

AGENDA  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
May 3, 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. CFPL Brand Reveal by IFC
- X. Director's Report
  - a. Branding project update
  - b. Board vacancy update
  - c. Friends of the Library funds
  - d. Staff training
  - e. Personnel Policy 209 revision
  - f. Miscellaneous
- XI. Reports from Department Heads
  - a. Public Services Librarian
  - b. Youth Librarian
- XII. Referred for Board Action
  - a. Approve Personnel Policy 209 Hours of Work as revised

b. Approve the process for determining the library director's FY24 raise

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

a. Friends of the Library

b. Finance: No meeting needed in May

c. Personnel

d. Library Art

XIV. Unfinished business

XV. New business

XVI. Adjournment

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
April 5, 2023 4:00 PM  
Cedar Falls Public Library  
Conference Room

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

- I. President Sulentic called the meeting to order at 4:02.
- II. Agenda: Corrections/additions/deletions/approval  
Director Stern noted she would like to postpone Section XI(D) in order to give staff more time to discuss the potential change in schedule. She noted she would like to discuss this sometime prior to July. A question was asked about what the change was. Director Stern noted that the potential change is to transition to a Saturday to Friday workweek.  
MOTION: (Cormaney, Blair-Broecker) to approve the agenda as amended. Passed.
- III. Minutes: Corrections and approval  
MOTION: (Blair-Broecker, Cormaney) to approve the minutes as presented. Passed.
- IV. Public Forum  
None
- V. Board Training update  
None
- VI. Communication from Officers: Action appropriate to the communications  
None
- VII. Bills: Corrections/additions/deletions/approval  
President Sulentic inquired about if there is anything unusual in the bills. Assistant Daniels noted that there is nothing unusual in the bills. Member Blair-Broecker noted it looks like restringing a banjo is reasonable.  
MOTION: (Blair-Broecker, Bessman Taylor) to approve the March bills. Passed.
  - a. General Fund, Levy Fund, Grant Funds  
Assistant Daniels noted that the amendment process was completed, so the budget of some of the lines will change due to the amendments.
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
None
- VIII. Usage Report

Member Blair-Broeker noted that it looks like the usage numbers are holding pretty steady. Member Green inquired about the length of the construction and if it might have an effect on the usage statistics. Director Stern noted she will need to double check about the timing of the construction, and will have to see about the usage statistics.

IX. Director's Report

a. Staffing update

Director Stern noted that to help with Librarian Stuenkel's duties, Assistant Pagel will be the Acting Public Services Librarian. She noted that one of the youth interns has recently resigned.

b. FOTL request to serve wine at their May 9 40<sup>th</sup> anniversary book discussion

Director Stern noted that this is their third request this year, so the limit has not been reached yet.

c. Funding request

Director Stern noted that there is a request to use foundation funds to replace the book returns at the drive up book drop.

d. Personnel Policy 209 revision

Director Stern noted that this is the item she asked to postpone.

e. Miscellaneous

Director Stern noted that she attended the Standing Committee to discuss the need for the position changes and addition that she submitted in her budget request. She then discussed the calendar she created to illustrate the amount of time over the prior 38 months that the library had at least one open position. Director Stern then discussed the amount of time that supervisors have spent on hiring, and how much of their time has been taken up if training is added to the time spent on hiring. She then shared what she learned from Director Rodenbeck in regards to levy funds, and that she will share in the next annual report what the levy funds pay for.

X. Reports from Department Heads

a. Public Services Librarian

Acting Librarian Pagel introduced herself. She noted that some Chromebooks are now part of the circulating collection.

b. Youth Librarian

Librarian Hosford noted that the department is working full steam ahead to prep for summer. She noted that Cedar Valley's Youth Read is coming up, and Varian Johnson is the author that was invited.

XI. Referred for Board Action

a. Approve filling intern vacancy in the youth department

MOTION: (Green, Blair-Broeker) to approve filling intern vacancy in the youth department. Passed.

b. Approve serving wine at the Friends of the Cedar Falls Public Library's 40<sup>th</sup> anniversary book discussion on May 9, 2023

MOTION: (Chadwick, Cormaney) to approve serving wine at the Friends of the Cedar Falls Public Library's 40<sup>th</sup> anniversary book discussion on May 9, 2023. Passed.

c. Funding request: Drive-up Book Return Replacement 2023/Ray

President Sulentic inquired if the price was updated as noted. Director Stern noted it was.  
MOTION: (Cormaney, Chadwick) to approve funding request. Passed.

d. Approve Personnel Policy 209 Hours of Work as revised

This item has been postponed as noted above.

XII. 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 happening on the 18<sup>th</sup> at 4:30 PM in the meeting room.

b. Finance: No meeting needed in April

None

c. Personnel

Member Bessman Taylor noted that some work still needs to occur in order to finish up Director Stern's evaluation.

d. Library Art

Director Stern noted that they will not need to meet until the summer.

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Cormaney, Chadwick). Passed. Meeting adjourned at 4:29.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem

**LIBRARY BILL REPORT**  
**5/3/2023**

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	
	<b>ARAMARK Total</b>		<u>\$ 47.10</u>		
GENERAL	BAKER & TAYLOR BOOKS	89-33	\$ 9.58	FOTL:YOUTH-YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 10.82	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 10.82	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 11.39	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 17.40	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-35	\$ 23.09	YOUTH CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 23.35	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-24	\$ 25.84	ADULT CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-37	\$ 30.79	YOUNG ADULT CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 35.10	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 35.93	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 38.99	LARGE PRINT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-33	\$ 55.97	FOTL:ADULT-ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 72.98	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 81.53	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 82.33	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 89.58	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 91.84	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 93.63	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 98.75	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 102.50	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 106.67	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 115.62	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 121.14	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 123.40	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 166.24	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 204.58	ADULT BOOKS	

LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 278.75	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 298.59	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 416.74	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 468.99	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 544.89	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 563.46	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 569.92	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 607.74	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 854.08	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 1,148.08	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 1,504.98	YOUTH BOOKS	
	<b>BAKER &amp; TAYLOR BOOKS Total</b>		<u>\$ 9,136.08</u>		
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-24	\$ 11.88	ADULT CD MUSIC	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-24	\$ 15.28	ADULT CD MUSIC	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 18.19	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 55.97	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 150.42	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 188.18	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 309.22	ADULT VIDEOS	
	<b>BAKER &amp; TAYLOR ENTERTAINMENT Total</b>		<u>\$ 749.14</u>		
LEVY	BRODART CO.	71-11	\$ 324.97	9, 12, & 16" BOOK COVER	ROLLS
LEVY	BRODART CO.	71-11	\$ 507.10	8.5X5.25" BOOK COVER, 9"	& 12" BOOK COVER ROLLS
	<b>BRODART CO. Total</b>		<u>\$ 832.07</u>		
GENERAL	CEDAR FALLS UTILITIES	85-01	\$ 4,525.83	LIBRARY UTILITIES	
	<b>CEDAR FALLS UTILITIES Total</b>		<u>\$ 4,525.83</u>		
LEVY	CENTER POINT LARGE PRINT	89-23	\$ 49.14	LARGE PRINT BOOKS	
	<b>CENTER POINT LARGE PRINT Total</b>		<u>\$ 49.14</u>		
LEVY	DEMCO, INC	71-11	\$ 62.73	1/4" FILAMENT & 2" BOOK	TAPES
	<b>DEMCO, INC Total</b>		<u>\$ 62.73</u>		
LEVY	EDUCATIONAL DEVELOPMENT CORP	89-22	\$ 14.99	YOUTH BOOKS	
	<b>EDUCATIONAL DEVELOPMENT CORP Total</b>		<u>\$ 14.99</u>		

GENERAL	GAPSTUR, ERIC <b>GAPSTUR, ERIC Total</b>	89-34	<u>\$ 300.00</u> <u>\$ 300.00</u>	RAY 2 RMB CV CHILDREN'S	BOOK FEST-WORKSHOP FEE
GENERAL	GILL, JIM <b>GILL, JIM Total</b>	89-34	<u>\$ 3,150.00</u> <u>\$ 3,150.00</u>	RAY 2 RMB CHILDREN'S BOOK	FESTIVAL-CONCERTS
GENERAL	GORDON FLESCH COMPANY INC <b>GORDON FLESCH COMPANY INC Total</b>	81-91	<u>\$ 923.47</u> <u>\$ 923.47</u>	COPIER CONTRACT	015-1483981-000
GENERAL	INGRAM ENTERTAINMENT INC. <b>INGRAM ENTERTAINMENT INC. Total</b>	89-26	<u>\$ 36.99</u> <u>\$ 36.99</u>	VIDEO GAMES (MEM BROWN)	
GENERAL	KRAMER, KARL ALLAN <b>KRAMER, KARL ALLAN Total</b>	89-33	<u>\$ 200.00</u> <u>\$ 200.00</u>	FOTL:YA-DUNGERON MASTER	CLASS
LEVY	MCCANN, LINDA <b>MCCANN, LINDA Total</b>	89-22	<u>\$ 20.00</u> <u>\$ 20.00</u>	YOUTH BOOKS	
LEVY	MIDWEST TAPE, LLC <b>MIDWEST TAPE, LLC Total</b>	89-36	<u>\$ 36.74</u> <u>\$ 36.74</u>	YOUTH VIDEOS	
GENERAL	NATIONAL MISSISSIPPI RIVE <b>NATIONAL MISSISSIPPI RIVE Total</b>	89-34	<u>\$ 667.60</u> <u>\$ 667.60</u>	BERG 2 RMB SLP '23-OCEAN	ODYSSEY PROGRAMS
LEVY	OCLC, INC. <b>OCLC, INC. Total</b>	81-91	<u>\$ 779.19</u> <u>\$ 779.19</u>	CATALOG AND METADATA	SUBSCRIPTION
GENERAL	OSMAN, MIKAYLA <b>OSMAN, MIKAYLA Total</b>	89-34	<u>\$ 1,050.00</u> <u>\$ 1,050.00</u>	BERG 2 RMB SLP '23-MAGIC	PERFORMANCES
LEVY	OVERDRIVE, INC.	89-42	\$ 20.99	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 27.50	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 47.50	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 54.99	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 55.00	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 59.99	ADULT AUDIO BOOKS	



LEVY	OVERDRIVE, INC.	89-42	\$ 59.99	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 72.50	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-44	\$ 85.97	YOUNG ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 92.49	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 98.25	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 119.99	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 123.49	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 125.38	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 138.23	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 139.74	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 165.49	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 204.06	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-44	\$ 229.98	YOUNG ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 289.54	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-46	\$ 314.14	YOUTH E-BOOKS	
LEVY	OVERDRIVE, INC.	89-46	\$ 327.00	YOUTH AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 327.92	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 448.42	ADULT E-BOOKS	
	<b>OVERDRIVE, INC. Total</b>		<u>\$ 3,628.55</u>		
LEVY	PLAYAWAY PRODUCTS	89-37	\$ 243.71	YOUNG ADULT PLAYAWAYS	
	<b>PLAYAWAY PRODUCTS Total</b>		<u>\$ 243.71</u>		
GENERAL	QUADIENT FINANCE USA, INC	72-99	\$ 300.00	POSTAGE	
	<b>QUADIENT FINANCE USA, INC Total</b>		<u>\$ 300.00</u>		
LEVY	SIRSI CORPORATION	81-91	\$ 510.16	SYMPHONY WEB 1-YR RENEWAL	05/01/23-04/30/24
	<b>SIRSI CORPORATION Total</b>		<u>\$ 510.16</u>		
LEVY	ULINE, INC.	71-11	\$ 125.95	STORAGE TOTES	
	<b>ULINE, INC. Total</b>		<u>\$ 125.95</u>		
GENERAL	UNIVERSITY OF NORTHERN IOWA	89-33	\$ 30.00	FOTL:YA-INTRO TO CLIMBING	CLASS
	<b>UNIVERSITY OF NORTHERN IOWA Total</b>		<u>\$ 30.00</u>		
GENERAL	WENZEL, KAYMARIE L.	89-34	\$ 200.00	RAY 2 RMB CHILDRENS BOOK	FESTIVAL-YOGA SESSIONS
	<b>WENZEL, KAYMARIE L. Total</b>		<u>\$ 200.00</u>		

**Total Vendor Payments**

\$ 27,619.44

<b>FUND</b>	<b>VENDOR NAME</b>	<b>ACCOUNT #</b>	<b>AMOUNT</b>	<b>DESCRIPTION 1</b>	<b>DESCRIPTION 2</b>
LEVY	US BANK	89-21	\$ 46.53	AMAZON.COM	YOUNG ADULT BOOKS
GENERAL	US BANK	71-01	\$ 41.97	AMAZON.COM	TAPE MEASURES
LEVY	US BANK	89-22	\$ 53.16	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-47	\$ 20.98	AMAZON.COM	HOTSPOT CASES
LEVY	US BANK	89-22	\$ 32.79	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-22	\$ 9.99	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	71-01	\$ 7.99	AMAZON.COM	FISKARS REPLACEMENT BLADE
LEVY	US BANK	89-21	\$ 47.59	AMAZON.COM	YOUNG ADULT BOOKS
LEVY	US BANK	89-47	\$ 51.98	AMAZON.COM	BOARD GAMES
LEVY	US BANK	89-20	\$ 19.99	AMAZON.COM	ADULT BOOKS
GENERAL	US BANK	89-33	\$ 80.00	AMAZON.COM	FOTL:ADULT-NOTEBOOKS
GENERAL	US BANK	71-01	\$ 110.91	AMAZON.COM	3/4" TAPE & RUBBER BANDS
LEVY	US BANK	89-22	\$ 24.68	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-22	\$ 40.97	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-22	\$ 27.99	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-21	\$ 9.99	AMAZON.COM	YOUNG ADULT BOOKS
LEVY	US BANK	89-22	\$ 12.99	AMAZON.COM	YOUTH BOOKS
			<u>\$ 640.50</u>	<b>AMAZON.COM Total</b>	
GENERAL	US BANK	89-33	\$ (27.96)	AMZN MKTP US	FOTL:YOUTH-REFUND ON SEAT
GENERAL	US BANK	71-01	\$ 26.58	AMZN MKTP US	0.47" LABEL TAPE (X6)
LEVY	US BANK	89-20	\$ 9.30	AMZN MKTP US	ADULT BOOKS
GENERAL	US BANK	89-33	\$ 28.37	AMZN MKTP US	FOTL:YOUTH-CHIPBOARD
GENERAL	US BANK	89-33	\$ 178.29	AMZN MKTP US	FOTL:ADULT-ART SUPPLIES
GENERAL	US BANK	89-33	\$ 90.91	AMZN MKTP US	FOTL:COLAB-TAPE, CHARMS,
GENERAL	US BANK	71-01	\$ 44.50	AMZN MKTP US	FINE POINT SHARPIES
LEVY	US BANK	89-22	\$ 88.53	AMZN MKTP US	YOUTH BOOKS
GENERAL	US BANK	89-33	\$ 18.99	AMZN MKTP US	FOTL:YA-BOWLS
GENERAL	US BANK	89-33	\$ 103.13	AMZN MKTP US	FOTL:YOUTH-TOYS (BRICKS,
LEVY	US BANK	89-47	\$ 109.22	AMZN MKTP US	BOARD GAMES
GENERAL	US BANK	89-33	\$ 6.79	AMZN MKTP US	FOTL:YOUTH-CONTACT PAPER
GENERAL	US BANK	89-33	\$ 128.48	AMZN MKTP US	FOTL:YA-GAMES

GENERAL	US BANK	89-33	\$ 33.98	AMZN MKTP US	FOTL:ADULT-SANDPAPER
GENERAL	US BANK	89-33	\$ 17.64	AMZN MKTP US	FOTL:COLAB-JEWELRY CHARMS
GENERAL	US BANK	89-33	\$ 10.98	AMZN MKTP US	FOTL:COLAB-JEWELRY CHARMS
LEVY	US BANK	89-22	\$ 19.95	AMZN MKTP US	YOUTH BOOKS
LEVY	US BANK	89-35	\$ 10.98	AMZN MKTP US	YOUTH CD MUSIC
LEVY	US BANK	89-22	\$ 20.32	AMZN MKTP US	YOUTH BOOKS
GENERAL	US BANK	71-01	\$ 18.93	AMZN MKTP US	REPLACEMENT CUTTING MAT
LEVY	US BANK	89-22	\$ 28.13	AMZN MKTP US	YOUTH BOOKS
GENERAL	US BANK	89-33	\$ 17.97	AMZN MKTP US	FOTL:YA-READING STICKERS
GENERAL	US BANK	71-01	\$ 6.99	AMZN MKTP US	WHITE STICKY NOTES
			<u>\$ 991.00</u>	<b>AMZN MKTP US Total</b>	
GENERAL	US BANK	81-91	\$ 85.00	INTUIT *QBOOKS ONLINE	QUICKBOOKS MONTHLY SUB.
			<u>\$ 85.00</u>	<b>INTUIT *QBOOKS ONLINE Total</b>	
GENERAL	US BANK	83-06	\$ 30.00	IOWA LIBRARY ASSOCIATION	ILA SPRING LEADERSHIP REG
			<u>\$ 30.00</u>	<b>IOWA LIBRARY ASSOCIATION Total</b>	
GENERAL	US BANK	89-33	\$ 134.87	MICHAELS STORES 1246	FOTL:ADULT-ART SUPPLIES
			<u>\$ 134.87</u>	<b>MICHAELS STORES 1246 Total</b>	
GENERAL	US BANK	89-34	\$ 174.00	PUTNAM MUSEUM	BERG 2 RMB ADVENTURE PASS
GENERAL	US BANK	89-34	\$ 174.00	PUTNAM MUSEUM	BERG 2 RMB ADVENTURE PASS
			<u>\$ 348.00</u>	<b>PUTNAM MUSEUM Total</b>	
GENERAL	US BANK	89-33	\$ 297.45	THE WEBSTAUANT STORE INC	FOTL:COLAB-CART, PAPER,
			<u>\$ 297.45</u>	<b>THE WEBSTAUANT STORE INC Total</b>	
LEVY	US BANK	89-47	\$ 8.99	WEST MUSIC - CEDAR FALLS	BANJO STRINGS
			<u>\$ 8.99</u>	<b>WEST MUSIC - CEDAR FALLS Total</b>	
GENERAL	US BANK	81-91	\$ 300.00	WORDPRESS A1ZFMF904B	WEBSITE RENEWAL 1 YR SUB.
			<u>\$ 300.00</u>	<b>WORDPRESS A1ZFMF904B Total</b>	
	<b>USBank Total</b>		<u>\$ 2,835.81</u>		

**Final Payment Total**

\$ 30,455.25

REVENUE GUIDELINE  
FOR FISCAL YEAR 2023  
FOR THE MONTH OF MARCH 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	13,033.42	312,464.34	244,985.66	56
*	PROPERTY TAXES	557,450.00	13,033.42	312,464.34	244,985.66	56
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	597.39	6,508.49	491.51	93
101-1060-356.72-00	LIBRARY-COUNTY TAX	30,000.00	.00	25,386.00	4,614.00	85
101-1060-356.73-00	LIBRARY-FINES & FEES	.00	169.22	1,304.57	1,304.57-	0
101-1060-356.74-00	LIBRARY-LOST & PAID BOOKS	2,500.00	350.75	2,507.94	7.94-	100
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	156,989.14	96,989.14-	262
101-1060-356.79-02	FRIENDS OF THE LIBRARY	30,000.00	6,370.51	17,934.02	12,065.98	60
101-1060-356.81-00	LIBRARY-CO-LAB FEES	.00	39.21	120.71	120.71-	0
*	CHARGES FOR SERVICES	141,500.00	7,527.08	239,466.17	97,966.17-	169
**	GENERAL FUND	723,950.00	20,560.50	568,572.48	155,377.52	79

REVENUE GUIDELINE  
 FOR FISCAL YEAR 2023  
 FOR THE MONTH OF MARCH 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	14.45	136.54	136.54-	0
294-0000-361.03-00	CD/INVESTMENT INTEREST	.00	33.08	114.36	114.36-	0
*	USE OF MONEY & PROPERTY	.00	47.53	250.90	250.90-	0
**	LIBRARY RESERVE	.00	47.53	250.90	250.90-	0

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		835,700.00	21,520.03	577,005.38	258,694.62	69

EXPENDITURE GUIDELINE  
FOR FISCAL YEAR 2023  
FOR THE MONTH OF MARCH 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	50,563.03	474,054.37	162,375.63	74
101-1060-423.61-02	PART-TIME	406,600.00	27,270.81	286,752.06	119,847.94	71
101-1060-423.62-01	PAYROLL	2,820.00	235.00	2,115.00	705.00	75
101-1060-423.62-02	SEVERANCE	10,380.00	865.00	7,785.00	2,595.00	75
101-1060-423.64-01	HEALTH INS. PREMIUMS	120,440.00	9,644.58	74,870.52	45,569.48	62
101-1060-423.64-02	HEALTH INS. REIMBURSEMENT	2,010.00	6.66	6.66	2,003.34	0
101-1060-423.64-03	LIFE INSURANCE	1,960.00	126.36	1,046.91	913.09	53
101-1060-423.64-04	LTD INSURANCE	2,000.00	164.48	1,362.10	637.90	68
101-1060-423.64-05	WORKMAN'S COMP. INS.	2,180.00	181.67	1,634.99	545.01	75
101-1060-423.65-01	F.I.C.A.	79,800.00	5,825.61	57,188.55	22,611.45	72
101-1060-423.66-01	I.P.E.R.S.	98,460.00	7,213.47	69,709.80	28,750.20	71
*	PERSONAL SERVICES	1,363,080.00	102,096.67	976,525.96	386,554.04	71
COMODITIES						
101-1060-423.71-01	OFFICE SUPPLIES	10,000.00	118.77	2,263.78	7,736.22	23
101-1060-423.72-19	PRINTING	2,000.00	137.29	465.87	1,534.13	23
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	360.63	10,040.61	7,459.39	57
101-1060-423.73-06	BUILDING REPAIR	3,000.00	.00	5,312.41	2,312.41-	177
*	COMODITIES	35,700.00	616.69	19,409.07	16,290.93	54
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	50,692.50	16,897.50	75
101-1060-423.81-91	LICENSES & SERVICE CONTRT	30,000.00	2,966.31	16,966.42	13,033.58	57
101-1060-423.82-01	TELEPHONE	4,000.00	156.89	1,555.95	2,444.05	39
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	749.00	5,537.99	537.99-	111
101-1060-423.84-01	OPERATING INSURANCE	26,250.00	2,187.50	19,687.50	6,562.50	75
101-1060-423.85-01	UTILITIES	105,000.00	5,253.02	43,452.59	61,547.41	41
101-1060-423.86-01	REPAIR & MAINTENANCE	7,000.00	156.55	2,676.62	4,323.38	38
101-1060-423.89-20	ADULT BOOKS	.00	275.24	1,579.62	1,579.62-	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	26.95	446.83	446.83-	0
101-1060-423.89-33	FRIENDS SUPPORTED PROGRAM	30,000.00	5,707.07	13,632.57	16,367.43	45
101-1060-423.89-34	ENDOWMENT SUPPORTED PROG.	60,000.00	1,361.00	49,084.38	10,915.62	82
*	CONTRACTED SERVICES	340,840.00	24,472.03	205,653.35	135,186.65	60
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	127,185.39	1,203,392.06	733,557.94	62



EXPENDITURE GUIDELINE  
FOR FISCAL YEAR 2023  
FOR THE MONTH OF MARCH 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	8,203.17	80,885.40	48,144.60	63
101-1061-423.61-02	PART-TIME	18,420.00	1,422.71	9,919.13	8,500.87	54
101-1061-423.62-01	PAYROLL	570.00	47.50	427.50	142.50	75
101-1061-423.62-02	SEVERANCE	2,100.00	175.00	1,575.00	525.00	75
101-1061-423.64-01	HEALTH INS. PREMIUMS	12,000.00	1,391.78	12,526.02	526.02-	104
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	178.02	211.98	46
101-1061-423.64-04	LTD INSURANCE	410.00	26.27	232.10	177.90	57
101-1061-423.64-05	WORKMAN'S COMP. INS.	310.00	25.83	232.51	77.49	75
101-1061-423.65-01	F.I.C.A.	11,280.00	726.50	6,860.82	4,419.18	61
101-1061-423.66-01	I.P.E.R.S.	13,920.00	908.68	8,573.23	5,346.77	62
*	PERSONAL SERVICES	188,890.00	12,947.57	121,909.73	66,980.27	62
COMODITIES						
101-1061-423.71-11	TECHNICAL PROCESSING SUPP	30,000.00	1,599.39	8,713.49	21,286.51	29
*	COMODITIES	30,000.00	1,599.39	8,713.49	21,286.51	29
CONTRACTED SERVICES						
101-1061-423.81-12	COMPUTER SERVICES	10,000.00	833.33	7,500.01	2,499.99	75
101-1061-423.81-91	LICENSES & SERVICE CONTRT	54,000.00	28,725.43	57,708.97	3,708.97-	107
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	3,793.57	26,709.86	25,790.14	51
101-1061-423.89-21	YOUNG ADULT BOOKS	18,000.00	1,016.84	9,488.67	8,511.33	53
101-1061-423.89-22	YOUTH BOOKS	48,000.00	2,717.32	20,791.64	27,208.36	43
101-1061-423.89-23	LARGE PRINT BOOKS	6,000.00	201.60	3,076.05	2,923.95	51
101-1061-423.89-24	ADULT AUDIO	8,000.00	103.38	3,085.14	4,914.86	39
101-1061-423.89-25	ADULT VIDEO	41,000.00	294.43	4,711.62	36,288.38	11
101-1061-423.89-26	NON-PRINT RESOURCES	29,000.00	.00	20,524.04	8,475.96	71
101-1061-423.89-29	NEWSPAPERS	2,300.00	761.05	1,792.45	507.55	78
101-1061-423.89-31	PERIODICALS	7,300.00	63.12	3,883.20	3,416.80	53
101-1061-423.89-35	YOUTH AUDIO	8,800.00	100.83	610.31	8,189.69	7
101-1061-423.89-36	YOUTH VIDEO	10,500.00	80.76	3,196.39	7,303.61	30
101-1061-423.89-37	YOUNG ADULT AUDIO	2,000.00	61.42	690.02	1,309.98	35
101-1061-423.89-38	YOUNG ADULT VIDEO	1,000.00	202.95	739.37	260.63	74
101-1061-423.89-42	ADULT E-MATERIALS	40,000.00	14,016.21	48,276.85	8,276.85-	121
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	2,547.76	6,907.28	207.28-	103
101-1061-423.89-47	LIBRARY OF THINGS	2,500.00	53.37	336.64	2,163.36	13
*	CONTRACTED SERVICES	377,100.00	55,573.37	221,823.82	155,276.18	59
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	29.99	164.99	164.99-	0
*	CAPITAL OUTLAY	3,500.00	29.99	164.99	3,335.01	5
**	LIBRARY LEVY	599,490.00	70,150.32	352,612.03	246,877.97	59
***	FINANCE & BUSINESS OPER.	2,536,440.00	197,335.71	1,556,004.09	980,435.91	61

EXPENDITURE GUIDELINE  
 FOR FISCAL YEAR 2023  
 FOR THE MONTH OF MARCH 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	197,335.71	1,556,027.65	1,005,412.35	61

EXPENDITURE GUIDELINE  
 FOR FISCAL YEAR 2023  
 FOR THE MONTH OF MARCH 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	120.00	34,880.00	0
*	CONTRACTED SERVICES	35,000.00	15.00	120.00	34,880.00	0
**	DATA PROCESSING	35,000.00	15.00	120.00	34,880.00	0
***	FINANCE & BUSINESS OPER.	35,000.00	15.00	120.00	34,880.00	0
****	DATA PROCESSING FUND	35,000.00	15.00	120.00	34,880.00	0

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		2,708,190.00	201,667.86	1,600,315.76	1,107,874.24	59

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
<b>2005</b>	31-Jul-05 No distributions	\$707,087.62	4%	<b>\$28,283.50</b>			
					\$28,283.50	\$28,283.50	\$0.00
<b>2006</b>	31-Dec-05 No distributions	\$796,531.38	4%	<b>\$31,861.26</b>			
					\$31,861.26	\$60,144.76	\$0.00
<b>2007</b>	31-Dec-06 Nov-07 MTM (Microfilm Workstation)	\$945,707.00	4%	<b>\$37,828.28</b> (\$9,125.00)			
					\$28,703.28	\$88,848.04	(\$9,125.00)
<b>2008</b>	31-Dec-07 Nov-07 WiFi Computer Lab Nov-07 Newspaper/Paperback Shelving	\$1,069,972.81	4%	<b>\$42,798.91</b> (\$26,651.00) (\$4,534.00)			
					\$11,613.91	\$100,461.95	(\$31,185.00)
<b>2009</b>	31-Dec-08 Jul-09 Art Purchase	\$762,741.36	4%	<b>\$30,509.65</b> (\$4,000.00)			
					\$26,509.65	\$126,971.61	(\$4,000.00)
<b>2010</b>	31-Dec-09 <b>Allocation for 2010</b> May-10 Library Space Consultant Jan-10 Library Space Consultant	\$956,698.81 \$926,140.39	4%	<b>\$37,045.62</b> (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)
<b>2011</b>	31-Dec-10 <b>Allocation for 2011</b> 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%	<b>\$37,192.17</b> (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)
<b>2012</b>	31-Dec-11	\$1,000,669.64					

<b>Allocation for 2012</b>	\$929,888.83	4%	<b>\$37,195.55</b> (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)
<b>2013 31-Dec-12</b>	\$1,111,721.58					
<b>Allocation for 2013</b>	\$1,009,198.25	4%	<b>\$40,367.93</b> (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)
<b>2014 31-Dec-13</b>	\$1,280,930.28					
<b>Allocation for 2014</b>	\$1,060,872.51	4%	<b>\$42,434.90</b> (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)
<b>2015 31-Dec-14</b>	\$1,171,915.01					
<b>Allocation for 2015</b>	\$1,131,107.17	4%	<b>\$45,244.29</b> (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)
<b>2016 31-Dec-15</b>	\$1,153,308.00					
<b>Allocation for 2016</b>	\$1,188,188.96	4%	<b>\$47,527.56</b> (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)
<b>2017 31-Dec-16</b>	\$1,205,471.94					
<b>Allocation for 2017</b>	\$1,202,051.10	4%	<b>\$48,082.04</b> (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)
<b>2018 31-Dec-17</b>	\$1,291,707.90					
<b>Allocation for 2018</b>	\$1,176,898.32	4%	<b>\$47,075.93</b> (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)
<b>2019</b> 31-Dec-18			\$1,179,619.76		
<b>Allocation for 2019</b>			\$1,216,829.28	4%	<b>\$48,673.17 (average of 12/31/15, 12/31/16, 12/31/17 FMV)</b>
		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)
<b>2020</b> 31-Dec-19			\$1,357,543.53		
<b>Allocation for 2020</b>			\$1,225,599.87	4%	<b>\$49,023.99 (average of 12/31/16, 12/31/17, 12/31/18 FMV)</b>
		No requests for 2020			
				\$49,023.99	\$150,269.79 \$0.00
<b>2021</b> 31-Dec-20			\$1,493,993.61		
<b>Allocation for 2021</b>			\$1,276,290.40	4%	<b>\$51,051.62 (average of 12/31/17, 12/31/18, 12/31/19 FMV)</b>
		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)
<b>2022</b> 31-Dec-21			\$1,373,467.22		
<b>Allocation for 2022</b>			\$1,343,718.97	4%	<b>\$53,748.76 (average of 12/31/18, 12/31/19, 12/31/20 FMV)</b>
		Privacy Room 2022			(\$5,752.00) spent
				\$47,996.76	\$38,347.53 (\$5,752.00)
<b>2023</b> 31-Dec-22			\$1,105,713.14		
<b>Allocation for 2023</b>			\$1,408,334.79	4%	<b>\$56,333.39 (average of 12/31/19, 12/31/20, 12/31/21 FMV)</b>

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
<b>2005</b>	4-Jan-05	\$305,046.74	4%	<b>\$12,201.87</b>			
	No distributions						
					\$12,201.87	\$12,201.87	\$0.00
<b>2006</b>	31-Dec-05	\$384,261.42	4%	<b>\$15,370.46</b>			
	Nov-06 Cedar Valley's Youth Read Project			(\$10,000.00)			
					\$5,370.46	\$17,572.33	(\$10,000.00)
<b>2007</b>	31-Dec-06	\$411,481.00	4%	<b>\$16,459.24</b>			
	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)
<b>2008</b>	31-Dec-07	\$433,611.49	4%	<b>\$17,344.46</b>			
	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)
<b>2009</b>	31-Dec-08	\$305,509.17	4%	<b>\$12,220.37</b>			
	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)
<b>2010</b>	31-Dec-09	\$364,989.17					
	<b>Allocation for 2010</b>	\$383,533.89	4%	<b>\$15,341.36</b>	<b>(average of 12/31/06, 12/31/07, 12/31/08 FMV)</b>		
	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)			



	<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)
<b>2014</b>	<b>31-Dec-13</b>	\$453,255.20						
	<b>Allocation for 2014</b>	\$393,607.39	4%	<b>\$15,744.30</b>	<b>(average of 12/31/10, 12/31/11, 12/31/12 FMV)</b>			
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)
<b>2015</b>	<b>31-Dec-14</b>	\$455,780.79						
	<b>Allocation for 2015</b>	\$411,553.34	4%	<b>\$16,462.13</b>	<b>(average of 12/31/11, 12/31/12, 12/31/13 FMV)</b>			
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			<b>unspent</b>

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)			
<b>2016</b>	31-Dec-15	\$436,067.00						
	<b>Allocation for 2016</b>	\$438,490.07	4%	<b>\$17,539.60</b>				<b>(average of 12/31/12, 12/31/13, 12/31/14 FMV)</b>
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)		<b>spent</b>	
<b>2017</b>	31-Dec-16	\$451,378.20						
	<b>Allocation for 2017</b>	\$448,367.66	4%	<b>\$17,934.71</b>				<b>(average of 12/31/13, 12/31/14, 12/31/15 FMV)</b>
Apr-18	LitCon 2017				(\$2,902.04)			
	Miscellaneous (budgeted: \$10,000)*				(\$3,216.21)		<b>unspent</b>	
	*Unspent Miscellaneous				\$3,216.21		<b>unspent</b>	
Apr-18	*WCF Symphony & Lollipop Concert (\$2,000-Part of Miscellaneous)				(\$2,000.00)		<b>spent</b>	
	*Traveling Tales 2017 (\$2,000-Part of Miscellaneous)				(\$710.07)		<b>spent</b>	
	*Laser Tag 2017 (\$3,500-Part of Miscellaneous)				(\$2,175.00)		<b>spent</b>	
	*Bridge to Reading (\$2,000-Part of Miscellaneous)				(\$1,898.72)		<b>spent</b>	
<b>2018</b>	31-Dec-17	\$490,729.89						
	<b>Allocation for 2018</b>	\$447,742.00	4%	<b>\$17,909.68</b>				<b>(average of 12/31/14, 12/31/15, 12/31/16 FMV)</b>
	LitCon 2018				(\$12,684.47)		<b>spent</b>	
	Murder Mystery 2018				(\$2,100.00)		<b>spent</b>	
	Miscellaneous (budgeted: \$10,000)*				(\$7,001.58)		<b>unspent</b>	
	*Unspent Miscellaneous				\$7,001.58		<b>unspent</b>	

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

				(\$15,296.54)	\$30,668.65	(\$34,464.00)
<b>2022</b>	31-Dec-21	\$586,789.86				
	<b>Allocation for 2022</b>	\$493,312.74	4%	<b>\$19,732.51</b>	<b>(average of 12/31/18, 12/31/19, 12/31/20 FMV)</b>	
	Cedar Valley's Youth Read 2022			(\$10,000.00)	<b>spent</b>	
	Bridge to Reading 2022			(\$3,402.00)	<b>spent</b>	
				\$6,330.51	\$36,999.16	(\$13,402.00)
<b>2023</b>	31-Dec-22	\$435,675.96				
	<b>Allocation for 2023</b>	\$541,108.68	4%	<b>\$21,644.35</b>	<b>(average of 12/31/19, 12/31/20, 12/31/21 FMV)</b>	
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)
<b>2024</b>	31-Dec-23	\$518,524.76				
	<b>Allocation for 2024</b>	\$518,524.76	4%	<b>\$20,740.99</b>	<b>(average of 12/31/20, 12/31/21, 12/31/22 FMV)</b>	
				\$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
<b>2008</b>	31-May-08	\$653,896.21		<b>\$0.00</b>			
					\$0.00	\$0.00	\$0.00
<b>2009</b>	31-Dec-08	\$992,442.72	4%	<b>\$39,697.71</b>			
	Nov-09 Jacquelyn Mitchard grant			(\$19,710.27)			
					\$19,987.44	\$19,987.44	(\$19,710.27)
<b>2010</b>	31-Dec-09	\$1,156,261.55	4%	<b>\$46,250.46</b>			
	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)
<b>2011</b>	31-Dec-10	\$1,286,373.84	4%	<b>\$51,454.95</b>			
	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)
<b>2012</b>	31-Dec-11	\$1,236,962.59					
	<b>Allocation for 2012</b>	\$1,145,026.04	4%	<b>\$45,801.04</b>	<b>(average of 12/31/08, 12/31/09, 12/31/10 FMV)</b>		
	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			

May-12	*Kent Nerbum Visit (part of other library programming)				(\$2,500.00)		
Nov-12	*Drum Program (part of other library programming)				(\$1,475.00)		
May-13	*Youth Programming Enhancements (part of other library programming)				(\$3,000.00)		
						(\$1,063.22)	\$74,254.83
							(\$46,864.26)
<b>2013</b>	31-Dec-12	\$1,351,861.27					
	<b>Allocation for 2013</b>	\$1,226,532.66	4%	<b>\$49,061.31</b>	<b>(average of 12/31/09, 12/31/10, 12/31/11 FMV)</b>		
PLAN	Young Adult Author Visit				(\$15,000.00)		
CANCEL	Young Adult Author Visit				\$15,000.00		
Jun-13	Newspaper Preservation				(\$1,148.67)		
Oct-13	Audio Visual Collection Enhancement				(\$29,945.43)		
Oct-13	Audio Visual Area Remodel				(\$13,302.00)		
	<u>Other Library Programming/Projects (budgeted: \$32,000)*</u>				(\$12,312.36)		
	Unspent anticipated programming requests				\$12,312.36		
Jun-13	*Cinco de Mayo (part of other library programming)				(\$1,153.00)		
Nov-13	*Summer Library Programs (part of other library programming)				(\$8,082.00)		
Nov-13	*Circulating E-readers (part of other library programming)				(\$4,427.40)		
Nov-13	*Chasing4Life (part of other library programming)				(\$6,025.24)		
						(\$15,022.43)	\$59,232.39
							(\$64,083.74)
<b>2014</b>	31-Dec-13	\$1,460,435.78					
	<b>Allocation for 2014</b>	\$1,291,732.57	4%	<b>\$51,669.30</b>	<b>(average of 12/31/10, 12/31/11, 12/31/12 FMV)</b>		
Jun-17	Audio Visual Collection Enhancement (per year for 5 years, year 1 of 5)				(\$1,000.00)	<b>spent</b>	
Jun-14	Cinco de Mayo				(\$1,376.50)		
	Traveling Tales				(\$3,894.33)		
Apr-15	Summer Library Programs				(\$14,601.06)		
	<u>Other Library Programming/Projects (budgeted: \$20,000)*</u>				(\$4,418.96)		
	Unspent anticipated programming requests				\$4,418.96		



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) <b>spent</b>
					\$15,216.37
					\$74,448.76
					(\$36,452.93)
<b>2015</b>	<b>31-Dec-14</b>				\$1,486,222.92
	<b>Allocation for 2015</b>				\$1,349,753.21
			4%		<b>\$53,990.13 (average of 12/31/11, 12/31/12, 12/31/13 FMV)</b>
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) <b>spent</b>
	<u>Other Library Programming/Projects (budgeted: \$30,000)*</u>				(\$7,600.02)
	Unspent anticipated programming requests				\$7,600.02 <b>unspent</b>
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) <b>reimbursed</b>
	*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) <b>spent</b>

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

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

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/>								
<b>2021</b>	31-Dec-20			\$1,714,066.54				
	<b>Allocation for 2021</b>			\$1,589,127.56	4%	<b>\$63,565.10</b>	<b>(average of 12/31/17, 12/31/18, 12/31/19 FMV)</b>	
	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/>								
<b>2022</b>	31-Dec-21			\$1,853,298.98				
	<b>Allocation for 2022</b>			\$1,601,540.03	4%	<b>\$64,061.60</b>	<b>(average of 12/31/18, 12/31/19, 12/31/20 FMV)</b>	
	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/>								
<b>2023</b>	31-Dec-22			\$1,409,285.61				
	<b>Allocation for 2023</b>			\$1,727,755.68	4%	<b>\$69,110.23</b>	<b>(average of 12/31/19, 12/31/20, 12/31/21 FMV)</b>	
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/>								
<b>2024</b>	31-Dec-23							
	<b>Allocation for 2024</b>			\$1,574,964.06	4%	<b>\$62,998.56</b>	<b>(average of 12/31/20, 12/31/21, 12/31/22 FMV)</b>	

\$62,998.56    \$68,469.70    \$0.00

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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
<b>2012</b>	2/15/2012 (original deposit) 8/8/2012 (additional deposit)	\$43,841.56		\$310.30	\$310.30	\$310.30	\$0.00
<b>2013</b>	31-Dec-12	\$45,880.97	4%	<b>\$1,835.24</b>			
	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
<b>2014</b>	31-Dec-13	\$52,021.66	4%	<b>\$2,080.87</b>			
	Distribution for 2014			(\$1,702.91)			
	May-14 Deposited distribution back into fund			\$1,702.91	\$2,080.87	\$4,397.84	\$0.00
<b>2015</b>	31-Dec-14	\$53,829.89	4%	<b>\$2,153.20</b>			
					\$2,153.20	\$6,551.03	\$0.00
<b>2016</b>	31-Dec-15	\$53,006.00	4%	<b>\$2,120.24</b>			
					\$2,120.24	\$8,671.27	\$0.00
<b>2017</b>	31-Dec-16	\$55,707.39	4%	<b>\$2,228.30</b>			
					\$2,228.30	\$10,899.57	\$0.00
<b>2018</b>	31-Dec-17	\$64,379.56	4%	<b>\$2,575.18</b>			
					\$2,575.18	\$13,474.75	\$0.00
<b>2019</b>	31-Dec-18	\$58,900.73	4%	<b>\$2,356.03</b>			
					\$2,356.03	\$15,830.78	\$0.00
<b>2020</b>	31-Dec-19	\$63,823.59	4%	<b>\$2,552.94</b>			

				\$2,552.94	\$18,383.72	\$0.00
<b>2021</b>	31-Dec-20	\$63,856.37	4%	<b>\$2,554.25</b>		
				\$2,554.25	\$20,937.98	\$0.00
<b>2022</b>	31-Dec-21	\$71,159.63	4%	<b>\$2,846.39</b>		
				\$2,846.39	\$23,784.36	\$0.00
<b>2023</b>	31-Dec-22	\$57,142.55	4%	<b>\$2,285.70</b>		
				\$2,285.70	\$26,070.06	\$0.00
<b>2024</b>	31-Dec-23		4%	<b>\$0.00</b>		
				\$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
<b>2021</b>	31-Dec-20	\$70,468.56		<b>\$70,468.56</b>			
					\$70,468.56	\$70,468.56	\$0.00
<b>2022</b>	31-Dec-21	\$78,575.26		<b>\$78,575.26</b>			
	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)
<b>2023</b>	31-Dec-22	\$16,277.34		<b>\$16,277.34</b>			
					\$16,277.34	\$113,324.76	\$0.00
<b>2024</b>	31-Dec-23			<b>\$0.00</b>			
					\$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-Nov	22-Dec	23-Jan	23-Feb	23-Mar	FY23
Customer Count	11,972	10,443	12,216	12,287	14,855	116,235
Hours Open	252	237	252	241	278	2,315
<b>Total Circulation</b>	<b>32,669</b>	<b>29,204</b>	<b>31,918</b>	<b>32,562</b>	<b>37,074</b>	<b>306,653</b>
Adult	11,177	10,701	11,232	11,063	12,843	106,308
Young Adult	1,397	1,239	1,331	1,356	1,898	14,022
Youth	14,118	11,288	12,656	13,815	15,164	128,705
Interlibrary Loan (cf to other)	178	180	187	187	204	1,477
<i>Interlibrary Loan (other to cf)</i>	90	81	102	102	133	792
<i>CFPL@UNI</i>	19	16	9	16	10	152
WPL	739	653	783	785	917	6,762
Library of Things	108	73	82	77	86	901
<b>Total Physical Circulation</b>	<b>26,692</b>	<b>23,228</b>	<b>25,219</b>	<b>26,234</b>	<b>29,905</b>	<b>249,035</b>
<i>Overdrive</i>	4,401	4,383	5,080	4,624	5,322	42,347
<i>Hoopla</i>	637	558	550	675	753	5,785
<i>Freegal Downloadable Music</i>	939	1,035	1,069	1,029	1,094	9,486
<b>Total eResource Circulation</b>	<b>5,977</b>	<b>5,976</b>	<b>6,699</b>	<b>6,328</b>	<b>7,169</b>	<b>57,618</b>
County	275	270	252	338	387	3,000
Open Access	5,344	4,260	4,050	4,899	5,251	47,109
<b>Reference Service</b>	<b>845</b>	<b>531</b>	<b>519</b>	<b>568</b>	<b>572</b>	<b>6,175</b>
Reference Desk	432	276	208	213	224	3,135
Youth Desk	370	205	250	305	305	2,552
YA Desk	0	0	0	0	0	0
Circulation	43	50	61	50	43	488
Titles Added	389	649	564	714	609	5,193
Items Added	494	729	649	785	683	6,071
Items Withdrawn	798	11	848	844	317	4,670
<b>Meeting Room Use</b>	<b>32</b>	<b>25</b>	<b>32</b>	<b>27</b>	<b>33</b>	<b>251</b>
Conference Room	11	6	14	13	15	106
Meeting Room	9	8	11	7	5	60
Co-Lab Room	12	11	7	7	13	85
YA/Youth Area	0	0	0	0	0	0
<b>Youth Programs</b>						
Events/Programs	39	30	39	41	40	357
Event Attendance	866	969	1,039	750	1,575	10,037
Outreach Services	1	0	1	2	0	19
Outreach Attendance	30	0	20	90	0	536
Teacher Units	21	11	24	25	21	159

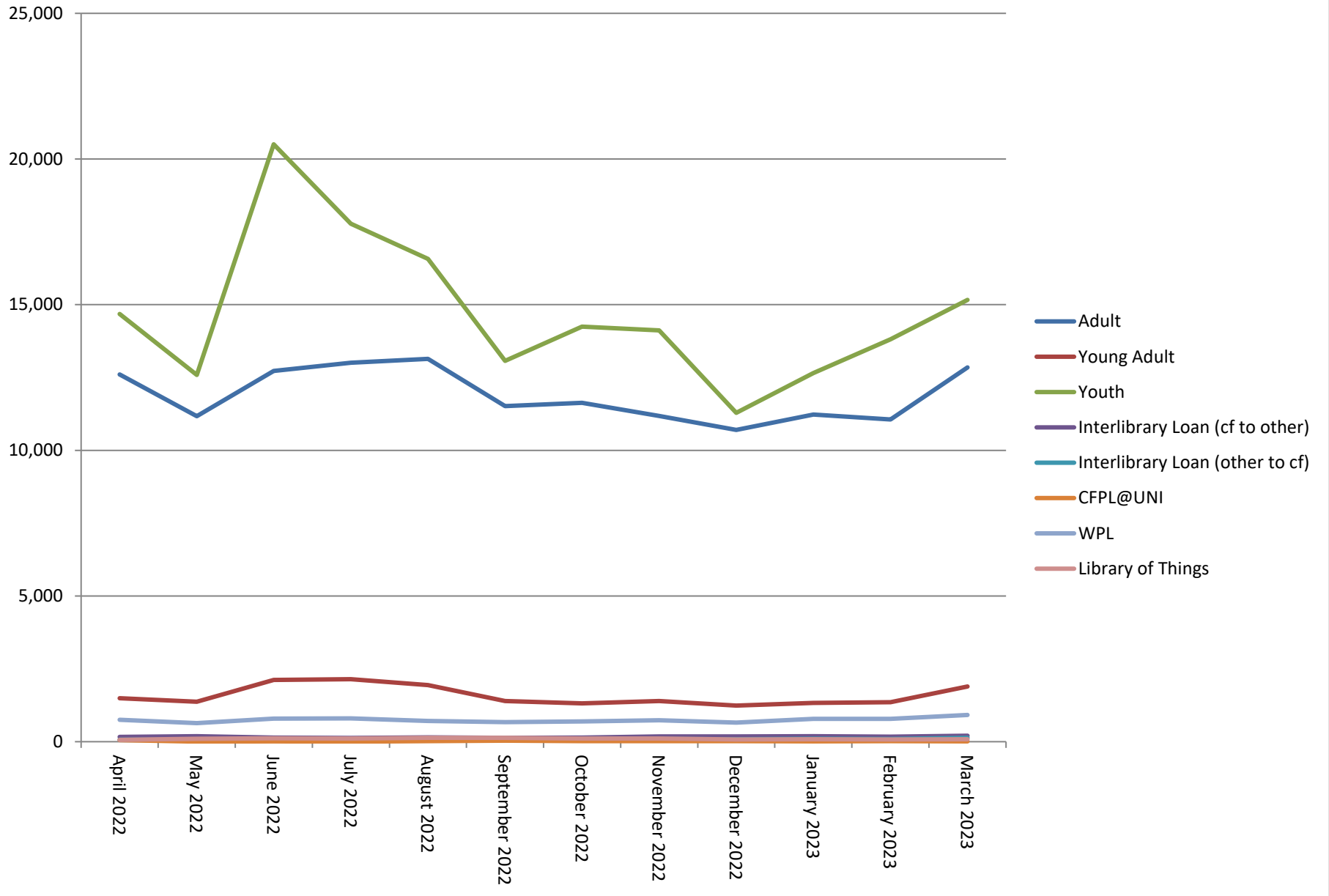
<b>Adult Programs</b>						
Outreach Services	5	6	6	4	5	<b>49</b>
Outreach Attendance	26	38	41	28	36	<b>325</b>
Library Attendance	19	0	99	133	183	<b>730</b>
Library Activities	3	0	6	5	6	<b>46</b>
<b>Young Adult Programs</b>						
Library Attendance	3	17	14	9	30	<b>198</b>
Library Activities	1	4	5	5	12	<b>47</b>
<b>Computer Usage</b>	1,928	1,498	1,825	1,193	1,231	<b>15,647</b>
Netbook/iPad Circulation	0	0	1	2	1	<b>21</b>

	22-Mar	23-Mar	23-Feb
Customer Count	13,015	14,855	12,287
Hours Open	283	278	241
<b>Total Circulation</b>	<b>36,834</b>	<b>37,074</b>	<b>32,562</b>
Adult	12,540	12,843	11,063
Young Adult	1,586	1,898	1,356
Youth	16,430	15,164	13,815
Interlibrary Loan (cf to other)	176	204	187
<i>Interlibrary Loan (other to cf)</i>	74	133	102
<i>CFPL@UNI</i>	15	10	16
WPL	789	917	785
<i>Library of Things</i>	53	86	77
<b>Physical Circulation</b>	<b>30,556</b>	<b>29,905</b>	<b>26,234</b>
<i>Overdrive</i>	4,563	5,322	4,624
<i>Hoopla</i>	642	753	675
<i>Freegal Downloadable Music</i>	1,073	1,094	1,029
<b>Resources Circulation</b>	<b>6,278</b>	<b>7,169</b>	<b>6,328</b>
County	329	387	338
Open Access	6,181	5,251	4,899
<b>Reference Service</b>	<b>1,043</b>	<b>572</b>	<b>568</b>
Reference Desk	577	224	213
Youth Desk	350	305	305
YA Desk	37	0	0
Circulation	79	43	50
Titles Added	708	609	714
Items Added	838	683	785
Items Withdrawn	797	317	844
<b>Meeting Room Use</b>	<b>25</b>	<b>33</b>	<b>27</b>
Conference Room	18	15	13
Meeting Room	0	5	7
Co-Lab Room	7	13	7
YA/Youth Area	0	0	0
<b>Youth Programs</b>			
Events/Programs	73	40	41
Event Attendance	1,038	1,575	750
Outreach Services	0	0	2
Outreach Attendance	0	0	90
Teacher Units	13	21	25

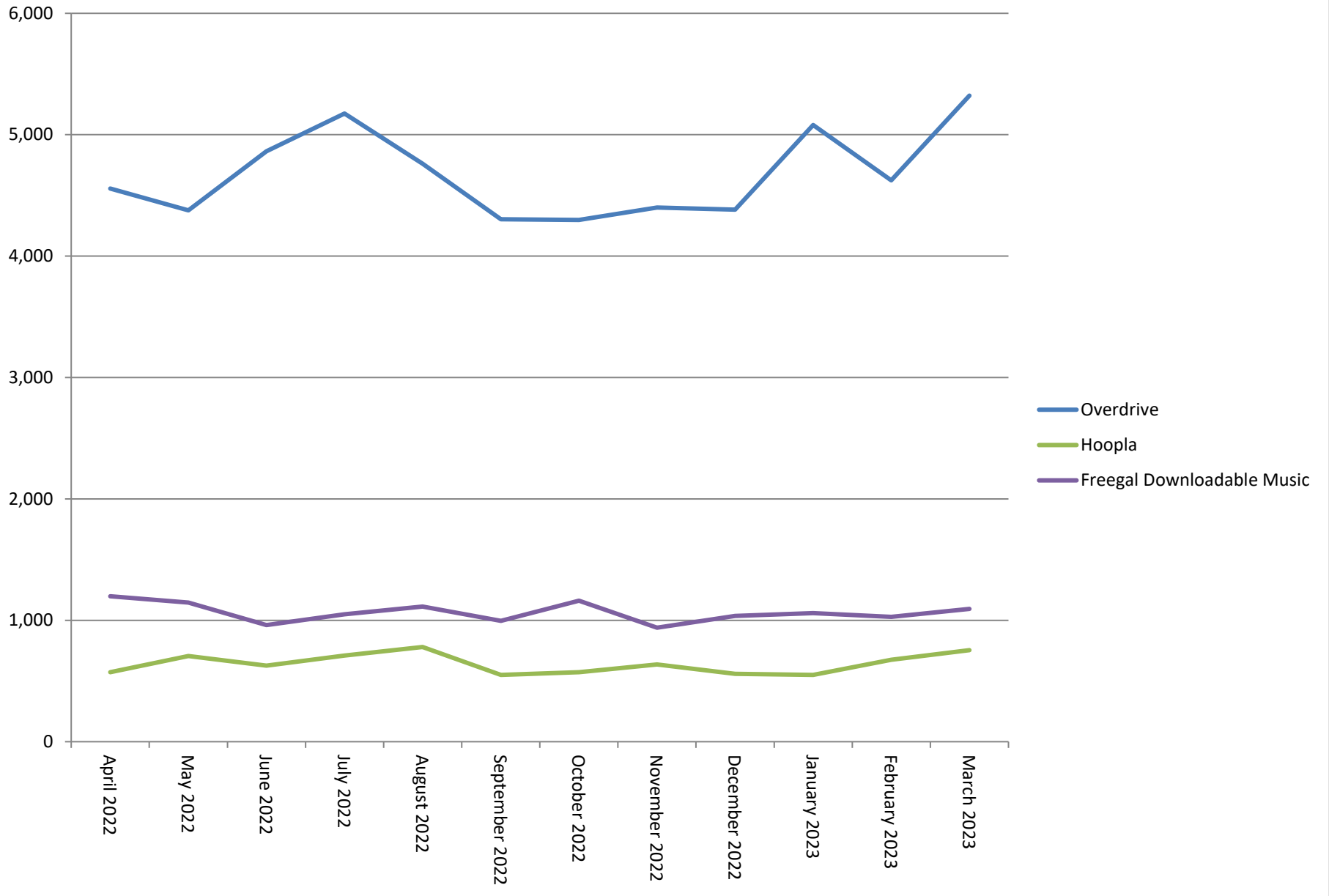
<b>Adult Programs</b>			
Outreach Services	6	5	4
Outreach Attendance	172	36	28
Library Attendance	108	183	133
Library Activities	7	6	5
<b>Young Adult Programs</b>			
Library Attendance	29	30	9
Library Activities	6	12	5
<b>Computer Usage</b>	2,042	1,231	1,193
Netbook/iPad Circulation	2	1	2

Date	Day of Week	Patron Count	
		Curbside	Building
4/1/2023	Saturday	0	554
4/2/2023	Sunday		209
4/3/2023	Monday	0	560
4/4/2023	Tuesday	0	384
4/5/2023	Wednesday	0	549
4/6/2023	Thursday	0	364
4/7/2023	Friday	1	400
4/8/2023	Saturday	0	344
4/9/2023	Sunday		
4/10/2023	Monday	0	559
4/11/2023	Tuesday	0	479
4/12/2023	Wednesday	0	508
4/13/2023	Thursday	0	364
4/14/2023	Friday	0	456
4/15/2023	Saturday	0	502
4/16/2023	Sunday		317
4/17/2023	Monday	0	599
4/18/2023	Tuesday	0	502
4/19/2023	Wednesday	0	563
4/20/2023	Thursday	0	363
4/21/2023	Friday	0	583
4/22/2023	Saturday	0	535
4/23/2023	Sunday		254
4/24/2023	Monday	0	507
4/25/2023	Tuesday	0	547
4/26/2023	Wednesday	0	949
4/27/2023	Thursday	0	622
4/28/2023	Friday		
4/29/2023	Saturday		
4/30/2023	Sunday		
<b>Total</b>		1	12,573

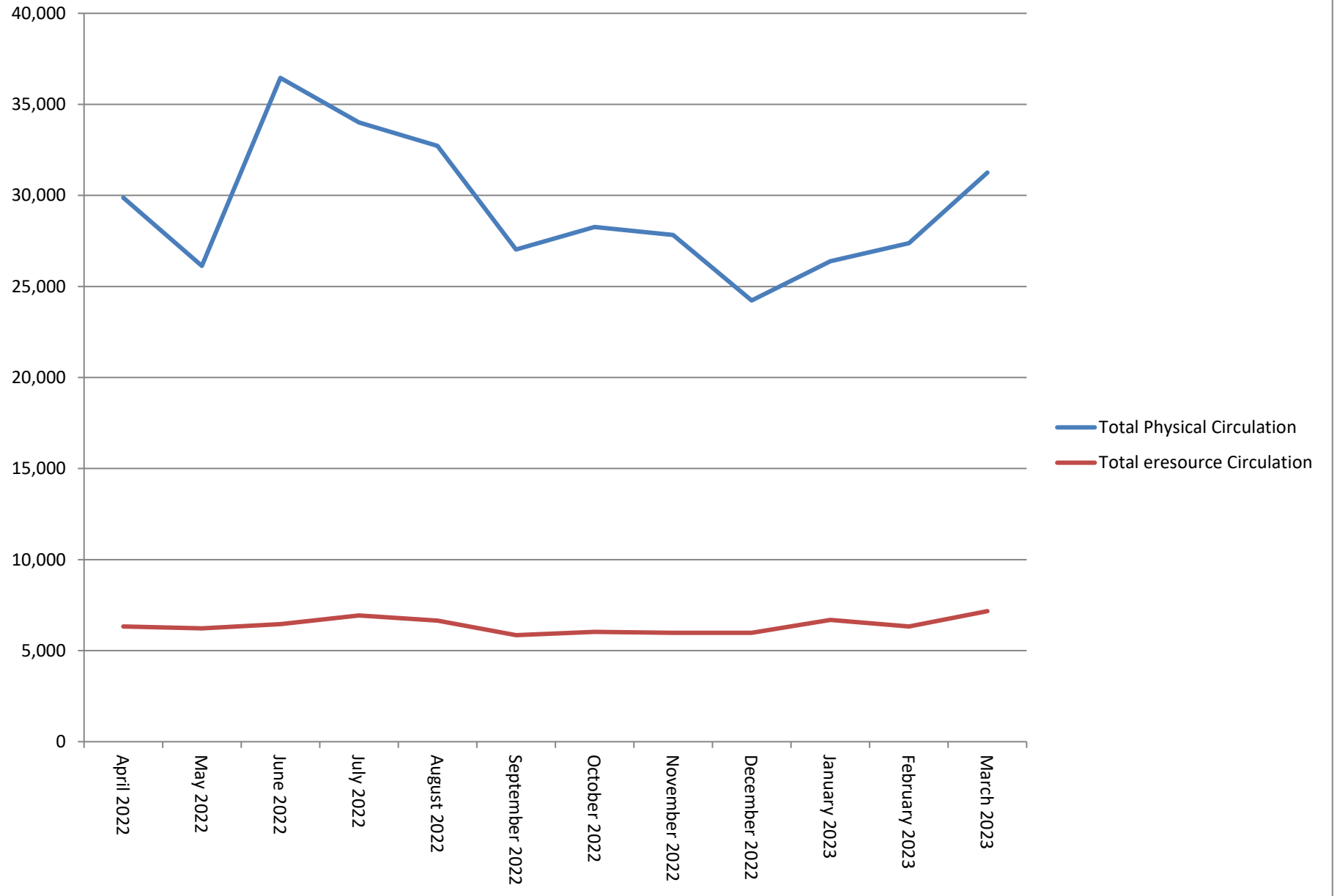
# Physical Collection



# eResource Collection



# Physical VS eResource





## 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