchair positioned in a doorway. A dashed rectangle indicates a maneuvering clearance area that is 18 inches wide and 60 inches deep. The wheelchair is shown within this area, demonstrating the required space.</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove obstructions • Reconfigure walls • Add automatic door opener

<p>2.42 If the threshold is vertical is it no more than ¼ inch high?</p> <p>Or</p> <p>No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]</p> <p>Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove or replace threshold • •
<p>2.43 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •

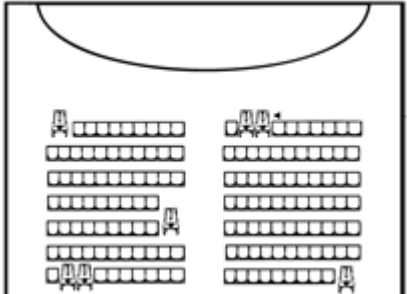
<p>2.44 Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 40"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change hardware height • •
<p>2.45 Can the door be opened easily (5 pounds maximum force)? [404.2.9]</p> <p>Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: EASY TO OPEN</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers
<p>2.46 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust closer • •
<p>Rooms and Spaces – stores, supermarkets, libraries, etc.</p>				
<p>2.47 Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide? [403.5.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: Narrowest is 38.5"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Rearrange goods, equipment and furniture • •

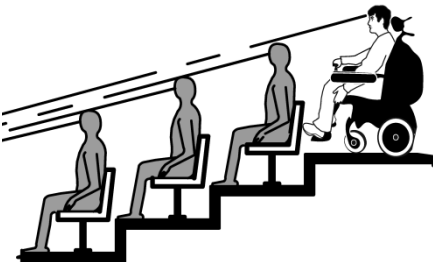
<p>2.48 Are floor surfaces stable, firm and slip resistant? [302.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change floor surface • •
<p>2.49 If there is carpet: Is it no higher than ½ inch? Is it securely attached along the edges? [302.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: .25" <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace carpet • •
<p>Controls – light switches, security and intercom systems, emergency/alarm boxes, etc.</p>				
<p>2.50 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [305.3] Are the operable parts no higher than 48 inches above the floor?* [309.3, 308]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 34 x 48" <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 48"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change height of control • • <p>*If constructed before 3/15/2012 and a parallel approach is provided, controls can be 54 inches above the floor</p>

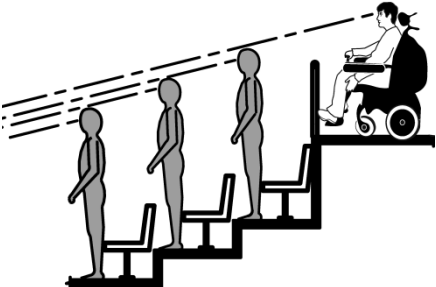

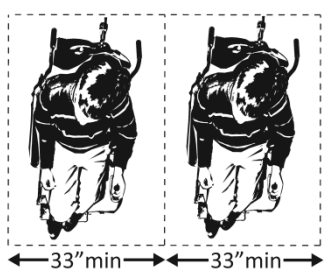
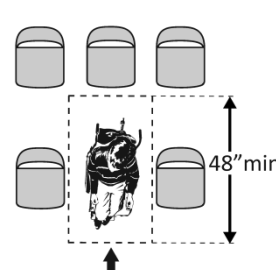
<p>2.51 Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist? [309.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace control • •
--	--	--	-----------------	---

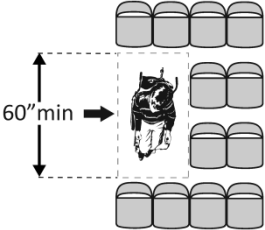
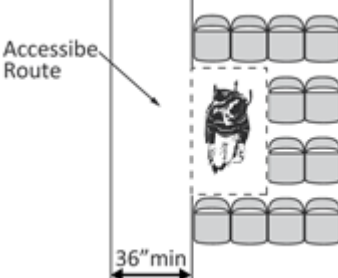
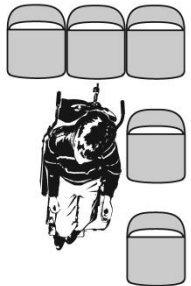
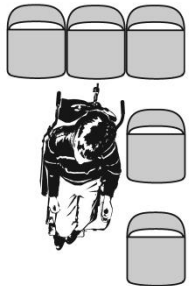
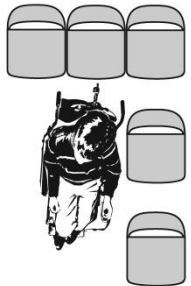
Seating: Assembly Areas – theaters, auditoriums, stadiums, theater style classrooms, etc.


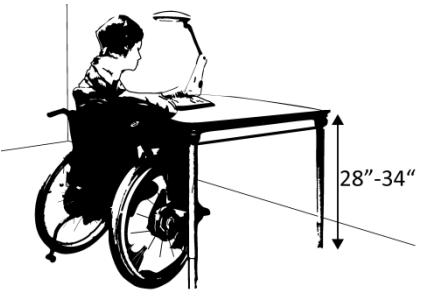
<p>2.52 Are an adequate number of wheelchair spaces provided? [221.2.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Total #: NA</p> <p>Wheelchair #:</p>	<table border="1"> <thead> <tr> <th># of Seats</th> <th>Wheelchair Spaces</th> </tr> </thead> <tbody> <tr> <td>4 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 150</td> <td>4</td> </tr> <tr> <td>151 - 300</td> <td>5</td> </tr> <tr> <td colspan="2">300+ see 2010 Standards 221.2.1.</td> </tr> </tbody> </table>	# of Seats	Wheelchair Spaces	4 - 25	1	26 - 50	2	51 - 150	4	151 - 300	5	300+ see 2010 Standards 221.2.1.		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to add wheelchair spaces • •
# of Seats	Wheelchair Spaces															
4 - 25	1															
26 - 50	2															
51 - 150	4															
151 - 300	5															
300+ see 2010 Standards 221.2.1.																

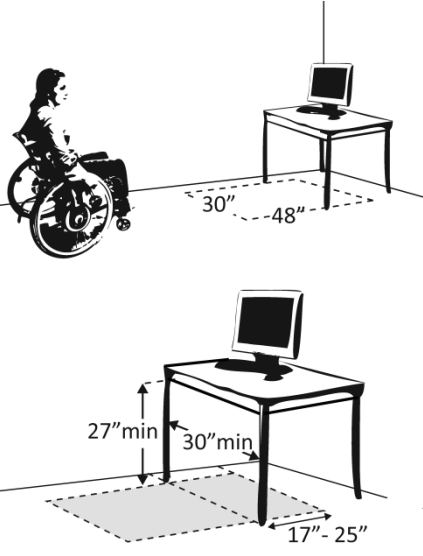
<p>2.53 Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities? [221.2.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to disperse wheelchair spaces • •
--	---	---	-----------------	---

<p>2.54 Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.1.1, 802.1.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter for line of sight • •
--	---	--	-----------------	---

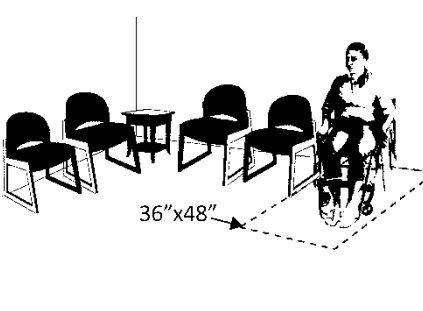
<p>2.55 Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.2.1, 802.1.2.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter for line of sight • •
<p>2.56 If there is a single wheelchair space, is it at least 36 inches wide? [802.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter space • •
<p>2.57 If there are two adjacent wheelchair spaces, are they each at least 33 inches wide? [802.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter spaces • •
<p>2.58 If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep? [802.1.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter space • •

<p>2.59 If the wheelchair space can only be entered from the side, is it at least 60 inches deep? [802.1.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter space • •
<p>2.60 Do wheelchair spaces adjoin, but not overlap, accessible routes? [802.1.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter spaces • •
<p>2.61 Is there at least one companion seat for each wheelchair space? [221.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add companion seats • •
<p>2.62 Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair? [802.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter seating • •
<p>2.63 Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area? [802.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add equivalent seating • •

Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) and non-employee work surfaces (libraries, conference rooms, etc.)				
<p>2.64 Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs? [226.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Total #:</p> <p>Wheelchair #:</p>		<p>Seating areas are flexible/movable</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Alter to provide accessible spaces • •
<p>2.65 Is there a route at least 36 inches wide to accessible seating? [403.5.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: Narrowest is 36"</p>	 <p>A top-down diagram of a wheelchair in a narrow aisle. A double-headed vertical arrow indicates a 36-inch minimum clearance between the wheelchair and the walls.</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen route • •
<p>2.66 At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor? [902.3]</p> <p>Note: If for children, the top should be no less than 26 inches and no greater than 30 inches above the floor.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 29"</p>	 <p>A side-view diagram of a person in a wheelchair sitting at a table. A vertical double-headed arrow indicates the table height is between 28 and 34 inches.</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter surface height • •

<p>2.67 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? [305.3]</p> <p>Does it extend no less than 17 inches and no greater than 25 inches under the surface?</p> <p>Is there knee space at least 27 inches high and at least 30 inches wide? [306.2, 306.3]</p> <p>Note: If for children, the knee space may be 24 inches high.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 42 x 55"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 20"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 28 x 33"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter table or work surface • Add accessible table or work surface •
---	---	--	-----------------	--

Seating: General – reception areas, waiting rooms, etc.

<p>2.68 Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair? [802.1.2, 802.1.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>All seating areas have at least this much space.</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Move furniture and equipment to provide space • •
--	---	---	---	---

Benches – In locker rooms, dressing rooms, fitting rooms This section does not apply to any other benches.

<p>2.69 In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench? [222.1, 803.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>NA</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Add bench • •
---	---	--	---------------------------	---

2.70 Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench?

Yes No

Measurement:
NA

Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep?

Yes No

Measurement:
NA

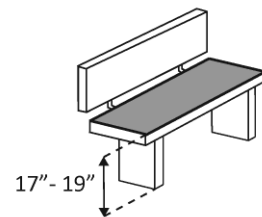
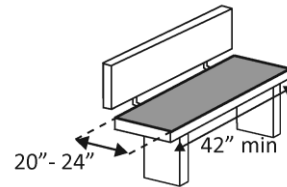
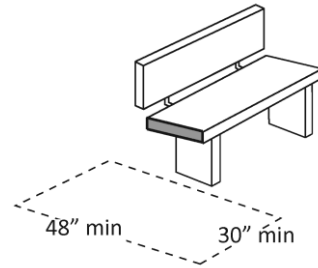
Does the bench have back support or is it affixed to a wall?

Yes No

Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?
[903]

Yes No

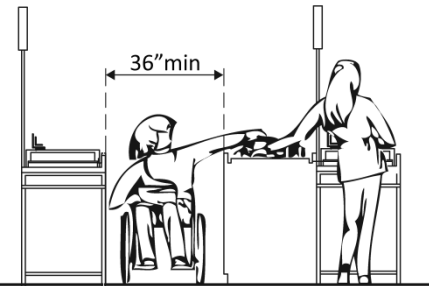
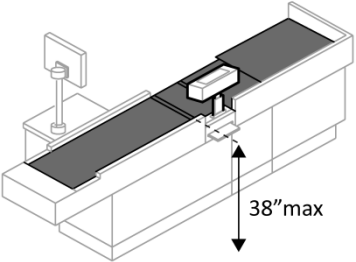
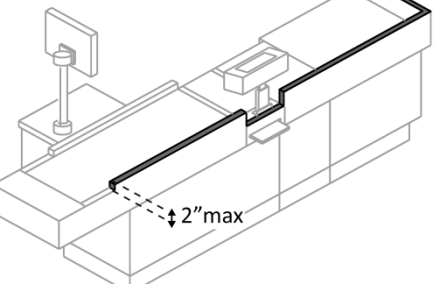
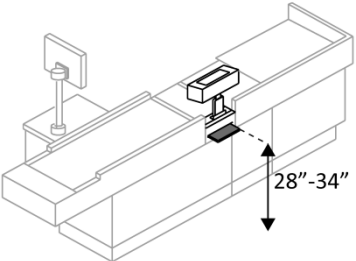
Measurement:
NA


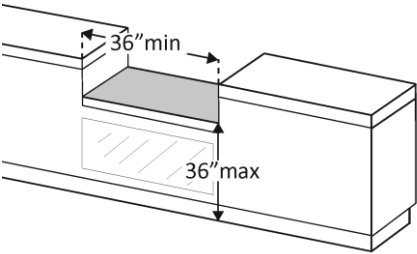
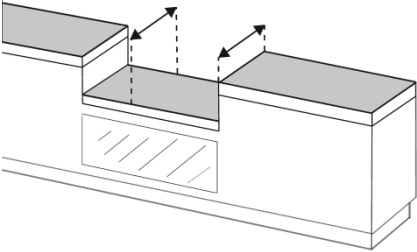


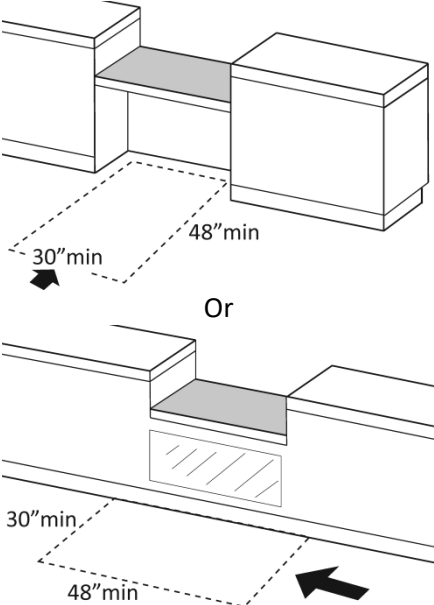
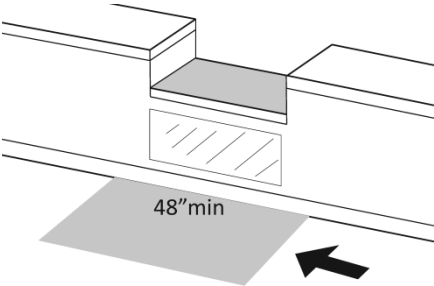
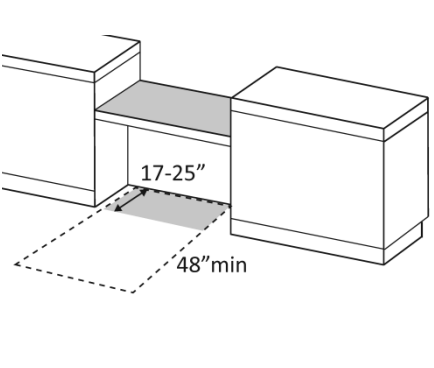
- Move bench
- Replace bench
- Affix bench to wall
-
-

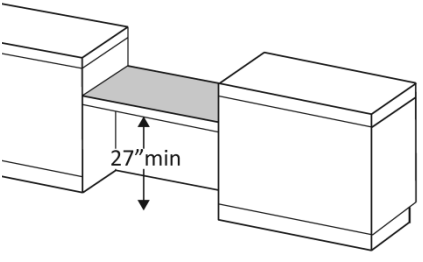
Photo #:

Check-Out Aisles – supermarkets, large retail stores, etc.

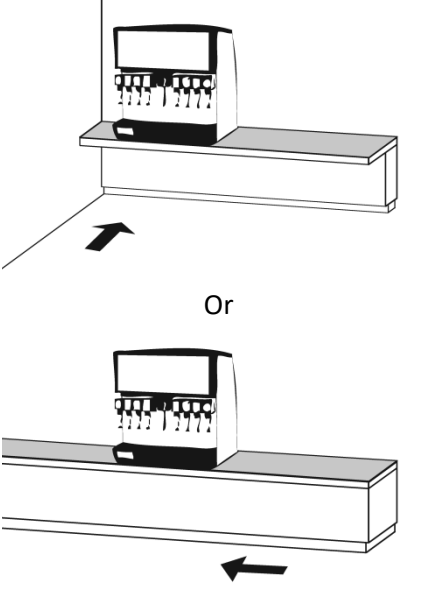
<p>2.71 Is the aisle at least 36 inches wide? [904.3.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 57"</p>		<p>This information is for self-check stations.</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Widen aisle • •
<p>2.72 Is the counter surface of at least one aisle no higher than 38 inches above the floor? [904.3.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 30"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower counter • •
<p>2.73 Is the top of the counter edge protection no higher than 2 inches above the counter surface? [904.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower edge protection • •
<p>2.74 If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.3.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter check writing surface • •

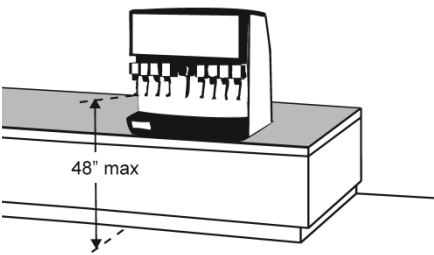
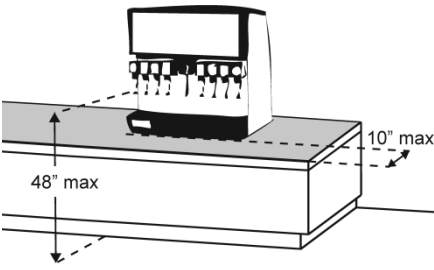
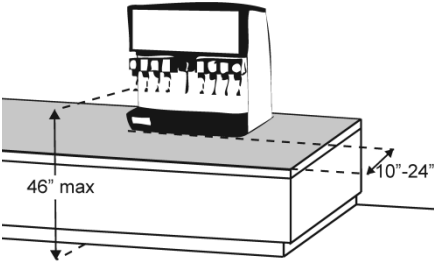
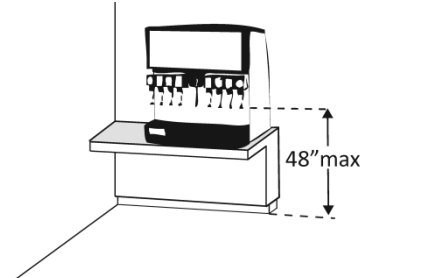
<p>2.75 If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle? [216.11]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>NA</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Add sign • •
<p>Sales & Service Counters – banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.</p>				
<p>2.76 Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long? [904.4.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 28"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 47"</p>		<p>This information is for the wheelchair accessible window at the service desk in the lobby.</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Lower section of counter • Lengthen section of counter •
<p>2.77 Does the accessible portion of the counter extend the same depth as the counter top? [904.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 37"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter accessible portion • •

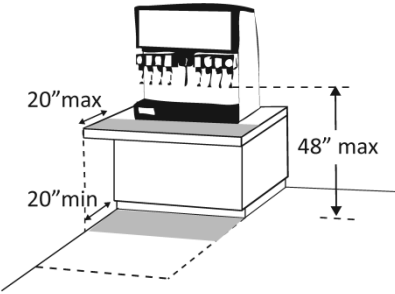
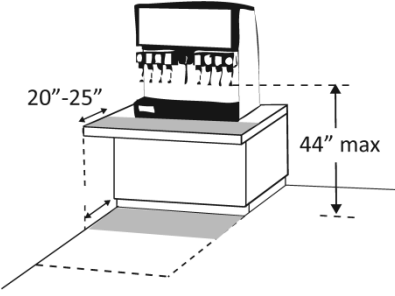
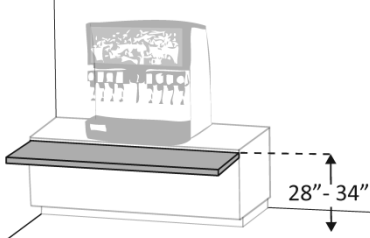
<p>2.78 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [904.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Parallel Measurement: 60 x 60"</p> <p><input checked="" type="checkbox"/> Forward Measurement: 60 x 60"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide a parallel or forward approach • •
<p>2.79 For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter? [904.4.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 60"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • If a parallel approach is not possible, a forward approach is required • •
<p>2.80 For a forward approach: Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? [306.2.2, 306.2.3]</p> <p>Is there at least 27 inches</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 60"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide knee clearance • •

<p>clearance from the floor to the bottom of the counter? [306.3.1]</p>	<p>Measurement: 28"</p>		<p>Photo #:</p>	
---	-----------------------------	--	-----------------	--

Food Service Lines – in cafeterias, salad bars, eat-in fast food establishments, etc.

<p>2.81 Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach? [904.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Forward</p> <p><input type="checkbox"/> Parallel</p>		<p>NA</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide approach • •
---	--	---	---------------------------	---

<p>2.82 If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •
<p>2.83 If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •
<p>2.84 If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor? [308.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •
<p>2.85 If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.2.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •

<p>2.86 If there is an obstruction no deeper than 20 inches with a forward approach:</p> <p>Does clear floor space extend under the obstruction that is at least the same depth as the obstruction?</p> <p>Is the shelf or dispensing device no higher than 48 inches above the floor? [904.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide knee space • Lower shelf and/or dispensing device •
<p>2.87 If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach:</p> <p>Does clear floor space extend under the obstruction that is at least the same depth as the obstruction?</p> <p>Is the shelf or dispensing device no higher than 44 inches above the floor? [904.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide knee space • Lower shelf and/or dispensing device •
<p>2.88 If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.5.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure • •

	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • • •
	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • • •
	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • • •
	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • • •
	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • • •

Cedar Falls Public Library
MASKS TO PREVENT THE SPREAD OF COVID-19

For the protection of library patrons and staff, face masks completely covering the nose and mouth may be required of staff and library visitors for extensive assistance during which there is no acrylic health shield for separation and a distance of six feet cannot be maintained. Examples of such assistance include but are not limited to computer or technology help.

Masks may be required of all attendees over the age of two at some indoor library programs.

For the purposes of this policy, *face mask* means a material that securely covers a person's nose and mouth and remains affixed in place without the use of one's hands, whether purchased or homemade, and consistent with the Center for Disease Control and Prevention guidelines. ("Face Mask Regulation," Black Hawk County Health Department) Face shields and gaiters will not be considered masks.

Adopted 10/07/2020; Approved as revised 6/2/21, 9/1/21, 4/6/22