

AGENDA
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
April 5, 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. FOTL request to serve wine at their May 9 40th anniversary book discussion
 - c. Funding request
 - d. Personnel Policy 209 revision
 - e. Miscellaneous
- X. Reports from Department Heads
 - a. Public Services Librarian
 - b. Youth Librarian
- XI. Referred for Board Action
 - a. Approve filling intern vacancy in the youth department
 - b. Approve serving wine at the Friends of the Cedar Falls Public Library's 40th anniversary book discussion on May 9, 2023
 - c. Funding request: Drive-up Book Return Replacement 2023/Ray

- d. Approve Personnel Policy 209 Hours of Work as revised
- XII. Reports of Standing and Special Committees: Action appropriate to the reports
- a. Friends of the Library
 - b. Finance: No meeting needed in April
 - c. Personnel
 - d. Library Art
- XIII. Unfinished business
- XIV. New business
- XV. Adjournment

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

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

- I. President Sulentic called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval
Director Stern noted that an item needs to be added to the Referred for Board Action section. She noted that a shelver cannot work all of her hours, so she would like to add filling an 11 hour shelver position to this section.
MOTION: (Bessman Taylor, Green) to approve the agenda as amended. Passed.
- III. Minutes: Corrections and approval
Member Blair-Broeker noted that some of the votes in the minutes do not have the result listed. Assistant Daniels noted that he will add in the results.
MOTION: (Cormaney, Graziano) to approve the minutes with the change noted. Passed.
- IV. Public Forum
None
- V. Board Training update
Member Cormaney noted that she thought that the training last month was great.
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Bills: Corrections/additions/deletions/approval
President Sulentic inquired if there are any unusual bills. Assistant Daniels noted that there are no unusual bills, just the usual ones for this time of the year.
MOTION: (Blair-Broeker, Cormaney) to approve the February bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
President Sulentic noted that it looks like there has been a good start to the first quarter.
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
None
- VIII. Usage Report

Member Cormaney inquired if the mild winter has helped with the numbers. Director Stern noted that it is hard to tell the exact cause.

IX. Director's Report

a. Staffing update

Director Stern noted that the new reference assistant will be starting tomorrow. She noted that she has received applications for the opening in the circ department. Director Stern noted that Librarian Hosford and herself will be interviewing candidates next week.

b. Request from Friends of the Library to serve wine and/or beer at their annual meeting

Director Stern noted that the meeting they would like to serve wine and/or beer at is on April 18th. She also noted that the library is far from the maximum of 10 events per year that can serve beer and/or wine. Librarian Hosford noted that she might hold a multigenerational bee program that would serve Mead.

c. Miscellaneous

Director Stern noted that Senate Bill 1124 is currently being discussed as it puts a cap on the growth of levy funds. She noted that the levy fund provides items for the collection and pays, or partially pays the wages of staff that work with the collection. Director Rodenbeck noted that in this case, or with any other issues, the Board can pass along items to her that she can then pass along. Some additional proposed legislative bills were also discussed. Director Stern noted that the documents necessary for accreditation were submitted, and President Sulentic signed the necessary form.

X. Reports from Department Heads

a. Public Services Librarian

Director Stern noted that Assistant Meier has two gardening programs this month on the 20th and 27th. She noted that there will also be a book discussion of Schindler's List with Dr. Stephen Gaies as part of the 40th anniversary of the Friends of the Library. Director Stern noted that the next Fortepan Iowa program is on the 26th regarding 19th century fashion. She noted that there will also be a program with Emily Machen on the 28th.

b. Youth Librarian

Librarian Hosford noted that she attended Hansen Literacy Night last month, and will be attending one at Aldrich Elementary in April. She noted that it will be nice when the branding project is over and she will have items she can hang up. Librarian Hosford noted she signed up to be part of Sturgis Falls again, and will be using the book bike. She discussed the Book Buddies program that is targeted at Kindergarten to 3rd grade patrons. Librarian Hosford noted that she has some big programs scheduled for spring break like a dinosaur program with ISU. She noted that Librarian Blackford has a lot of ideas for programs for teens.

XI. Consider amendments to Personnel Policies 704 Leaves of Absence and 221 Remote Work
It was decided that amendments to these policies are not needed at this time.

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

Member Roelofse inquired if there is anything in the policy about needing an officer present. Director Stern noted that there is not, but there is a requirement for renters of the Community Center.

MOTION: (Cormaney, Bessman Taylor) to approve serving wine and/or beer at the Friends of the Cedar Falls Public Library Annual Meeting on April 18, 2023. Passed.

b. Approve ADA Checklist for Priority 2: Access to Goods and Services

President Sulentic noted that it looks like all of the requirements were passed by the library. Director Stern noted that if anything is deficient in this section they ask for the library to work on that without it affecting the accreditation.

MOTION: (Blair-Broeker, Green) to approve ADA Checklist for Priority 2: Access to Goods and Services. Passed.

c. Approve extending the library mask policy

Member Blair-Broeker suggested extending it for one year after discussion on the policy.

MOTION: (Blair-Broeker, Green) to approve extending the library mask policy. Passed.

d. Approve filling 11 hour shelver position

MOTION: (Cormaney, Graziano) to approve filling 11 hour shelver position. Passed.

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

a. Friends of the Library

Director Stern noted that their annual meeting will be on April 18th in the meeting room.

b. Finance: Mar. 29, 2023 at 4 p.m.

Director Stern noted that there is a new funding request to help pay some of the cost to replace the book returns on State Street that needs to be discussed, so the committee will need to meet on March 29th.

c. Personnel

Member Bessman Taylor noted that the committee met with Director Stern to discuss the evaluation that will happen. She noted that they will be looking for input from more of the library staff. Member Bessman Taylor noted that they will be using a Google Form again.

d. Library Art

None

XIV. Unfinished business

None

XV. New business

Director Rodenbeck noted that the budget process was held up due to some legislation, but the process will start on Monday with a presentation to Council.

XVI. Adjournment

Motion to adjourn (Blair-Broeker, Green). Passed. Meeting adjourned at 4:40.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem

LIBRARY BILL REPORT
4/5/2023

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	
	ARAMARK Total		<u>\$ 47.10</u>		
GENERAL	AUNT FLOW CORP.	89-33	\$ 1,635.00	FOTL:CONTINGNCY-AUNT FLOW	PRODUCTS (DISP., TAMPONS)
	AUNT FLOW CORP. Total		<u>\$ 1,635.00</u>		
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 9.00	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 10.35	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 15.96	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 15.96	ADULT BOOKS (MEM HOGAN)	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 15.96	ADULT BOOKS (MEM HOGAN)	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 16.14	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 16.38	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 17.09	ADULT BOOKS (MEM HOGAN)	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 18.00	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 18.24	LARGE PRINT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 18.60	LARGE PRINT BOOKS (MEM	HOGAN)
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 18.60	LARGE PRINT BOOKS (MEM	HOGAN)
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 19.93	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 20.89	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-35	\$ 22.00	YOUTH CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 23.04	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-37	\$ 23.09	YOUNG ADULT CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 26.55	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 27.87	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 28.79	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 31.34	ADULT BOOKS (MEM HOGAN)	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 32.77	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 33.04	ADULT BOOKS (MEM HOGAN)	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 33.06	ADULT BOOKS (MEM HOGAN)	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 33.62	ADULT BOOKS (MEM HOGAN)	

LEVY	BAKER & TAYLOR BOOKS	89-22	\$	34.17	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$	36.29	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$	38.99	LARGE PRINT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$	49.02	ADULT BOOKS (MEM HOGAN)	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	52.44	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$	53.05	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	58.49	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$	63.56	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	77.51	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$	80.75	ADULT BOOKS (MEM HOGAN)	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	86.90	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$	87.69	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	107.68	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	113.40	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	116.63	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	128.31	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	162.96	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	179.11	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	188.00	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	198.64	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	207.38	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	236.20	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-34	\$	246.75	RAY 2 RMB BRIDGE TO	READING-YOUTH BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	279.22	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	295.54	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	310.09	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-34	\$	359.25	RAY 2 RMB BRIDGE TO	READING-YOUTH BOOKS
GENERAL	BAKER & TAYLOR BOOKS	89-34	\$	426.25	RAY 2 RMB BRIDGE TO	READING-YOUTH BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-21	\$	466.38	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	510.69	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	515.06	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$	526.05	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-34	\$	606.50	RAY 2 RMB BRIDGE TO	READING-YOUTH BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	1,010.17	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	1,617.54	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-34	\$	1,782.25	RAY 2 RMB BRIDGE TO	READING-YOUTH BOOKS
BAKER & TAYLOR BOOKS Total				<u>\$ 11,855.18</u>		

LEVY	BAKER & TAYLOR ENTERTAINMENT	89-24	\$ 12.73	ADULT CD MUSIC	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-24	\$ 16.13	ADULT CD MUSIC	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-24	\$ 22.06	ADULT CD MUSIC	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 34.98	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 39.88	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 48.97	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 58.77	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 102.13	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 173.52	ADULT VIDEOS	
	BAKER & TAYLOR ENTERTAINMENT Total		<u>\$ 509.17</u>		
GENERAL	BLACK HAWK COUNTY CONSERVATION	89-33	\$ 80.00	FOTL:YA-FORAGING &	BACKPACKING PROGRAMS
	BLACK HAWK COUNTY CONSERVATION Total		<u>\$ 80.00</u>		
GENERAL	CEDAR FALLS UTILITIES	85-01	\$ 6,442.21	LIBRARY UTILITIES	
	CEDAR FALLS UTILITIES Total		<u>\$ 6,442.21</u>		
LEVY	CENGAGE LEARNING INC	89-23	\$ 21.69	LARGE PRINT BOOKS	
LEVY	CENGAGE LEARNING INC	89-23	\$ 24.49	LARGE PRINT BOOKS	
	CENGAGE LEARNING INC Total		<u>\$ 46.18</u>		
LEVY	CENTER POINT LARGE PRINT	89-23	\$ 49.14	LARGE PRINT BOOKS	
	CENTER POINT LARGE PRINT Total		<u>\$ 49.14</u>		
LEVY	DEMCO, INC	71-11	\$ 68.84	2" PREMIUM BOOK TAPE	
GENERAL	DEMCO, INC	89-33	\$ 73.97	FOTL:YOUTH-SLATWALL BOOK	HOLDERS 8.5 X 2-1/8"
	DEMCO, INC Total		<u>\$ 142.81</u>		
GENERAL	FRIENDS OF THE GRIMES PUB	89-34	\$ 225.00	BERG 2 RMB ADVENTURE PASS	'23-TIXKEEPER SOFTWARE
	FRIENDS OF THE GRIMES PUB Total		<u>\$ 225.00</u>		
GENERAL	GORDON FLESCH COMPANY INC	81-91	\$ 1,015.82	COPIER CONTRACT	015-1483981-000
	GORDON FLESCH COMPANY INC Total		<u>\$ 1,015.82</u>		
GENERAL	INGRAM ENTERTAINMENT INC.	89-33	\$ 36.99	FOTL:YA-VIDEO GAMES	
GENERAL	INGRAM ENTERTAINMENT INC.	89-26	\$ 76.99	VIDEO GAMES (MEM BROWN)	
	INGRAM ENTERTAINMENT INC. Total		<u>\$ 113.98</u>		

GENERAL	IOWA STATE UNIV-TREASURER	89-20	\$ 60.00	ADULT BOOKS (LOST ITEM)	
	IOWA STATE UNIV-TREASURER Total		<u>\$ 60.00</u>		
LEVY	KNOWBUDDY RESOURCES	89-22	\$ 713.03	YOUTH BOOKS	
	KNOWBUDDY RESOURCES Total		<u>\$ 713.03</u>		
GENERAL	KRAMER, KARL ALLAN	89-33	\$ 200.00	FOTL:YA-TEEN DUNGEON	MASTER CLASS
	KRAMER, KARL ALLAN Total		<u>\$ 200.00</u>		
GENERAL	LAND, KAREN	89-34	\$ 600.00	BERG 2 RMB SLP '23-KAREN	LAND DOG MUSHING PROGRAM
	LAND, KAREN Total		<u>\$ 600.00</u>		
LEVY	LIBRARY IDEAS, LLC	89-22	\$ 1,075.60	YOUTH BOOKS	
	LIBRARY IDEAS, LLC Total		<u>\$ 1,075.60</u>		
LEVY	MIDWEST TAPE, LLC	89-36	\$ 11.24	YOUTH VIDEOS	
LEVY	MIDWEST TAPE, LLC	89-36	\$ 37.47	YOUTH VIDEOS	
LEVY	MIDWEST TAPE, LLC	89-36	\$ 113.20	YOUTH VIDEOS	
LEVY	MIDWEST TAPE, LLC	89-36	\$ 230.14	YOUTH VIDEOS	
	MIDWEST TAPE, LLC Total		<u>\$ 392.05</u>		
LEVY	OCLC, INC.	81-91	\$ 779.19	CATALOG AND METADATA	SUBSCRIPTION
	OCLC, INC. Total		<u>\$ 779.19</u>		
GENERAL	OFFICE EXPRESS OFFICE PRO	71-01	\$ 64.57	36" ROLL OF PAPER & 10 X	13" ENVELOPES
GENERAL	OFFICE EXPRESS OFFICE PRO	71-01	\$ 227.94	LETTER-SIZE PAPER (6	BOXES)
	OFFICE EXPRESS OFFICE PRO Total		<u>\$ 292.51</u>		
LEVY	OVERDRIVE, INC.	89-42	\$ 32.20	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 49.99	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 55.00	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-44	\$ 55.39	YOUNG ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 59.48	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 66.40	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 85.50	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-44	\$ 104.98	YOUNG ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 109.98	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 114.99	ADULT E-BOOKS	

LEVY	OVERDRIVE, INC.	89-42	\$ 140.49	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-44	\$ 154.89	YOUNG ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 185.25	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 225.78	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-44	\$ 229.07	YOUNG ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 249.99	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 253.41	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 299.81	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 312.91	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-44	\$ 349.97	YOUNG ADULT AUDIO BOOKS	
	OVERDRIVE, INC. Total		<u>\$ 3,135.48</u>		
LEVY	PLAYAWAY PRODUCTS	89-24	\$ 63.74	ADULT PLAYAWAYS	
LEVY	PLAYAWAY PRODUCTS	89-24	\$ 314.95	ADULT PLAYAWAYS	
LEVY	PLAYAWAY PRODUCTS	89-36	\$ 826.45	YOUTH LAUNCHPADS	
	PLAYAWAY PRODUCTS Total		<u>\$ 1,205.14</u>		
GENERAL	QUADIANT FINANCE USA, INC	72-99	\$ 450.00	POSTAGE	
	QUADIANT FINANCE USA, INC Total		<u>\$ 450.00</u>		
GENERAL	SCHOLASTIC, INC.	89-33	\$ 84.75	FOTL:YOUTH-YOUTH BOOKS	(KINDERGARTEN ROUNDUP)
	SCHOLASTIC, INC. Total		<u>\$ 84.75</u>		
LEVY	SHOWCASES	71-11	\$ 88.34	VINYL 40 CD ALBUM (X4)	
	SHOWCASES Total		<u>\$ 88.34</u>		
GENERAL	STOREY KENWORTHY	72-19	\$ 86.00	DAILY DEPOSIT ENVELOPE	PRINTING
GENERAL	STOREY KENWORTHY	89-34	\$ 252.85	BERG 2 RMB CVYR '23-PRINT	JOBS (POSTERS, BOOKMARKS)
GENERAL	STOREY KENWORTHY	72-19	\$ 391.50	CIRCULATION DEPARTMENT	LETTERHEAD
	STOREY KENWORTHY Total		<u>\$ 730.35</u>		
GENERAL	THILL, SETH	89-33	\$ 100.00	FOTL:YA-POETRY WORKSHOPS	
	THILL, SETH Total		<u>\$ 100.00</u>		
LEVY	VALUE LINE PUBLISHING, IN	89-31	\$ 511.00	VALUE LINE SM&MIDCAP SUB.	03/03/2023-02/02/2024
LEVY	VALUE LINE PUBLISHING, IN	89-31	\$ 1,142.00	VALUE LINE SUBSCRIPTION	03/10/2023-03/01/2024
	VALUE LINE PUBLISHING, IN Total		<u>\$ 1,653.00</u>		

GENERAL	VARIAN JOHNSON LLC	89-34	\$ 9,660.00	BERG 2 RMB CVYR '23-	AUTHOR HONORARIUM
	VARIAN JOHNSON LLC Total		<u>\$ 9,660.00</u>		
LEVY	WORLD BOOK SCHOOL AND LIB	89-22	\$ 150.00	YOUTH BOOKS	
LEVY	WORLD BOOK SCHOOL AND LIB	89-22	\$ 150.00	YOUTH BOOKS	
LEVY	WORLD BOOK SCHOOL AND LIB	89-22	\$ 845.00	YOUTH BOOKS	
LEVY	WORLD BOOK SCHOOL AND LIB	89-22	\$ 1,750.98	YOUTH BOOKS	
	WORLD BOOK SCHOOL AND LIB Total		<u>\$ 2,895.98</u>		
GENERAL	ZOOBEAN INC	89-34	\$ 1,695.00	BERG 2 RMB SLP '23-SITE	ACCESS (BEANSTACK)
	ZOOBEAN INC Total		<u>\$ 1,695.00</u>		
	Total Vendor Payments		<u>\$ 47,972.01</u>		

FUND	VENDOR NAME	ACCOUNT #	AMOUNT	DESCRIPTION 1	DESCRIPTION 2
GENERAL	US BANK	89-20	\$ (0.92)	AMAZON.COM	REFUND A.BOOKS(MEM HOGAN)
GENERAL	US BANK	89-33	\$ 9.44	AMAZON.COM	FOTL:YOUTH-PLAYING CARDS
GENERAL	US BANK	89-33	\$ 38.45	AMAZON.COM	FOTL:YOUTH-YOUTH BOOKS
GENERAL	US BANK	89-33	\$ 7.75	AMAZON.COM	FOTL:YOUTH-PAPER
LEVY	US BANK	89-22	\$ 47.17	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-47	\$ 8.58	AMAZON.COM	BANJO STRINGS
GENERAL	US BANK	89-33	\$ 169.90	AMAZON.COM	FOTL:ADULT-ADULT BOOKS
LEVY	US BANK	89-36	\$ 5.00	AMAZON.COM	YOUTH VIDEOS
LEVY	US BANK	89-36	\$ 29.42	AMAZON.COM	YOUTH VIDEOS
LEVY	US BANK	89-22	\$ 16.99	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-25	\$ 3.79	AMAZON.COM	ADULT VIDEOS
LEVY	US BANK	89-22	\$ 20.24	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-21	\$ 12.40	AMAZON.COM	YOUNG ADULT BOOKS
LEVY	US BANK	89-22	\$ 17.99	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	86-01	\$ 15.45	AMAZON.COM	CLOROX TOILET CLEAN KIT
GENERAL	US BANK	89-33	\$ 32.38	AMAZON.COM	FOTL:YA-PENCIL SHARPENER
GENERAL	US BANK	89-20	\$ 24.99	AMAZON.COM	ADULT BOOKS (MEM HOGAN)
LEVY	US BANK	89-22	\$ 33.98	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-22	\$ 6.99	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-22	\$ 25.56	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-22	\$ 47.91	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-22	\$ 12.82	AMAZON.COM	YOUTH BOOKS

LEVY	US BANK	89-22	\$	45.29	AMAZON.COM	YOUTH BOOKS
			\$	<u>631.57</u>	AMAZON.COM Total	
LEVY	US BANK	89-37	\$	20.76	AMZN MKTP US	YOUNG ADULT CD BOOKS
LEVY	US BANK	89-20	\$	21.95	AMZN MKTP US	ADULT BOOKS
GENERAL	US BANK	89-33	\$	114.42	AMZN MKTP US	FOTL:YA-COOKIES & CLAY
GENERAL	US BANK	89-33	\$	19.98	AMZN MKTP US	FOTL:YOUTH-FIDGET GAME
GENERAL	US BANK	89-33	\$	7.76	AMZN MKTP US	FOTL:YOUTH-TISSUE PAPER
GENERAL	US BANK	89-33	\$	29.97	AMZN MKTP US	FOTL:YA-ELECTRIC KETTLE
GENERAL	US BANK	89-33	\$	11.99	AMZN MKTP US	FOTL:YA-BEADS
LEVY	US BANK	93-01	\$	29.99	AMZN MKTP US	AV TO USB ADAPTER
GENERAL	US BANK	89-33	\$	21.98	AMZN MKTP US	FOTL:YOUTH-CRAFT STICKS &
GENERAL	US BANK	89-33	\$	21.59	AMZN MKTP US	FOTL:YA-BEADS
GENERAL	US BANK	89-33	\$	56.22	AMZN MKTP US	FOTL:YOUTH-GOOGLY EYES &
GENERAL	US BANK	89-33	\$	52.97	AMZN MKTP US	FOTL:YOUTH-PIPE CLEANERS,
GENERAL	US BANK	89-33	\$	26.58	AMZN MKTP US	FOTL:YA-ANIME STICKERS
GENERAL	US BANK	89-33	\$	10.99	AMZN MKTP US	FOTL:YA-SCRAPBOOK PAPER
GENERAL	US BANK	89-33	\$	12.69	AMZN MKTP US	FOTL:YOUTH-INK PADS
LEVY	US BANK	89-22	\$	17.99	AMZN MKTP US	YOUTH BOOKS
LEVY	US BANK	89-22	\$	7.99	AMZN MKTP US	YOUTH BOOKS
GENERAL	US BANK	71-01	\$	11.98	AMZN MKTP US	GRAPH INDEX CARDS
GENERAL	US BANK	89-33	\$	12.99	AMZN MKTP US	FOTL:YA-SILICONE MOLDS
LEVY	US BANK	89-36	\$	10.35	AMZN MKTP US	YOUTH VIDEOS
GENERAL	US BANK	89-33	\$	133.14	AMZN MKTP US	FOTL:YA-SCRAPBOK SUPPLIES
LEVY	US BANK	89-22	\$	20.97	AMZN MKTP US	YOUTH BOOKS
LEVY	US BANK	89-20	\$	43.99	AMZN MKTP US	ADULT BOOKS
LEVY	US BANK	89-21	\$	12.55	AMZN MKTP US	YOUNG ADULT BOOKS
GENERAL	US BANK	89-33	\$	178.97	AMZN MKTP US	FOTL:YA-FILING CABINET
GENERAL	US BANK	89-33	\$	128.17	AMZN MKTP US	FOTL:YOUTH-WHITE BOARD,
LEVY	US BANK	89-25	\$	10.77	AMZN MKTP US	ADULT VIDEOS
GENERAL	US BANK	89-33	\$	21.98	AMZN MKTP US	FOTL:YA-BEADS & THREAD
GENERAL	US BANK	89-33	\$	27.96	AMZN MKTP US	FOTL:YOUTH-FLOOR CUSHIONS
GENERAL	US BANK	89-33	\$	57.80	AMZN MKTP US	FOTL:YOUTH-STOOL & SPEED
LEVY	US BANK	89-47	\$	19.79	AMZN MKTP US	LABEL MAKER LABEL TAPE
GENERAL	US BANK	89-33	\$	6.99	AMZN MKTP US	FOTL:YOUTH-FIDGET TOYS
GENERAL	US BANK	71-01	\$	39.99	AMZN MKTP US	PRIVACY SCREEN
LEVY	US BANK	89-36	\$	3.79	AMZN MKTP US	YOUTH VIDEOS
LEVY	US BANK	89-22	\$	87.37	AMZN MKTP US	YOUTH BOOKS

GENERAL	US BANK	89-33	<u>\$ 94.59</u>	AMZN MKTP US	FOTL:YOUTH-BLOCKS & BEACH
			<u>\$ 1,409.96</u>	AMZN MKTP US Total	
GENERAL	US BANK	89-33	<u>\$ 79.77</u>	HY-VEE CEDAR FALLS 1052	FOTL:YA-HOT CHOCLATE SUP.
			<u>\$ 79.77</u>	HY-VEE CEDAR FALLS 1052 Total	
GENERAL	US BANK	81-91	<u>\$ 85.00</u>	INTUIT *QBOOKS ONLINE	QUICKBOOKS MONTHLY SUB.
			<u>\$ 85.00</u>	INTUIT *QBOOKS ONLINE Total	
GENERAL	US BANK	81-91	\$ 19.50	RAPID WEB SERVICES	WEBSITE BACKUP SERVICE
GENERAL	US BANK	81-91	<u>\$ 89.10</u>	RAPID WEB SERVICES	WEBSITE SSL CERTIFICATE
			<u>\$ 108.60</u>	RAPID WEB SERVICES Total	
GENERAL	US BANK	89-33	<u>\$ 71.49</u>	SP CARDSTOCK WAREHOU	FOTL:YOUTH-CARDSTOCK
			<u>\$ 71.49</u>	SP CARDSTOCK WAREHOU Total	
GENERAL	US BANK	89-33	<u>\$ 20.00</u>	SQ *CUP OF JOE	FOTL:YA-GIFT CARD
			<u>\$ 20.00</u>	SQ *CUP OF JOE Total	
LEVY	US BANK	89-47	<u>\$ 25.00</u>	WEST MUSIC - CEDAR FALLS	BANJO RESTRINGING
			<u>\$ 25.00</u>	WEST MUSIC - CEDAR FALLS Total	
	USBank Total		<u>\$ 2,431.39</u>		
	Final Payment Total		<u><u>\$ 50,403.40</u></u>		

REVENUE GUIDELINE
FOR FISCAL YEAR 2023
FOR THE MONTH OF FEBRUARY 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	2,485.77	299,430.92	258,019.08	54
*	PROPERTY TAXES	557,450.00	2,485.77	299,430.92	258,019.08	54
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	743.50	5,911.10	1,088.90	84
101-1060-356.72-00	LIBRARY-COUNTY TAX	30,000.00	12,693.00	25,386.00	4,614.00	85
101-1060-356.73-00	LIBRARY-FINES & FEES	.00	106.30	1,135.35	1,135.35-	0
101-1060-356.74-00	LIBRARY-LOST & PAID BOOKS	2,500.00	255.20	2,157.19	342.81	86
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	12,856.70	156,989.14	96,989.14-	262
101-1060-356.79-02	FRIENDS OF THE LIBRARY	30,000.00	5,636.83	11,563.51	18,436.49	39
101-1060-356.81-00	LIBRARY-CO-LAB FEES	.00	10.00	81.50	81.50-	0
*	CHARGES FOR SERVICES	141,500.00	32,301.53	231,939.09	90,439.09-	164
**	GENERAL FUND	723,950.00	34,787.30	548,011.98	175,938.02	76

REVENUE GUIDELINE
 FOR FISCAL YEAR 2023
 FOR THE MONTH OF FEBRUARY 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	12.51	122.09	122.09-	0
294-0000-361.03-00	CD/INVESTMENT INTEREST	.00	6.95	81.28	81.28-	0
*	USE OF MONEY & PROPERTY	.00	19.46	203.37	203.37-	0
**	LIBRARY RESERVE	.00	19.46	203.37	203.37-	0

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		835,700.00	36,763.76	555,485.35	280,214.65	66

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2023
FOR THE MONTH OF FEBRUARY 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	50,730.37	423,491.34	212,938.66	67
101-1060-423.61-02	PART-TIME	406,600.00	29,356.42	259,481.25	147,118.75	64
101-1060-423.62-01	PAYROLL	2,820.00	235.00	1,880.00	940.00	67
101-1060-423.62-02	SEVERANCE	10,380.00	865.00	6,920.00	3,460.00	67
101-1060-423.64-01	HEALTH INS. PREMIUMS	120,440.00	8,891.18	65,225.94	55,214.06	54
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	126.36	920.55	1,039.45	47
101-1060-423.64-04	LTD INSURANCE	2,000.00	164.48	1,197.62	802.38	60
101-1060-423.64-05	WORKMAN'S COMP. INS.	2,180.00	181.67	1,453.32	726.68	67
101-1060-423.65-01	F.I.C.A.	79,800.00	6,004.16	51,362.94	28,437.06	64
101-1060-423.66-01	I.P.E.R.S.	98,460.00	7,380.41	62,496.33	35,963.67	63
*	PERSONAL SERVICES	1,363,080.00	103,935.05	874,429.29	488,650.71	63
COMODITIES						
101-1060-423.71-01	OFFICE SUPPLIES	10,000.00	229.61	2,145.01	7,854.99	21
101-1060-423.72-19	PRINTING	2,000.00	180.00	328.58	1,671.42	16
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	300.00	9,679.98	7,820.02	55
101-1060-423.73-06	BUILDING REPAIR	3,000.00	.00	5,312.41	2,312.41-	177
*	COMODITIES	35,700.00	709.61	18,792.38	16,907.62	53
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	45,060.00	22,530.00	67
101-1060-423.81-91	LICENSES & SERVICE CONTRT	30,000.00	3,404.69	14,000.11	15,999.89	47
101-1060-423.82-01	TELEPHONE	4,000.00	185.50	1,399.06	2,600.94	35
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	200.00	4,788.99	211.01	96
101-1060-423.84-01	OPERATING INSURANCE	26,250.00	2,187.50	17,500.00	8,750.00	67
101-1060-423.85-01	UTILITIES	105,000.00	6,496.62	38,199.57	66,800.43	36
101-1060-423.86-01	REPAIR & MAINTENANCE	7,000.00	996.97	2,520.07	4,479.93	36
101-1060-423.89-20	ADULT BOOKS	.00	333.13	1,304.38	1,304.38-	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
101-1060-423.89-26	NON-PRINT RESOURCES	.00	419.88	419.88	419.88-	0
101-1060-423.89-33	FRIENDS SUPPORTED PROGRAM	30,000.00	3,340.76	7,925.50	22,074.50	26
101-1060-423.89-34	ENDOWMENT SUPPORTED PROG.	60,000.00	700.22	47,723.38	12,276.62	80
*	CONTRACTED SERVICES	340,840.00	23,897.77	181,181.32	159,658.68	53
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	128,542.43	1,076,206.67	860,743.33	56

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2023
FOR THE MONTH OF FEBRUARY 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	8,203.21	72,682.23	56,347.77	56
101-1061-423.61-02	PART-TIME	18,420.00	987.06	8,496.42	9,923.58	46
101-1061-423.62-01	PAYROLL	570.00	47.50	380.00	190.00	67
101-1061-423.62-02	SEVERANCE	2,100.00	175.00	1,400.00	700.00	67
101-1061-423.64-01	HEALTH INS. PREMIUMS	12,000.00	1,391.78	11,134.24	865.76	93
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	20.13	157.89	232.11	40
101-1061-423.64-04	LTD INSURANCE	410.00	26.27	205.83	204.17	50
101-1061-423.64-05	WORKMAN'S COMP. INS.	310.00	25.83	206.68	103.32	67
101-1061-423.65-01	F.I.C.A.	11,280.00	693.17	6,134.32	5,145.68	54
101-1061-423.66-01	I.P.E.R.S.	13,920.00	867.54	7,664.55	6,255.45	55
*	PERSONAL SERVICES	188,890.00	12,437.49	108,962.16	79,927.84	55
COMODITIES						
101-1061-423.71-11	TECHNICAL PROCESSING SUPP	30,000.00	1,865.56	7,114.10	22,885.90	24
*	COMODITIES	30,000.00	1,865.56	7,114.10	22,885.90	24
CONTRACTED SERVICES						
101-1061-423.81-12	COMPUTER SERVICES	10,000.00	833.33	6,666.68	3,333.32	67
101-1061-423.81-91	LICENSES & SERVICE CONTRT	54,000.00	14,497.19	28,983.54	25,016.46	54
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	2,224.96	22,916.29	29,583.71	44
101-1061-423.89-21	YOUNG ADULT BOOKS	18,000.00	2,776.09	8,471.83	9,528.17	47
101-1061-423.89-22	YOUTH BOOKS	48,000.00	2,473.25	18,074.32	29,925.68	38
101-1061-423.89-23	LARGE PRINT BOOKS	6,000.00	194.80	2,874.45	3,125.55	48
101-1061-423.89-24	ADULT AUDIO	8,000.00	395.49	2,981.76	5,018.24	37
101-1061-423.89-25	ADULT VIDEO	41,000.00	160.40	4,417.19	36,582.81	11
101-1061-423.89-26	NON-PRINT RESOURCES	29,000.00	229.00	20,524.04	8,475.96	71
101-1061-423.89-29	NEWSPAPERS	2,300.00	.00	1,031.40	1,268.60	45
101-1061-423.89-31	PERIODICALS	7,300.00	.00	3,820.08	3,479.92	52
101-1061-423.89-35	YOUTH AUDIO	8,800.00	53.34	509.48	8,290.52	6
101-1061-423.89-36	YOUTH VIDEO	10,500.00	467.40	3,115.63	7,384.37	30
101-1061-423.89-37	YOUNG ADULT AUDIO	2,000.00	24.26	628.60	1,371.40	31
101-1061-423.89-38	YOUNG ADULT VIDEO	1,000.00	265.94	536.42	463.58	54
101-1061-423.89-42	ADULT E-MATERIALS	40,000.00	16,541.48	34,260.64	5,739.36	86
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	983.31	4,359.52	2,340.48	65
101-1061-423.89-47	LIBRARY OF THINGS	2,500.00	34.63	283.27	2,216.73	11
*	CONTRACTED SERVICES	377,100.00	42,154.87	166,250.45	210,849.55	44
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	56,457.92	282,461.71	317,028.29	47
***	FINANCE & BUSINESS OPER.	2,536,440.00	185,000.35	1,358,668.38	1,177,771.62	54

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2023
 FOR THE MONTH OF FEBRUARY 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	185,000.35	1,358,691.94	1,202,748.06	53

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2023
 FOR THE MONTH OF FEBRUARY 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	105.00	34,895.00	0
*	CONTRACTED SERVICES	35,000.00	15.00	105.00	34,895.00	0
**	DATA PROCESSING	35,000.00	15.00	105.00	34,895.00	0
***	FINANCE & BUSINESS OPER.	35,000.00	15.00	105.00	34,895.00	0
****	DATA PROCESSING FUND	35,000.00	15.00	105.00	34,895.00	0

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		2,708,190.00	191,003.46	1,398,647.90	1,309,542.10	52

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				
	Miscellaneous (budgeted: \$7,000)*			(\$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	\$368,036.61	4%	\$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	Murdery 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	\$356,638.57	4%	\$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	\$379,792.37	4%	\$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

Apr-15	*Bridge to Reading 2015 (part of other library programming)									(\$2,716.00)
Sep-15	*Author: Bill Dedman (part of other library programming)									(\$2,383.04)
Jan-17	*WCF Symphony & Lollipop Concert (part of other library programming)									(\$2,000.00)
										(\$22,475.72)
										\$8,378.78
										(\$38,937.85)
2016	31-Dec-15	\$436,067.00								
	Allocation for 2016	\$438,490.07	4%	\$17,539.60	(average of 12/31/12, 12/31/13, 12/31/14 FMV)					
Mar-16	Murder Mystery 2016									(\$2,312.48)
CANCEL	Youth Nooks									(\$2,600.00)
	Canceled Youth Nooks									\$2,600.00
Jan-17	SummerFest 2016									(\$2,432.37)
Jan-17	WCF Symphony & Lollipop Concert									(\$2,000.00) spent
										\$10,794.75
										\$19,173.53
										(\$6,744.85)
2017	31-Dec-16	\$451,378.20								
	Allocation for 2017	\$448,367.66	4%	\$17,934.71	(average of 12/31/13, 12/31/14, 12/31/15 FMV)					
Apr-18	LitCon 2017									(\$2,902.04)
	Miscellaneous (budgeted: \$10,000)*									(\$3,216.21) unspent
	*Unspent Miscellaneous									\$3,216.21 unspent
Apr-18	*WCF Symphony & Lollipop Concert (\$2,000-Part of Miscellaneous)									(\$2,000.00) spent
	*Traveling Tales 2017 (\$2,000-Part of Miscellaneous)									(\$710.07) spent
	*Laser Tag 2017 (\$3,500-Part of Miscellaneous)									(\$2,175.00) spent
	*Bridge to Reading (\$2,000-Part of Miscellaneous)									(\$1,898.72) spent
										\$8,248.88
										\$27,422.41
										(\$9,685.83)
2018	31-Dec-17	\$490,729.89								
	Allocation for 2018	\$447,742.00	4%	\$17,909.68	(average of 12/31/14, 12/31/15, 12/31/16 FMV)					
	LitCon 2018									(\$12,684.47) spent
	Murder Mystery 2018									(\$2,100.00) spent
	Miscellaneous (budgeted: \$10,000)*									(\$7,001.58) unspent
	*Unspent Miscellaneous									\$7,001.58 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)
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-Oct	22-Nov	22-Dec	23-Jan	23-Feb	FY23
Customer Count	12,345	11,972	10,443	12,216	12,287	101,380
Hours Open	275	252	237	252	241	2,037
Total Circulation	33,225	32,669	29,204	31,918	32,560	269,577
Adult	11,628	11,177	10,701	11,232	11,063	93,465
Young Adult	1,318	1,397	1,239	1,331	1,356	12,124
Youth	14,246	14,118	11,288	12,656	13,815	113,541
Interlibrary Loan (cf to other)	137	178	180	187	187	1,273
Interlibrary Loan (other to cf)	108	90	81	102	102	659
CFPL@UNI	23	19	16	9	16	142
WPL	699	739	653	783	785	5,845
Library of Things	105	108	73	82	77	815
Total Physical Circulation	27,192	26,692	23,228	25,219	26,234	219,130
Overdrive	4,298	4,401	4,383	5,080	4,624	37,025
Hoopla	573	637	558	550	675	5,032
Freegal Downloadable Music	1,162	939	1,035	1,069	1,027	8,390
Total Resource Circulation	6,033	5,977	5,976	6,699	6,326	50,447
County	306	275	270	252	338	2,613
Open Access	5,076	5,344	4,260	4,050	4,899	41,858
Reference Service	710	845	531	519	568	5,603
Reference Desk	392	432	276	208	213	2,911
Youth Desk	270	370	205	250	305	2,247
YA Desk	0	0	0	0	0	0
Circulation	48	43	50	61	50	445
Titles Added	603	389	649	564	714	4,584
Items Added	710	494	729	649	785	5,388
Items Withdrawn	514	798	11	848	844	4,353
Meeting Room Use	28	32	25	32	27	218
Conference Room	11	11	6	14	13	91
Meeting Room	5	9	8	11	7	55
Co-Lab Room	12	12	11	7	7	72
YA/Youth Area	0	0	0	0	0	0
Youth Programs						
Events/Programs	46	39	30	39	41	317
Event Attendance	1,790	866	969	1,039	750	8,462
Outreach Services	4	1	0	1	2	19
Outreach Attendance	74	30	0	20	90	536
Teacher Units	25	21	11	24	25	138

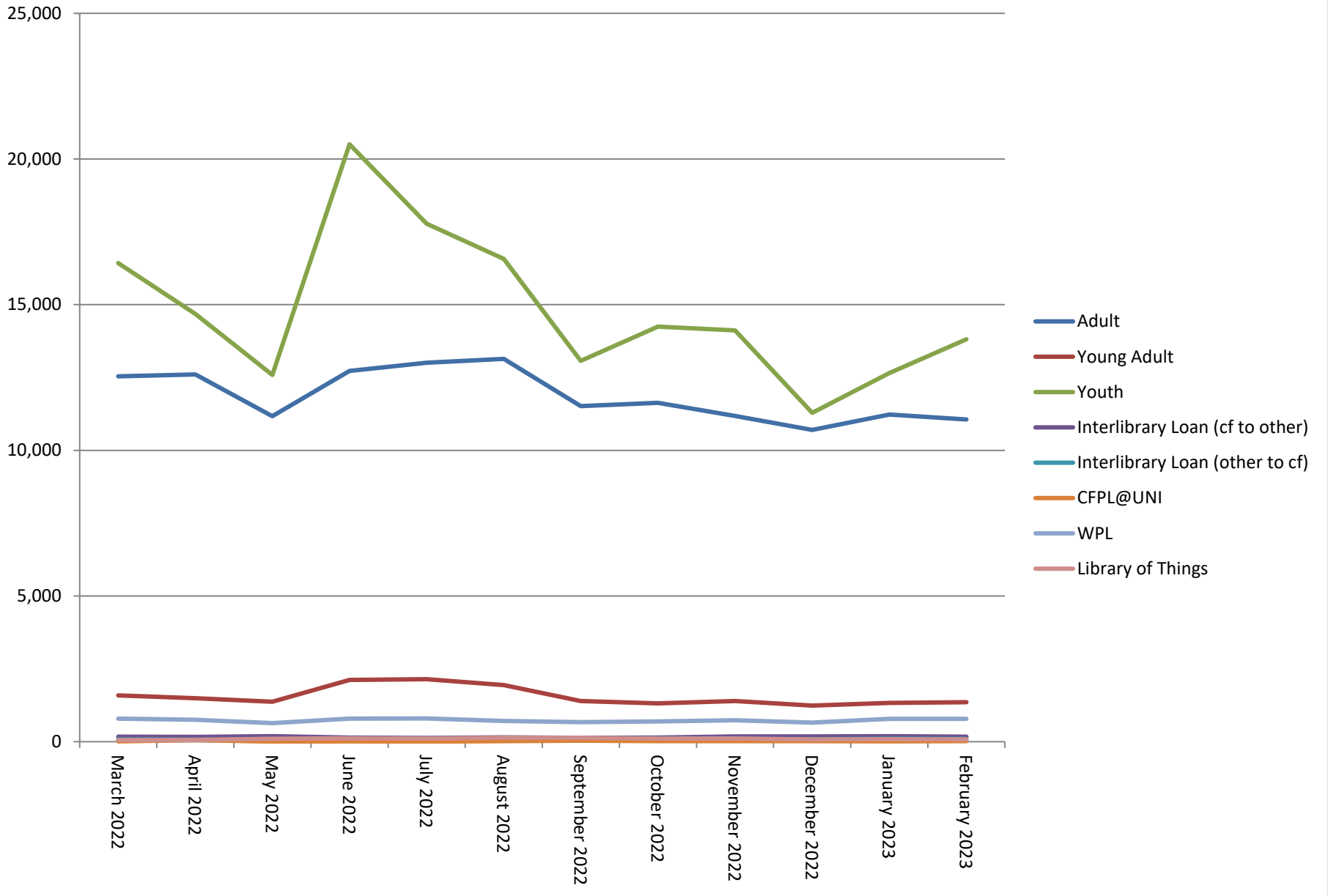
Adult Programs						
Outreach Services	6	5	6	6	4	44
Outreach Attendance	37	26	38	41	28	289
Library Attendance	37	19	0	99	133	547
Library Activities	7	3	0	6	5	40
Young Adult Programs						
Library Attendance	74	3	17	14	9	168
Library Activities	4	1	4	5	5	35
Computer Usage	1,958	1,928	1,498	1,825	1,193	14,416
Netbook/iPad Circulation	6	0	0	1	2	20

	22-Feb	23-Feb	23-Jan
Customer Count	10,582	12,287	12,216
Hours Open	252	241	252
Total Circulation	31,050	32,560	31,918
Adult	11,008	11,063	11,232
Young Adult	1,326	1,356	1,331
Youth	12,995	13,815	12,656
Interlibrary Loan (cf to other)	112	187	187
<i>Interlibrary Loan (other to cf)</i>	65	102	102
<i>CFPL@UNI</i>	17	16	9
WPL	673	785	783
<i>Library of Things</i>	38	77	82
Physical Circulation	25,329	26,234	25,219
<i>Overdrive</i>	4,185	4,624	5,080
<i>Hoopla</i>	616	675	550
<i>Freegal Downloadable Music</i>	920	1,027	1,069
Resources Circulation	5,721	6,326	6,699
County	221	338	252
Open Access	4,969	4,899	4,050
Reference Service	874	568	519
Reference Desk	483	213	208
Youth Desk	315	305	250
YA Desk	13	0	0
Circulation	63	50	61
Titles Added	531	714	564
Items Added	620	785	649
Items Withdrawn	614	844	848
Meeting Room Use	19	27	32
Conference Room	12	13	14
Meeting Room	0	7	11
Co-Lab Room	7	7	7
YA/Youth Area	0	0	0
Youth Programs			
Events/Programs	50	41	39
Event Attendance	504	750	1,039
Outreach Services	0	2	1
Outreach Attendance	0	90	20
Teacher Units	12	25	24

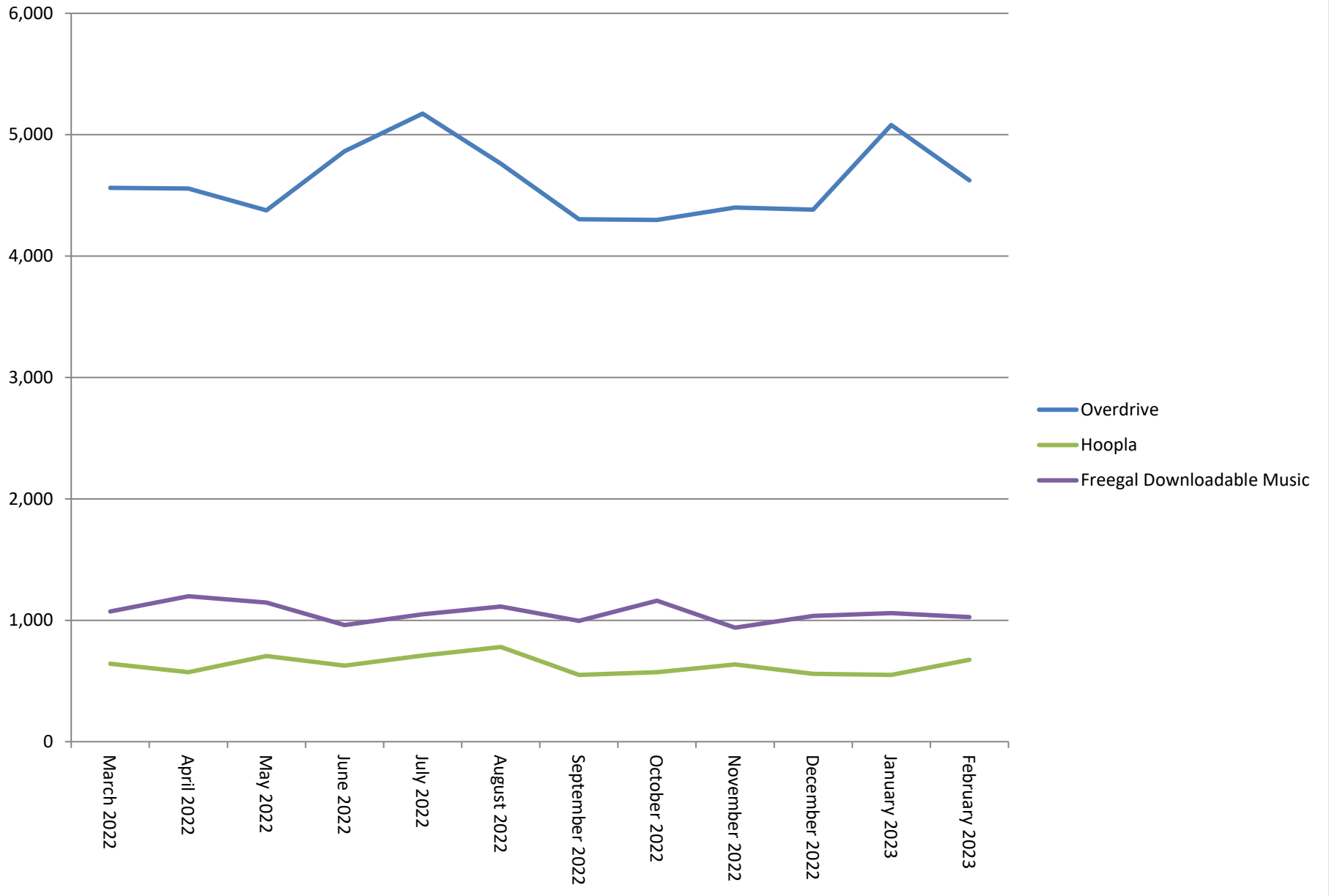
Adult Programs			
Outreach Services	6	4	6
Outreach Attendance	44	28	41
Library Attendance	28	133	99
Library Activities	5	5	6
Young Adult Programs			
Library Attendance	34	9	14
Library Activities	6	5	5
Computer Usage	1,803	1,193	1,825
Netbook/iPad Circulation	0	2	1

Date	Day of Week	Patron Count	
		Curbside	Building
3/1/2023	Wednesday	0	581
3/2/2023	Thursday	0	340
3/3/2023	Friday	1	441
3/4/2023	Saturday	1	555
3/5/2023	Sunday		269
3/6/2023	Monday	0	512
3/7/2023	Tuesday	0	441
3/8/2023	Wednesday	0	569
3/9/2023	Thursday	0	291
3/10/2023	Friday	0	617
3/11/2023	Saturday	0	558
3/12/2023	Sunday		219
3/13/2023	Monday	0	656
3/14/2023	Tuesday	0	608
3/15/2023	Wednesday	1	586
3/16/2023	Thursday	0	465
3/17/2023	Friday	0	534
3/18/2023	Saturday	0	535
3/19/2023	Sunday		258
3/20/2023	Monday	1	581
3/21/2023	Tuesday	0	512
3/22/2023	Wednesday	0	577
3/23/2023	Thursday	0	361
3/24/2023	Friday	0	510
3/25/2023	Saturday	0	562
3/26/2023	Sunday		256
3/27/2023	Monday	0	636
3/28/2023	Tuesday	0	517
3/29/2023	Wednesday	0	561
3/30/2023	Thursday	0	443
3/31/2023	Friday		
Total		4	14,551

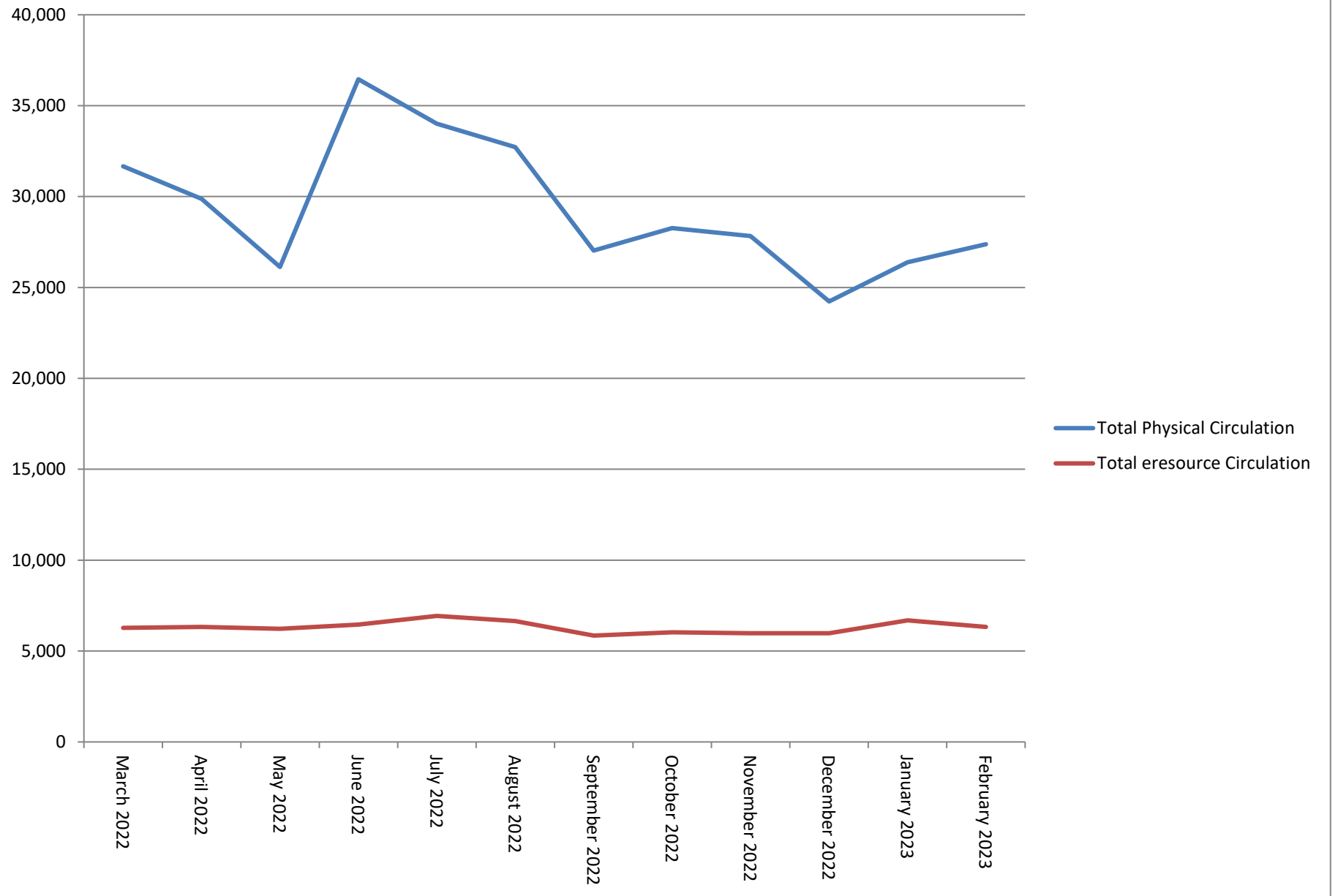
Physical Collection



eResource Collection



Physical VS eResource



Request for funds from the Cedar Falls Community Foundation

Name of staff member requesting funds: Kelly Stern

Title of the project: Drive-up Book Return Replacement 2023/Ray

Amount requested (Please be as specific as you can, listing individual costs and the total needed for the project: \$3,100

Description of the project (up to 10,000 characters): The book return receptacles installed in 2004 at the drive-up area on the State Street side of the library have been repaired by City Maintenance numerous times and now need to be replaced.

\$3,500 towards the total cost will come from General Revenue.



Anticipated project dates: Spring 2023

209: HOURS OF WORK

Policy:

It is the Policy of the City of Cedar Falls to establish the time and duration of working hours as required by workload and service needs, the efficient management of human resources, and any applicable law.

Comment:

(1) The normal workweek is Saturday through Friday, beginning at 12:00 a.m. Saturday and ending at 11:59 p.m. the following Friday, and consisting of forty hours within that framework. ~~The normal workweek for library staff is Sunday through Saturday, beginning at 12:00 a.m. Sunday and ending at 11:59 p.m. the following Saturday.~~ Fire, Police, Water Reclamation, and Park/Public Works personnel who are on-call may have varying schedules. The normal workday will consist of eight hours of work, and management may allow an unpaid meal break. Rest or coffee breaks, if allowed by management, are considered time worked for all employees.

(2) The scheduled hours for employees will be determined by each Department Director, or Division Manager. The Department Director, or Division Manager will inform employees of their daily work schedule, including meal periods and rest or coffee breaks, if allowed, and of any changes that are considered necessary or desirable by the City. (See **702: Rest Breaks** and **703: Meal Breaks**.)

(3) Department Directors or Division Managers may schedule overtime or extra shifts when it is necessary. Supervisors will assign overtime to nonexempt employees (those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) in the particular job for which overtime is required. Employees are not permitted to work overtime without the prior approval of their Supervisor, Division Manager, or Department Director. (See **307: Overtime**.)

(4) Employee attendance at lectures, meetings, and training programs will be considered hours of work if attendance is requested by management and will normally be paid at the regular, non-overtime rate.

(5) Department Directors or Division Managers, at their discretion, may allow nonexempt employees to make-up lost time during a given workweek. However, make-up will not be allowed if the lost time is the result of conditions the employee could control, if there is no work the employee is qualified to do, or if adequate supervision is not available.

(6) All nonexempt employees are required to complete an individual time record showing the daily hours worked. Time records cover one pay period and must be completed by the close of each workday. The following points should be considered in filling out time records:

209: HOURS OF WORK

- (a) Employees should record their starting time, time out for lunch, time in from lunch, quitting time, total hours worked for each workday; and type of work activity with amount of time spent on each activity;
- (b) Employees are not permitted to sign in or begin work before their normal starting time or to sign out or stop work after their normal quitting time without the prior approval of their supervisor;
- (c) Employees are required to take scheduled lunch or meal breaks;
- (d) Employee time records should be checked and signed by the supervisor involved. Unworked time for which an employee is entitled to be paid (i.e., paid absences, paid holidays or paid vacation time) should be entered on the time record. Authorized overtime must also be identified by the supervisor;
- (e) Unapproved absences will not be considered as hours worked for pay purposes. Supervisors should inform employees if they will not be paid for certain hours of absence; and
- (f) Filling out another employee's time record, except where authorized, or falsifying any time record is prohibited and is grounds for disciplinary action, up to and including termination.

(7) Personnel employed in executive, administrative, or professional capacities generally are exempt from the provisions of the Fair Labor Standards Act. These employees are not required to fill out hourly time records but must account for daily attendance and time spent on particular categories of activities in order to be accountable for public projects and for payroll purposes. In addition, exempt employees will not receive overtime compensation, but occasionally may be eligible for compensatory time-off after working abnormally long hours, as authorized by City Council.

(8) Exempt personnel may be allowed to work from home, in limited circumstances and when deemed appropriate and authorized by the Division Manager, Department Director (or City Administrator if a director position), and Director of Finance & Business Operations.

(9) Shift Differential Pay: Non-union police or public safety management employees assigned to a police shift shall receive additional compensation for hours worked during second and third shifts as provided in the collective bargaining agreement for union police shift employees. Non-union fire or public safety management employees assigned to a fire shift shall receive no such additional compensation.

(10) For Policies and Procedures regarding pay practices, see **301-309: Pay Practices**.

Amended 7/1/06

6/1/15
3/1/19

Approved as amended by the Library Board of Trustees 2/5/20