

AGENDA
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
October 4, 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. Imagination Library update
 - c. Outreach: Downtown Street Party
 - d. ByWater (Koha) kickoff meeting
 - e. State Library training for Boards and Cities: Where City and Library Meet, monthly throughout the fall
 - f. Miscellaneous
- X. Reports from Department Heads
 - a. Public Services Librarian
 - b. Youth Librarian
- XI. Referred for Board Action
 - a. Approve filling 29-hour library assistant vacancy in circulation

- b. Approve travel expenses for out-of-state candidate for Public Services Librarian (airfare, car rental, hotel)
 - c. Approve agreement with Lincoln Elementary School for CFPL as their emergency evacuation site

- XII. Library advocacy discussion

- XIII. Reports of Standing and Special Committees: Action appropriate to the reports
 - a. Friends of the Library
 - b. Finance: No meeting needed in October
 - c. Personnel
 - d. Library Art

- XIV. Unfinished business

- XV. New business

- XVI. Adjournment

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
September 6, 2023 4:00 PM
Cedar Falls Public Library
Conference Room

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

- I. President Sulentic called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Cormaney, Blair-Broeker) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval
MOTION: (Blair-Broeker, Edelnant) to approve the minutes as presented. Passed.
- IV. Public Forum
Member Roelofse inquired about the public forum from last month, and was provided additional information about what was discussed and decided last month.
- V. Board Training update
Director Stern noted what Member Edelnant had emailed her. Member Roelofse inquired about a deadline to complete the annual training. Director Stern noted that there isn't a specific deadline, but each member needs to complete three to five hours per year.
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Bills: Corrections/additions/deletions/approval
Member Blair-Broeker inquired regarding what an adult playaway is. Director Stern described it as an audio book that looks like an mp3 player that is loaded with a specific book. Member Blair-Broeker inquired about what Quadient, a vendor, does for the library. Assistant Daniels noted that they are the company that the library leases a postage meter from.
MOTION: (Cormaney, Bessman Taylor) to approve the August bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
None
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
None
- VIII. Usage Report
Director Stern noted that the numbers are up from this time last year.

IX. Director's Report

a. Staffing update

Director Stern noted that the library assistant positions in the youth department have been filled. She noted the amount of applications received for the open reference department position, and position open next door at the center. Director Stern also noted that applications for the Public Services Librarian position have been received as well. She noted that she will be working on arranging interviews for these three positions.

b. Upcoming professional development opportunities for staff

Director Stern noted that Learning Circuits happens once a year, and this year is about productive partnerships. She noted that a couple of staff members and herself will be attending. She noted that registration for an upcoming program that will use the Charlie Cart filled up in 24 hours.

c. Miscellaneous

Director Stern noted that there will be a block party on the 23rd, and she is staffing the kid zone area. She noted that 2,300 children have been registered for the Dolly Parton Imagination Library, and 477 children have graduated from the program. Director Stern noted that she will be meeting with the Waterloo Public Library's Assistant Director to finish working on a grant proposal to present to the Guernsey Foundation in regards to this program.

X. Reports from Department Heads

a. Public Services Librarian

Acting Librarian Pagel noted that one of her projects is the CFPL collection at the Rod Library. She noted that she is working on updating it to add new items that are beneficial for students and staff.

b. Youth Librarian

Librarian Hosford was not at the meeting, but sent the information that follows via email after the meeting. She noted that the two new library assistants have started and are adjusting well. Librarian Hosford noted that storytimes and other normal programming started back up this week. She noted that in addition to normal storytime sessions, the youth department will be partnering with the UNI international students again to provide Storytimes Around the World. Librarian Hosford noted that the first one is this month, and the theme is the Mid Autumn Festival.

XI. Referred for Board Action

a. Approve revised Library Behavior Policy

President Sulentic inquired if the only item that has been revised is adding the information about shirts and shoes being required. Director Stern noted that was the only change. Member Green inquired if this pertains to anywhere on the property. Director Stern noted that there is less of a concern outside the building. She noted that she believes that this is the way it is at City Hall as well. Director Rodenbeck noted that this was correct since people bike and run through the parking lot.

MOTION: (Edelnant, Green) to approve revised Library Behavior Policy. Passed.

XII. Library advocacy discussion

Director Stern noted that from what she was hearing, it appeared that this was a topic that needed to be included. Member Bessman Taylor inquired about when the budget will be worked on. Director Rodenbeck noted that depending upon the election, it could happen in mid-November or December. She noted that the public meetings regarding budget usually happen in February. Member Green noted that it was good to see the Materials Collection Policy. Member Cormaney suggested taking the time to read over the policy and discussing this issue more next month. Member Bessman Taylor also asked for this item to be discussed next month.

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

a. Friends of the Library

Member Edelnant noted that a new bookstore is opening downtown, and will be called The Nook. She noted that the new website is active, and the online store is also open with shirts available. Member Edelnant noted that other merchandise might be available in the future. She noted that they are also working on potentially creating a campaign to offer memberships to businesses.

b. Finance: No meeting needed in September

None

c. Personnel

None

d. Library Art

Member Green noted that a planning meeting did happen last month, and another meeting will happen in the future to review proposals for the display by the entrance.

XIV. Unfinished business

None

XV. New business

None

XVI. Adjournment

Motion to adjourn (Green, Cormaney). Passed. Meeting adjourned at 4:45.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem

LIBRARY BILL REPORT
10/4/2023

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>		
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 5.99	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 6.59	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-34	\$ 8.38	BERG 2 RMB SLP '23-YOUTH	BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 15.96	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 17.10	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 17.10	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 18.23	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 18.63	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-24	\$ 19.24	ADULT CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 20.90	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 20.97	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 23.35	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-24	\$ 24.74	ADULT CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-24	\$ 27.50	ADULT CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 34.99	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-24	\$ 35.74	ADULT CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 40.16	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 44.41	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-24	\$ 46.74	ADULT CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 47.49	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 52.79	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 56.12	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 59.64	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-24	\$ 68.74	ADULT CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 74.56	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 77.73	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 85.71	LARGE PRINT BOOKS	

LEVY	BAKER & TAYLOR BOOKS	89-21	\$	91.23	YOUNG ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	93.16	ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-21	\$	95.07	YOUNG ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-21	\$	104.31	YOUNG ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-23	\$	111.70	LARGE PRINT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	115.52	YOUTH BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	151.89	YOUTH BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	152.25	YOUTH BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	235.94	ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	238.02	ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	240.80	ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	368.06	ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-21	\$	395.62	YOUNG ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	432.56	ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	457.98	ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	464.25	ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	505.70	ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	521.19	ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-21	\$	540.91	YOUNG ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	637.26	YOUTH BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	649.27	ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	658.32	ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	734.60	YOUTH BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	739.84	ADULT BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	974.56	YOUTH BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	1,040.42	YOUTH BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	<u>1,049.51</u>	YOUTH BOOKS
	BAKER & TAYLOR BOOKS Total			<u>\$ 12,769.44</u>	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-24	\$	11.03	ADULT CD MUSIC
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$	21.69	ADULT VIDEOS
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$	39.88	ADULT VIDEOS
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-24	\$	55.17	ADULT CD MUSIC
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$	60.15	ADULT VIDEOS
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$	61.56	ADULT VIDEOS
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$	83.96	ADULT VIDEOS
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$	191.02	ADULT VIDEOS

LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 192.42	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 193.78	ADULT VIDEOS	
	BAKER & TAYLOR ENTERTAINMENT Total		<u>\$ 910.66</u>		
LEVY	CEDAR FALLS COMMUNITY SCHOOLS	89-20	\$ 65.00	ADULT BOOKS	
	CEDAR FALLS COMMUNITY SCHOOLS Total		<u>\$ 65.00</u>		
GENERAL	CEDAR FALLS UTILITIES	85-01	\$ 10,749.40	LIBRARY UTILITIES	
	CEDAR FALLS UTILITIES Total		<u>\$ 10,749.40</u>		
LEVY	CENTER POINT LARGE PRINT	89-23	\$ 49.14	LARGE PRINT BOOKS	
	CENTER POINT LARGE PRINT Total		<u>\$ 49.14</u>		
LEVY	COURIER COMMUNICATIONS	89-29	\$ 579.00	NEWSPAPER SUBSCRIPTION	10/6/23-10/5/24
	COURIER COMMUNICATIONS Total		<u>\$ 579.00</u>		
GENERAL	COYNE, LINDSEY	89-33	\$ 259.25	FOTL:ADULT-FORAGING	PROGRAM
	COYNE, LINDSEY Total		<u>\$ 259.25</u>		
LEVY	ENVISIONWARE, INC	93-01	\$ 901.53	RFID READERS FOR SELF-	CHECKS
	ENVISIONWARE, INC Total		<u>\$ 901.53</u>		
GENERAL	GORDON FLESCH COMPANY INC	81-91	\$ 977.87	COPIER CONTRACT	015-1483981-000
	GORDON FLESCH COMPANY INC Total		<u>\$ 977.87</u>		
LEVY	INGRAM ENTERTAINMENT INC.	89-26	\$ 23.49	ADULT VIDEO GAMES	
LEVY	INGRAM ENTERTAINMENT INC.	89-26	\$ 23.49	YOUNG ADULT VIDEO GAMES	
	INGRAM ENTERTAINMENT INC. Total		<u>\$ 46.98</u>		
LEVY	MIDWEST TAPE, LLC	89-36	\$ 69.72	YOUTH VIDEOS	
LEVY	MIDWEST TAPE, LLC	89-36	\$ 182.18	YOUTH VIDEOS	
LEVY	MIDWEST TAPE, LLC	89-36	\$ 245.13	YOUTH VIDEOS	
LEVY	MIDWEST TAPE, LLC	89-36	\$ 255.64	YOUTH VIDEOS	
	MIDWEST TAPE, LLC Total		<u>\$ 752.67</u>		
GENERAL	MOTION PICTURE LICENSING	72-76	\$ 263.45	SITE LICENSE RENEW 1 YEAR	11/01/23-10/31/24
	MOTION PICTURE LICENSING Total		<u>\$ 263.45</u>		

GENERAL	OFFICE EXPRESS OFFICE PRO	71-01	\$ 135.61	10 X 13" ENVELOPES, 24#	PAPER, POSTAGE LABELS
	OFFICE EXPRESS OFFICE PRO Total		<u>\$ 135.61</u>		
LEVY	OLD HOUSE JOURNAL	89-31	\$ 28.00	OLD HOUSE JOURNAL FY24	SUBSCRIPTION (1 YEAR)
	OLD HOUSE JOURNAL Total		<u>\$ 28.00</u>		
LEVY	OVERDRIVE, INC.	89-46	\$ 17.50	YOUTH 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	\$ 55.00	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 79.93	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 113.24	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 115.00	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 128.35	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 142.99	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 144.98	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 176.90	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 178.01	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 239.98	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 334.38	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 364.85	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-46	\$ 369.06	YOUTH AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 369.18	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-44	\$ 391.46	YOUNG ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 408.74	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 601.98	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-46	\$ 668.21	YOUTH E-BOOKS	
LEVY	OVERDRIVE, INC.	89-44	\$ 850.42	YOUNG ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 874.94	ADULT E-BOOKS	
	OVERDRIVE, INC. Total		<u>\$ 6,700.10</u>		
LEVY	PLAYAWAY PRODUCTS	89-24	\$ 494.92	ADULT PLAYAWAYS	
LEVY	PLAYAWAY PRODUCTS	89-36	\$ 783.70	YOUTH LAUNCHPADS	
	PLAYAWAY PRODUCTS Total		<u>\$ 1,278.62</u>		
GENERAL	QUADIENT FINANCE USA, INC	72-99	\$ 300.00	POSTAGE	

QUADIENT FINANCE USA, INC Total

\$ 300.00

Total Vendor Payments

\$ 36,813.82

FUND	VENDOR NAME	ACCOUNT #	AMOUNT	DESCRIPTION 1	DESCRIPTION 2
LEVY	US BANK	89-26	\$ 69.00	AMAZON.COM	ADULT VIDEO GAMES
LEVY	US BANK	89-21	\$ 6.95	AMAZON.COM	YOUNG ADULT BOOKS
GENERAL	US BANK	72-01	\$ 36.78	AMAZON.COM	COFFEE MATE
LEVY	US BANK	89-36	\$ 11.98	AMAZON.COM	YOUTH VIDEOS
LEVY	US BANK	89-20	\$ 14.39	AMAZON.COM	ADULT BOOKS
LEVY	US BANK	89-20	\$ 60.48	AMAZON.COM	ADULT BOOKS
LEVY	US BANK	89-22	\$ 18.99	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-21	\$ 27.98	AMAZON.COM	YOUNG ADULT BOOKS
LEVY	US BANK	89-47	\$ 143.64	AMAZON.COM	GAMES
LEVY	US BANK	89-20	\$ 24.99	AMAZON.COM	ADULT BOOKS
LEVY	US BANK	89-25	\$ 7.99	AMAZON.COM	ADULT VIDEOS
LEVY	US BANK	89-22	\$ 12.99	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-22	\$ 17.50	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-33	\$ 39.94	AMAZON.COM	FOTL:OUTREACH-CHAIRS
LEVY	US BANK	89-20	\$ 29.27	AMAZON.COM	ADULT BOOKS
LEVY	US BANK	89-22	\$ 10.99	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-22	\$ 17.99	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-20	\$ 49.77	AMAZON.COM	ADULT BOOKS
LEVY	US BANK	89-20	\$ 9.99	AMAZON.COM	ADULT BOOKS
GENERAL	US BANK	72-01	\$ 34.64	AMAZON.COM	REGULAR AND DECAF COFFEE
			<u>\$ 646.25</u>	AMAZON.COM Total	
GENERAL	US BANK	83-06	\$ 79.00	AMERICAN LIBRARY ASSOC	ADDRESSING EMOTION &
			<u>\$ 79.00</u>	AMERICAN LIBRARY ASSOC Total	
GENERAL	US BANK	89-34	\$ (37.38)	AMZN MKTP US	REFUND BERG 2 RMB BRANDNG
LEVY	US BANK	89-26	\$ 57.25	AMZN MKTP US	YOUNG ADULT VIDEO GAMES
GENERAL	US BANK	89-33	\$ 31.98	AMZN MKTP US	FOTL:OUTREACH-RAINBOW
LEVY	US BANK	89-26	\$ 49.99	AMZN MKTP US	YOUNG ADULT VIDEO GAMES
GENERAL	US BANK	89-34	\$ 23.74	AMZN MKTP US	RAY 2RMB CV BOOK FEST-RED
LEVY	US BANK	89-22	\$ 47.77	AMZN MKTP US	YOUTH BOOKS

LEVY	US BANK	89-24	\$ 11.99	AMZN MKTP US	ADULT CD MUSIC
GENERAL	US BANK	71-01	\$ 39.95	AMZN MKTP US	DISPOSABLE EARBUDS
LEVY	US BANK	89-19	\$ 79.21	AMZN MKTP US	36" BROWN PAPER ROLL
GENERAL	US BANK	89-33	\$ 38.98	AMZN MKTP US	FOTL:YOUTH-GAFFER TAPE
LEVY	US BANK	93-01	\$ 112.94	AMZN MKTP US	HEADPHONES
LEVY	US BANK	89-25	\$ 13.38	AMZN MKTP US	ADULT VIDEOS
LEVY	US BANK	89-36	\$ 13.21	AMZN MKTP US	YOUTH VIDEOS
LEVY	US BANK	89-36	\$ 7.24	AMZN MKTP US	YOUTH VIDEOS
GENERAL	US BANK	89-34	\$ 32.38	AMZN MKTP US	BERG 2RMB BRNDNG ROLLOUT-
LEVY	US BANK	89-24	\$ 34.97	AMZN MKTP US	ADULT CD BOOKS
LEVY	US BANK	89-47	\$ 6.88	AMZN MKTP US	CHARGING CORD
LEVY	US BANK	89-22	\$ 5.82	AMZN MKTP US	YOUTH BOOKS
GENERAL	US BANK	71-01	\$ 12.82	AMZN MKTP US	9-VOLT BATTERIES
GENERAL	US BANK	89-33	\$ 48.18	AMZN MKTP US	FOTL:YOUTH-CRICUT CUTTING
LEVY	US BANK	89-22	\$ 43.43	AMZN MKTP US	YOUTH BOOKS
LEVY	US BANK	71-11	\$ 7.29	AMZN MKTP US	WATERPROOF LABELS
GENERAL	US BANK	89-33	\$ 25.98	AMZN MKTP US	FOTL:OUTREACH-BEACH BALLS
GENERAL	US BANK	71-01	\$ 23.74	AMZN MKTP US	SCREEN CLEANER
			<u>\$ 731.74</u>	AMZN MKTP US Total	
GENERAL	US BANK	89-33	\$ 10.38	CEDAR CITY CREAMERY	FOTL:YA-GIFT CARD
			<u>\$ 10.38</u>	CEDAR CITY CREAMERY Total	
GENERAL	US BANK	89-34	\$ 104.93	GODFATHERS PIZZA	RAY 2 RMB CV BOOK FEST-
GENERAL	US BANK	89-33	\$ 134.91	GODFATHERS PIZZA	FOTL:YA-PIZZA
			<u>\$ 239.84</u>	GODFATHERS PIZZA Total	
GENERAL	US BANK	89-34	\$ 28.34	HY-VEE AISLES ONLINE 4017	RAY 2 RMB CV BOOK FEST-
			<u>\$ 28.34</u>	HY-VEE AISLES ONLINE 4017 Total	
GENERAL	US BANK	89-33	\$ 9.92	HY-VEE CEDAR FALLS 1052	FOTL:YA-POP
GENERAL	US BANK	89-33	\$ 73.15	HY-VEE CEDAR FALLS 1052	FOTL:YA-SUPPLIES FOR ICE
			<u>\$ 83.07</u>	HY-VEE CEDAR FALLS 1052 Total	
GENERAL	US BANK	81-91	\$ 90.00	INTUIT *QBOOKS ONLINE	QUICKBOOKS MONTHLY SUB.
			<u>\$ 90.00</u>	INTUIT *QBOOKS ONLINE Total	

LEVY	US BANK	89-19	<u>\$ 88.38</u>	SP AMERICAN BUTTON M	2.25" BUTTON SETS
			<u>\$ 88.38</u>	SP AMERICAN BUTTON M Total	
GENERAL	US BANK	71-01	<u>\$ 9.00</u>	SQ *POLK'S LOCK SERVICE	KEYS
			<u>\$ 9.00</u>	SQ *POLK'S LOCK SERVICE Total	
GENERAL	US BANK	83-06	\$ 20.00	STATE LIBRARY OF IOWA	CONFERENCE REGISTRATION
GENERAL	US BANK	83-06	\$ 20.00	STATE LIBRARY OF IOWA	CONFERENCE REGISTRATION
GENERAL	US BANK	83-06	\$ 20.00	STATE LIBRARY OF IOWA	CONFERENCE REGISTRATION
GENERAL	US BANK	83-06	\$ 20.00	STATE LIBRARY OF IOWA	LEARNING CIRCUTS WORKSHOP
			<u>\$ 80.00</u>	STATE LIBRARY OF IOWA Total	
GENERAL	US BANK	89-33	<u>\$ 223.65</u>	WALMART.COM	FOTL:OUTREACH-BEACH TOYS
			<u>\$ 223.65</u>	WALMART.COM Total	
	USBank Total		<u>\$ 2,309.65</u>		
	Final Payment Total		<u><u>\$ 39,123.47</u></u>		



IFC Studios
(319) 322-8778
IA Mailing: 4412 Donald Dr, Cedar Falls, IA 50613

Billed To
Tim Daniels
Cedar Falls Public Library

Date of Issue
09/01/2023

Due Date
10/01/2023

Invoice Number
0005977

Amount Due (USD)
\$3,948.00

Description	Rate	Qty	Line Total
Discounted Premium Tier Hosting Package - Discounted annual billing for cedarfallslibrary.org (9/1/23 - 9/1/24)	\$329.00	12	\$3,948.00
	Subtotal		3,948.00
	Tax		0.00
	Total		3,948.00
	Amount Paid		0.00
	Amount Due (USD)		\$3,948.00

Terms
30 day terms

REVENUE GUIDELINE
FOR FISCAL YEAR 2023
FOR THE MONTH OF JUNE 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	2,156.31	557,785.55	335.55-	100
*	PROPERTY TAXES	557,450.00	2,156.31	557,785.55	335.55-	100
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	1,175.90	9,724.12	2,724.12-	139
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	290.89-	1,857.83	1,857.83-	0
101-1060-356.74-00	LIBRARY-LOST & PAID BOOKS	2,500.00	546.79	3,871.73	1,371.73-	155
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	2,250.94	2,250.94	2,250.94-	0
101-1060-356.78-00	LIBRARY-GIFTS & MEMORIALS	3,300.00	8,928.55	14,377.55	11,077.55-	436
101-1060-356.79-00	LIBRARY-OUTSIDE FUNDING	.00	.00	347.00	347.00-	0
101-1060-356.79-01	LIBRARY-ENDOWMENTS	156,950.00	.00	156,989.14	39.14-	100
101-1060-356.79-02	FRIENDS OF THE LIBRARY	30,000.00	1,513.88	19,653.90	10,346.10	66
101-1060-356.81-00	LIBRARY-CO-LAB FEES	.00	19.70	177.61	177.61-	0
*	CHARGES FOR SERVICES	241,750.00	14,144.87	258,465.12	16,715.12-	107
**	GENERAL FUND	824,200.00	16,301.18	832,892.64	8,692.64-	101

REVENUE GUIDELINE
 FOR FISCAL YEAR 2023
 FOR THE MONTH OF JUNE 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	6.46	183.04	183.04-	0
294-0000-361.03-00	CD/INVESTMENT INTEREST	.00	65.53	282.67	282.67-	0
*	USE OF MONEY & PROPERTY	.00	71.99	465.71	465.71-	0
**	LIBRARY RESERVE	.00	71.99	465.71	465.71-	0

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		935,950.00	90,246.08	917,028.26	18,921.74	98

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2023
FOR THE MONTH OF JUNE 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	198,400.00	198,400.00	1,070.00-	101
*	TRANSFERS	197,330.00	198,400.00	198,400.00	1,070.00-	101
PERSONAL SERVICES						
101-1060-423.61-01	FULL-TIME	636,430.00	48,761.71	622,761.56	13,668.44	98
101-1060-423.61-02	PART-TIME	406,600.00	30,172.82	374,740.23	31,859.77	92
101-1060-423.62-01	PAYROLL	2,820.00	235.00	2,820.00	0.00	100
101-1060-423.62-02	SEVERANCE	10,380.00	865.00	10,380.00	0.00	100
101-1060-423.64-01	HEALTH INS. PREMIUMS	120,440.00	9,644.58	103,804.26	16,635.74	86
101-1060-423.64-02	HEALTH INS. REIMBURSEMENT	2,010.00	3.84	78.25	1,931.75	4
101-1060-423.64-03	LIFE INSURANCE	1,960.00	127.59	1,429.68	530.32	73
101-1060-423.64-04	LTD INSURANCE	2,000.00	166.12	1,860.46	139.54	93
101-1060-423.64-05	WORKMAN'S COMP. INS.	2,180.00	181.67	2,180.00	0.00	100
101-1060-423.65-01	F.I.C.A.	79,800.00	5,945.89	74,969.35	4,830.65	94
101-1060-423.66-01	I.P.E.R.S.	98,460.00	7,455.06	92,032.91	6,427.09	93
*	PERSONAL SERVICES	1,363,080.00	103,559.28	1,287,056.70	76,023.30	93
COMODITIES						
101-1060-423.71-01	OFFICE SUPPLIES	10,000.00	1,337.55	4,185.19	5,814.81	42
101-1060-423.72-19	PRINTING	2,000.00	107.50	1,050.87	949.13	53
101-1060-423.72-75	DISPLAY	2,000.00	1,738.00	1,969.92	30.08	98
101-1060-423.72-76	PUBLIC RELATIONS	1,200.00	.00	1,094.48	105.52	91
101-1060-423.72-99	POSTAGE	14,000.00	932.40	11,757.21	2,242.79	84
101-1060-423.73-06	BUILDING REPAIR	7,850.00	.00	5,312.41	2,537.59	68
*	COMODITIES	37,050.00	4,115.45	25,370.08	11,679.92	68
CONTRACTED SERVICES						
101-1060-423.81-01	PROFESSIONAL SERVICES	1,000.00	.00	.00	1,000.00	0
101-1060-423.81-12	COMPUTER SERVICES	67,590.00	5,632.50	67,590.00	0.00	100
101-1060-423.81-91	LICENSES & SERVICE CONTRT	30,000.00	4,069.44	24,354.93	5,645.07	81
101-1060-423.82-01	TELEPHONE	4,000.00	138.49	2,010.71	1,989.29	50
101-1060-423.83-05	TRAVEL (FOOD/MILEAGE/LOD)	1,000.00	.00	340.38	659.62	34
101-1060-423.83-06	EDUCATION	5,800.00	.00	5,667.99	132.01	98
101-1060-423.84-01	OPERATING INSURANCE	26,250.00	2,187.50	26,250.00	0.00	100
101-1060-423.85-01	UTILITIES	102,100.00	13,758.87	68,179.50	33,920.50	67
101-1060-423.86-01	REPAIR & MAINTENANCE	7,000.00	997.62	3,909.43	3,090.57	56
101-1060-423.89-20	ADULT BOOKS	2,400.00	651.38	2,618.33	218.33-	109
101-1060-423.89-23	LARGE PRINT BOOKS	200.00	134.06	171.26	28.74	86
101-1060-423.89-24	ADULT AUDIO	.00	22.00	22.00	22.00-	0
101-1060-423.89-26	NON-PRINT RESOURCES	700.00	419.92	1,016.18	316.18-	145
101-1060-423.89-33	FRIENDS SUPPORTED PROGRAM	30,000.00	1,448.89	19,286.74	10,713.26	64
101-1060-423.89-34	ENDOWMENT SUPPORTED PROG.	156,950.00	16,837.20	87,563.29	69,386.71	56
*	CONTRACTED SERVICES	434,990.00	46,297.87	308,980.74	126,009.26	71
CAPITAL OUTLAY						
101-1060-423.92-01	STRUCTURE IMPROV & BLDGS	.00	.00	.00	0.00	0
101-1060-423.93-01	EQUIPMENT	4,750.00	.00	1,873.67	2,876.33	39
*	CAPITAL OUTLAY	4,750.00	.00	1,873.67	2,876.33	39
**	LIBRARY	2,037,200.00	352,372.60	1,821,681.19	215,518.81	89

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2023
FOR THE MONTH OF JUNE 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	10,478.43	109,289.20	19,740.80	85
101-1061-423.61-02	PART-TIME	18,420.00	1,908.26	15,126.40	3,293.60	82
101-1061-423.62-01	PAYROLL	570.00	47.50	570.00	0.00	100
101-1061-423.62-02	SEVERANCE	2,100.00	175.00	2,100.00	0.00	100
101-1061-423.64-01	HEALTH INS. PREMIUMS	12,000.00	1,391.78	16,701.36	4,701.36-	139
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	23.84	249.54	140.46	64
101-1061-423.64-04	LTD INSURANCE	410.00	31.17	325.61	84.39	79
101-1061-423.64-05	WORKMAN'S COMP. INS.	310.00	25.83	310.00	0.00	100
101-1061-423.65-01	F.I.C.A.	11,280.00	942.88	9,409.10	1,870.90	83
101-1061-423.66-01	I.P.E.R.S.	13,920.00	1,169.29	11,746.08	2,173.92	84
*	PERSONAL SERVICES	188,890.00	16,193.98	166,327.29	22,562.71	84
COMODITIES						
101-1061-423.71-11	TECHNICAL PROCESSING SUPP	30,000.00	3,828.02	13,741.40	16,258.60	46
*	COMODITIES	30,000.00	3,828.02	13,741.40	16,258.60	46
CONTRACTED SERVICES						
101-1061-423.81-12	COMPUTER SERVICES	10,000.00	833.33	10,000.00	0.00	100
101-1061-423.81-91	LICENSES & SERVICE CONTRT	63,000.00	1,558.36	61,335.87	1,664.13	97
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	91.44	777.42	1,222.58	39
101-1061-423.89-20	ADULT BOOKS	52,500.00	10,209.34	43,060.52	9,439.48	82
101-1061-423.89-21	YOUNG ADULT BOOKS	18,000.00	3,638.12	16,768.13	1,231.87	93
101-1061-423.89-22	YOUTH BOOKS	48,000.00	9,705.36	43,550.58	4,449.42	91
101-1061-423.89-23	LARGE PRINT BOOKS	6,000.00	796.69	4,332.03	1,667.97	72
101-1061-423.89-24	ADULT AUDIO	8,000.00	1,385.55	4,976.27	3,023.73	62
101-1061-423.89-25	ADULT VIDEO	20,550.00	1,784.48	7,697.31	12,852.69	37
101-1061-423.89-26	NON-PRINT RESOURCES	29,000.00	2,054.96	22,579.00	6,421.00	78
101-1061-423.89-29	NEWSPAPERS	2,450.00	690.00	2,482.45	32.45-	101
101-1061-423.89-31	PERIODICALS	7,300.00	.00	5,536.20	1,763.80	76
101-1061-423.89-35	YOUTH AUDIO	5,400.00	319.01	985.39	4,414.61	18
101-1061-423.89-36	YOUTH VIDEO	7,100.00	951.69	5,418.28	1,681.72	76
101-1061-423.89-37	YOUNG ADULT AUDIO	2,000.00	494.93	1,543.09	456.91	77
101-1061-423.89-38	YOUNG ADULT VIDEO	1,150.00	289.70	1,029.07	120.93	89
101-1061-423.89-42	ADULT E-MATERIALS	60,450.00	7,257.35	60,446.84	3.16	100
101-1061-423.89-44	YOUNG ADULT E-MATERIALS	3,500.00	71.98	2,391.56	1,108.44	68
101-1061-423.89-46	YOUTH E-MATERIALS	13,500.00	1,785.84	9,334.26	4,165.74	69
101-1061-423.89-47	LIBRARY OF THINGS	2,500.00	279.86	1,104.25	1,395.75	44
*	CONTRACTED SERVICES	387,400.00	44,197.99	305,348.52	82,051.48	79
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	2,250.00	.00	164.99	2,085.01	7
*	CAPITAL OUTLAY	5,750.00	.00	164.99	5,585.01	3
**	LIBRARY LEVY	612,040.00	64,219.99	485,582.20	126,457.80	79
***	FINANCE & BUSINESS OPER.	2,649,240.00	416,592.59	2,307,263.39	341,976.61	87

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2023
 FOR THE MONTH OF JUNE 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	2,674,240.00	416,592.59	2,307,286.95	366,953.05	86

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2023
 FOR THE MONTH OF JUNE 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	165.00	34,835.00	0
*	CONTRACTED SERVICES	35,000.00	15.00	165.00	34,835.00	0
**	DATA PROCESSING	35,000.00	15.00	165.00	34,835.00	0
***	FINANCE & BUSINESS OPER.	35,000.00	15.00	165.00	34,835.00	0
****	DATA PROCESSING FUND	35,000.00	15.00	165.00	34,835.00	0

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		2,820,990.00	442,652.28	2,391,121.86	429,868.14	85

REVENUE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF JULY 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	558,610.00	2,529.16	2,529.16	556,080.84	0
*	PROPERTY TAXES	558,610.00	2,529.16	2,529.16	556,080.84	0
INTERGOVERNMENTAL						
101-1199-343.02-00	LIBRARY GRANTS	25,000.00	.00	.00	25,000.00	0
*	INTERGOVERNMENTAL	25,000.00	.00	.00	25,000.00	0
CHARGES FOR SERVICES						
101-1060-356.71-00	LIBRARY-COPY MACHINE	7,000.00	671.70	671.70	6,328.30	10
101-1060-356.72-00	LIBRARY-COUNTY TAX	32,000.00	.00	.00	32,000.00	0
101-1060-356.73-00	LIBRARY-FINES & FEES	.00	210.00	210.00	210.00-	0
101-1060-356.74-00	LIBRARY-LOST & PAID BOOKS	2,500.00	396.00	396.00	2,104.00	16
101-1060-356.75-00	LIBRARY-OPEN ACCESS FUNDS	20,000.00	.00	.00	20,000.00	0
101-1060-356.76-00	LIBRARY-REIMBURSEMENTS	.00	.00	.00	0.00	0
101-1060-356.78-00	LIBRARY-GIFTS & MEMORIALS	.00	300.00	300.00	300.00-	0
101-1060-356.79-00	LIBRARY-OUTSIDE FUNDING	.00	392.50	392.50	392.50-	0
101-1060-356.79-01	LIBRARY-ENDOWMENTS	60,000.00	.00	.00	60,000.00	0
101-1060-356.79-02	FRIENDS OF THE LIBRARY	30,000.00	575.65	575.65	29,424.35	2
101-1060-356.81-00	LIBRARY-CO-LAB FEES	.00	39.45	39.45	39.45-	0
*	CHARGES FOR SERVICES	151,500.00	2,585.30	2,585.30	148,914.70	2
**	GENERAL FUND	735,110.00	5,114.46	5,114.46	729,995.54	1

REVENUE GUIDELINE
 FOR FISCAL YEAR 2024
 FOR THE MONTH OF JULY 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	7.10	7.10	7.10-	0
294-0000-361.03-00	CD/INVESTMENT INTEREST	.00	69.50	69.50	69.50-	0
*	USE OF MONEY & PROPERTY	.00	76.60	76.60	76.60-	0
**	LIBRARY RESERVE	.00	76.60	76.60	76.60-	0

REVENUE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF JULY 2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		865,910.00	7,091.06	7,091.06	858,818.94	1

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF JULY 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	217,450.00	.00	.00	217,450.00	0
*	TRANSFERS	217,450.00	.00	.00	217,450.00	0
PERSONAL SERVICES						
101-1060-423.61-01	FULL-TIME	643,240.00	60,121.05	60,121.05	583,118.95	9
101-1060-423.61-02	PART-TIME	452,370.00	27,918.36	27,918.36	424,451.64	6
101-1060-423.62-01	PAYROLL	2,810.00	234.13	234.13	2,575.87	8
101-1060-423.62-02	SEVERANCE	10,390.00	865.87	865.87	9,524.13	8
101-1060-423.64-01	HEALTH INS. PREMIUMS	108,490.00	8,540.05	8,540.05	99,949.95	8
101-1060-423.64-02	HEALTH INS. REIMBURSEMENT	2,200.00	.00	.00	2,200.00	0
101-1060-423.64-03	LIFE INSURANCE	1,450.00	127.16	127.16	1,322.84	9
101-1060-423.64-04	LTD INSURANCE	1,910.00	166.15	166.15	1,743.85	9
101-1060-423.64-05	WORKMAN'S COMP. INS.	2,360.00	196.63	196.63	2,163.37	8
101-1060-423.65-01	F.I.C.A.	84,180.00	6,616.80	6,616.80	77,563.20	8
101-1060-423.66-01	I.P.E.R.S.	103,870.00	7,324.87	7,324.87	96,545.13	7
*	PERSONAL SERVICES	1,413,270.00	112,111.07	112,111.07	1,301,158.93	7
COMODITIES						
101-1060-423.71-01	OFFICE SUPPLIES	10,000.00	.00	.00	10,000.00	0
101-1060-423.72-19	PRINTING	2,000.00	.00	.00	2,000.00	0
101-1060-423.72-75	DISPLAY	2,000.00	.00	.00	2,000.00	0
101-1060-423.72-76	PUBLIC RELATIONS	1,200.00	.00	.00	1,200.00	0
101-1060-423.72-99	POSTAGE	17,500.00	.00	.00	17,500.00	0
101-1060-423.73-06	BUILDING REPAIR	4,000.00	.00	.00	4,000.00	0
*	COMODITIES	36,700.00	.00	.00	36,700.00	0
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	84,620.00	7,051.63	7,051.63	77,568.37	8
101-1060-423.81-91	LICENSES & SERVICE CONTRT	33,000.00	923.47	923.47	32,076.53	3
101-1060-423.82-01	TELEPHONE	4,000.00	90.81	90.81	3,909.19	2
101-1060-423.83-05	TRAVEL (FOOD/MILEAGE/LOD)	1,000.00	.00	.00	1,000.00	0
101-1060-423.83-06	EDUCATION	6,000.00	.00	.00	6,000.00	0
101-1060-423.84-01	OPERATING INSURANCE	30,720.00	2,560.00	2,560.00	28,160.00	8
101-1060-423.85-01	UTILITIES	105,000.00	.00	.00	105,000.00	0
101-1060-423.86-01	REPAIR & MAINTENANCE	7,000.00	51.50	51.50	6,948.50	1
101-1060-423.89-20	ADULT BOOKS	.00	.00	.00	0.00	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	.00	.00	0.00	0
101-1060-423.89-33	FRIENDS SUPPORTED PROGRAM	30,000.00	.00	.00	30,000.00	0
101-1060-423.89-34	ENDOWMENT SUPPORTED PROG.	60,000.00	300.00	300.00	59,700.00	1
*	CONTRACTED SERVICES	366,340.00	10,977.41	10,977.41	355,362.59	3
CAPITAL OUTLAY						
101-1060-423.92-01	STRUCTURE IMPROV & BLDGS	.00	.00	.00	0.00	0
101-1060-423.93-01	EQUIPMENT	.00	.00	.00	0.00	0
*	CAPITAL OUTLAY	.00	.00	.00	.00	0
**	LIBRARY	2,033,760.00	123,088.48	123,088.48	1,910,671.52	6

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF JULY 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	171,970.00	11,759.84	11,759.84	160,210.16	7
101-1061-423.61-02	PART-TIME	20,190.00	749.75	749.75	19,440.25	4
101-1061-423.62-01	PAYROLL	620.00	51.63	51.63	568.37	8
101-1061-423.62-02	SEVERANCE	2,270.00	189.13	189.13	2,080.87	8
101-1061-423.64-01	HEALTH INS. PREMIUMS	12,000.00	1,733.39	1,733.39	10,266.61	14
101-1061-423.64-02	HEALTH INS. REIMBURSEMENT	460.00	.00	.00	460.00	0
101-1061-423.64-03	LIFE INSURANCE	320.00	27.47	27.47	292.53	9
101-1061-423.64-04	LTD INSURANCE	420.00	35.97	35.97	384.03	9
101-1061-423.64-05	WORKMAN'S COMP. INS.	330.00	27.50	27.50	302.50	8
101-1061-423.65-01	F.I.C.A.	12,200.00	944.93	944.93	11,255.07	8
101-1061-423.66-01	I.P.E.R.S.	15,060.00	1,082.75	1,082.75	13,977.25	7
*	PERSONAL SERVICES	235,840.00	16,602.36	16,602.36	219,237.64	7
COMODITIES						
101-1061-423.71-11	TECHNICAL PROCESSING SUPP	30,000.00	.00	.00	30,000.00	0
*	COMODITIES	30,000.00	.00	.00	30,000.00	0
CONTRACTED SERVICES						
101-1061-423.81-12	COMPUTER SERVICES	10,000.00	833.37	833.37	9,166.63	8
101-1061-423.81-91	LICENSES & SERVICE CONTRT	66,000.00	.00	.00	66,000.00	0
101-1061-423.81-92	TECHNOLOGY SERVICES	.00	.00	.00	0.00	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	.00	2,000.00	0
101-1061-423.89-20	ADULT BOOKS	52,500.00	.00	.00	52,500.00	0
101-1061-423.89-21	YOUNG ADULT BOOKS	18,000.00	.00	.00	18,000.00	0
101-1061-423.89-22	YOUTH BOOKS	48,000.00	.00	.00	48,000.00	0
101-1061-423.89-23	LARGE PRINT BOOKS	6,000.00	.00	.00	6,000.00	0
101-1061-423.89-24	ADULT AUDIO	8,000.00	.00	.00	8,000.00	0
101-1061-423.89-25	ADULT VIDEO	41,000.00	.00	.00	41,000.00	0
101-1061-423.89-26	NON-PRINT RESOURCES	29,000.00	9,081.25	9,081.25	19,918.75	31
101-1061-423.89-29	NEWSPAPERS	2,300.00	.00	.00	2,300.00	0
101-1061-423.89-31	PERIODICALS	7,300.00	281.44	281.44	7,018.56	4
101-1061-423.89-35	YOUTH AUDIO	8,800.00	.00	.00	8,800.00	0
101-1061-423.89-36	YOUTH VIDEO	10,500.00	.00	.00	10,500.00	0
101-1061-423.89-37	YOUNG ADULT AUDIO	2,000.00	.00	.00	2,000.00	0
101-1061-423.89-38	YOUNG ADULT VIDEO	1,000.00	.00	.00	1,000.00	0
101-1061-423.89-42	ADULT E-MATERIALS	40,000.00	.00	.00	40,000.00	0
101-1061-423.89-44	YOUNG ADULT E-MATERIALS	2,500.00	.00	.00	2,500.00	0
101-1061-423.89-46	YOUTH E-MATERIALS	6,700.00	.00	.00	6,700.00	0
101-1061-423.89-47	LIBRARY OF THINGS	2,500.00	.00	.00	2,500.00	0
*	CONTRACTED SERVICES	364,100.00	10,196.06	10,196.06	353,903.94	3
CAPITAL OUTLAY						
101-1061-423.92-01	STRUCTURE IMPROV & BLDGS	.00	.00	.00	0.00	0
101-1061-423.93-01	EQUIPMENT	.00	.00	.00	0.00	0
*	CAPITAL OUTLAY	.00	.00	.00	.00	0
**	LIBRARY LEVY	629,940.00	26,798.42	26,798.42	603,141.58	4
***	FINANCE & BUSINESS OPER.	2,663,700.00	149,886.90	149,886.90	2,513,813.10	6

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2024
 FOR THE MONTH OF JULY 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	.00	0.00	0
*	TRANSFERS	25,000.00	.00	.00	25,000.00	0
**	ADMIN/LEGAL	25,000.00	.00	.00	25,000.00	0
***	ADMINISTRATIVE	25,000.00	.00	.00	25,000.00	0
****	GENERAL FUND	2,688,700.00	149,886.90	149,886.90	2,538,813.10	6

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2024
 FOR THE MONTH OF JULY 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	.00	.00	35,000.00	0
*	CONTRACTED SERVICES	35,000.00	.00	.00	35,000.00	0
**	DATA PROCESSING	35,000.00	.00	.00	35,000.00	0
***	FINANCE & BUSINESS OPER.	35,000.00	.00	.00	35,000.00	0
****	DATA PROCESSING FUND	35,000.00	.00	.00	35,000.00	0

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF JULY 2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		2,854,500.00	152,378.80	152,378.80	2,702,121.20	5

REVENUE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF AUGUST 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	558,610.00	1,352.94	3,882.10	554,727.90	1
*	PROPERTY TAXES	558,610.00	1,352.94	3,882.10	554,727.90	1
INTERGOVERNMENTAL						
101-1199-343.02-00	LIBRARY GRANTS	25,000.00	.00	.00	25,000.00	0
*	INTERGOVERNMENTAL	25,000.00	.00	.00	25,000.00	0
CHARGES FOR SERVICES						
101-1060-356.71-00	LIBRARY-COPY MACHINE	7,000.00	692.90	1,364.60	5,635.40	19
101-1060-356.72-00	LIBRARY-COUNTY TAX	32,000.00	.00	.00	32,000.00	0
101-1060-356.73-00	LIBRARY-FINES & FEES	.00	102.22	312.22	312.22-	0
101-1060-356.74-00	LIBRARY-LOST & PAID BOOKS	2,500.00	548.70	944.70	1,555.30	38
101-1060-356.75-00	LIBRARY-OPEN ACCESS FUNDS	20,000.00	.00	.00	20,000.00	0
101-1060-356.76-00	LIBRARY-REIMBURSEMENTS	.00	.00	.00	0.00	0
101-1060-356.78-00	LIBRARY-GIFTS & MEMORIALS	.00	.00	300.00	300.00-	0
101-1060-356.79-00	LIBRARY-OUTSIDE FUNDING	.00	.00	392.50	392.50-	0
101-1060-356.79-01	LIBRARY-ENDOWMENTS	60,000.00	.00	.00	60,000.00	0
101-1060-356.79-02	FRIENDS OF THE LIBRARY	30,000.00	.00	575.65	29,424.35	2
101-1060-356.81-00	LIBRARY-CO-LAB FEES	.00	12.50	51.95	51.95-	0
*	CHARGES FOR SERVICES	151,500.00	1,356.32	3,941.62	147,558.38	3
**	GENERAL FUND	735,110.00	2,709.26	7,823.72	727,286.28	1

REVENUE GUIDELINE
 FOR FISCAL YEAR 2024
 FOR THE MONTH OF AUGUST 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	9.18	16.28	16.28-	0
294-0000-361.03-00	CD/INVESTMENT INTEREST	.00	85.74	155.24	155.24-	0
*	USE OF MONEY & PROPERTY	.00	94.92	171.52	171.52-	0
**	LIBRARY RESERVE	.00	94.92	171.52	171.52-	0

REVENUE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF AUGUST 2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		865,910.00	3,254.18	10,345.24	855,564.76	1

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF AUGUST 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	217,450.00	.00	.00	217,450.00	0
*	TRANSFERS	217,450.00	.00	.00	217,450.00	0
PERSONAL SERVICES						
101-1060-423.61-01	FULL-TIME	643,240.00	53,109.82	113,230.87	530,009.13	18
101-1060-423.61-02	PART-TIME	452,370.00	27,127.77	55,046.13	397,323.87	12
101-1060-423.62-01	PAYROLL	2,810.00	234.17	468.30	2,341.70	17
101-1060-423.62-02	SEVERANCE	10,390.00	865.83	1,731.70	8,658.30	17
101-1060-423.64-01	HEALTH INS. PREMIUMS	108,490.00	9,010.73	17,550.78	90,939.22	16
101-1060-423.64-02	HEALTH INS. REIMBURSEMENT	2,200.00	323.60	323.60	1,876.40	15
101-1060-423.64-03	LIFE INSURANCE	1,450.00	124.11	251.27	1,198.73	17
101-1060-423.64-04	LTD INSURANCE	1,910.00	162.10	328.25	1,581.75	17
101-1060-423.64-05	WORKMAN'S COMP. INS.	2,360.00	196.67	393.30	1,966.70	17
101-1060-423.65-01	F.I.C.A.	84,180.00	6,002.01	12,618.81	71,561.19	15
101-1060-423.66-01	I.P.E.R.S.	103,870.00	7,480.82	14,805.69	89,064.31	14
*	PERSONAL SERVICES	1,413,270.00	104,637.63	216,748.70	1,196,521.30	14
COMODITIES						
101-1060-423.71-01	OFFICE SUPPLIES	10,000.00	215.11	215.11	9,784.89	2
101-1060-423.72-19	PRINTING	2,000.00	.00	.00	2,000.00	0
101-1060-423.72-75	DISPLAY	2,000.00	2,021.00	2,021.00	21.00-	101
101-1060-423.72-76	PUBLIC RELATIONS	1,200.00	2,120.00	2,120.00	920.00-	177
101-1060-423.72-99	POSTAGE	17,500.00	7,789.95	7,789.95	9,710.05	45
101-1060-423.73-06	BUILDING REPAIR	4,000.00	.00	.00	4,000.00	0
*	COMODITIES	36,700.00	12,146.06	12,146.06	24,553.94	33
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	84,620.00	7,051.67	14,103.30	70,516.70	17
101-1060-423.81-91	LICENSES & SERVICE CONTRT	33,000.00	1,062.87	1,986.34	31,013.66	6
101-1060-423.82-01	TELEPHONE	4,000.00	113.07	203.88	3,796.12	5
101-1060-423.83-05	TRAVEL (FOOD/MILEAGE/LOD)	1,000.00	.00	.00	1,000.00	0
101-1060-423.83-06	EDUCATION	6,000.00	306.00	306.00	5,694.00	5
101-1060-423.84-01	OPERATING INSURANCE	30,720.00	2,560.00	5,120.00	25,600.00	17
101-1060-423.85-01	UTILITIES	105,000.00	.00	.00	105,000.00	0
101-1060-423.86-01	REPAIR & MAINTENANCE	7,000.00	118.36	169.86	6,830.14	2
101-1060-423.89-20	ADULT BOOKS	.00	49.38	49.38	49.38-	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	8.50	8.50	8.50-	0
101-1060-423.89-33	FRIENDS SUPPORTED PROGRAM	30,000.00	523.67	523.67	29,476.33	2
101-1060-423.89-34	ENDOWMENT SUPPORTED PROG.	60,000.00	1,298.91	1,598.91	58,401.09	3
*	CONTRACTED SERVICES	366,340.00	13,092.43	24,069.84	342,270.16	7
CAPITAL OUTLAY						
101-1060-423.92-01	STRUCTURE IMPROV & BLDGS	.00	.00	.00	0.00	0
101-1060-423.93-01	EQUIPMENT	.00	.00	.00	0.00	0
*	CAPITAL OUTLAY	.00	.00	.00	.00	0
**	LIBRARY	2,033,760.00	129,876.12	252,964.60	1,780,795.40	12

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF AUGUST 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	171,970.00	10,516.01	22,275.85	149,694.15	13
101-1061-423.61-02	PART-TIME	20,190.00	779.20	1,528.95	18,661.05	8
101-1061-423.62-01	PAYROLL	620.00	51.67	103.30	516.70	17
101-1061-423.62-02	SEVERANCE	2,270.00	189.17	378.30	1,891.70	17
101-1061-423.64-01	HEALTH INS. PREMIUMS	12,000.00	1,619.52	3,352.91	8,647.09	28
101-1061-423.64-02	HEALTH INS. REIMBURSEMENT	460.00	.00	.00	460.00	0
101-1061-423.64-03	LIFE INSURANCE	320.00	25.78	53.25	266.75	17
101-1061-423.64-04	LTD INSURANCE	420.00	33.77	69.74	350.26	17
101-1061-423.64-05	WORKMAN'S COMP. INS.	330.00	27.50	55.00	275.00	17
101-1061-423.65-01	F.I.C.A.	12,200.00	852.73	1,797.66	10,402.34	15
101-1061-423.66-01	I.P.E.R.S.	15,060.00	1,066.25	2,149.00	12,911.00	14
*	PERSONAL SERVICES	235,840.00	15,161.60	31,763.96	204,076.04	14
COMODITIES						
101-1061-423.71-11	TECHNICAL PROCESSING SUPP	30,000.00	209.80	209.80	29,790.20	1
*	COMODITIES	30,000.00	209.80	209.80	29,790.20	1
CONTRACTED SERVICES						
101-1061-423.81-12	COMPUTER SERVICES	10,000.00	833.33	1,666.70	8,333.30	17
101-1061-423.81-91	LICENSES & SERVICE CONTRT	66,000.00	11,282.71	11,282.71	54,717.29	17
101-1061-423.81-92	TECHNOLOGY SERVICES	.00	.00	.00	0.00	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	.00	2,000.00	0
101-1061-423.89-20	ADULT BOOKS	52,500.00	2,016.63	2,016.63	50,483.37	4
101-1061-423.89-21	YOUNG ADULT BOOKS	18,000.00	1,661.21	1,661.21	16,338.79	9
101-1061-423.89-22	YOUTH BOOKS	48,000.00	3,299.50	3,299.50	44,700.50	7
101-1061-423.89-23	LARGE PRINT BOOKS	6,000.00	251.98	251.98	5,748.02	4
101-1061-423.89-24	ADULT AUDIO	8,000.00	307.32	307.32	7,692.68	4
101-1061-423.89-25	ADULT VIDEO	41,000.00	425.26	425.26	40,574.74	1
101-1061-423.89-26	NON-PRINT RESOURCES	29,000.00	6,927.08	16,008.33	12,991.67	55
101-1061-423.89-29	NEWSPAPERS	2,300.00	.00	.00	2,300.00	0
101-1061-423.89-31	PERIODICALS	7,300.00	.00	281.44	7,018.56	4
101-1061-423.89-35	YOUTH AUDIO	8,800.00	474.00	474.00	8,326.00	5
101-1061-423.89-36	YOUTH VIDEO	10,500.00	.00	.00	10,500.00	0
101-1061-423.89-37	YOUNG ADULT AUDIO	2,000.00	.00	.00	2,000.00	0
101-1061-423.89-38	YOUNG ADULT VIDEO	1,000.00	62.98	62.98	937.02	6
101-1061-423.89-42	ADULT E-MATERIALS	40,000.00	10,579.44	10,579.44	29,420.56	26
101-1061-423.89-44	YOUNG ADULT E-MATERIALS	2,500.00	.00	.00	2,500.00	0
101-1061-423.89-46	YOUTH E-MATERIALS	6,700.00	1,879.15	1,879.15	4,820.85	28
101-1061-423.89-47	LIBRARY OF THINGS	2,500.00	47.94	47.94	2,452.06	2
*	CONTRACTED SERVICES	364,100.00	40,048.53	50,244.59	313,855.41	14
CAPITAL OUTLAY						
101-1061-423.92-01	STRUCTURE IMPROV & BLDGS	.00	.00	.00	0.00	0
101-1061-423.93-01	EQUIPMENT	.00	.00	.00	0.00	0
*	CAPITAL OUTLAY	.00	.00	.00	.00	0
**	LIBRARY LEVY	629,940.00	55,419.93	82,218.35	547,721.65	13
***	FINANCE & BUSINESS OPER.	2,663,700.00	185,296.05	335,182.95	2,328,517.05	13

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2024
 FOR THE MONTH OF AUGUST 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	.00	0.00	0
*	TRANSFERS	25,000.00	.00	.00	25,000.00	0
**	ADMIN/LEGAL	25,000.00	.00	.00	25,000.00	0
***	ADMINISTRATIVE	25,000.00	.00	.00	25,000.00	0
****	GENERAL FUND	2,688,700.00	185,296.05	335,182.95	2,353,517.05	12

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2024
 FOR THE MONTH OF AUGUST 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	25.00	25.00	34,975.00	0
*	CONTRACTED SERVICES	35,000.00	25.00	25.00	34,975.00	0
**	DATA PROCESSING	35,000.00	25.00	25.00	34,975.00	0
***	FINANCE & BUSINESS OPER.	35,000.00	25.00	25.00	34,975.00	0
****	DATA PROCESSING FUND	35,000.00	25.00	25.00	34,975.00	0

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF AUGUST 2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		2,854,500.00	186,928.64	339,307.44	2,515,192.56	12

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

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

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

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

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

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

2024 31-Dec-23

Allocation for 2024

\$1,324,391.32

4%

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

\$52,975.65

\$27,156.58

\$0.00

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

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

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

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

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

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		4%		\$438,490.07		\$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		4%		\$448,367.66		\$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		4%		\$447,742.00		\$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)		
ENC	Drive-up Book Return Replacement 2023			(\$3,100.00)		
				\$44.35	\$37,043.50	(\$21,600.00)
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	\$57,784.49	\$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			

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)
2013	31-Dec-12				\$1,351,861.27		
	Allocation for 2013				\$1,226,532.66	4%	\$49,061.31 (average of 12/31/09, 12/31/10, 12/31/11 FMV)
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)
2014	31-Dec-13				\$1,460,435.78		
	Allocation for 2014				\$1,291,732.57	4%	\$51,669.30 (average of 12/31/10, 12/31/11, 12/31/12 FMV)
Jun-17	Audio Visual Collection Enhancement (per year for 5 years, year 1 of 5)				(\$1,000.00)		spent
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) spent
					\$15,216.37 \$74,448.76 (\$36,452.93)
<hr/>					
2015	31-Dec-14				\$1,486,222.92
	Allocation for 2015				\$1,349,753.21
			4%		\$53,990.13 (average of 12/31/11, 12/31/12, 12/31/13 FMV)
ENC	Meeting Room AV Upgrade (revised)				(\$17,000.00)
Jan-17	Children's Literature Festival 2015				(\$6,200.29)
Jun-15	Cedar Valley's Youth Read 2015				(\$6,075.00)
	Audio Visual Collection Enhancement (year 2 of 5)				(\$18,695.67) spent
	<u>Other Library Programming/Projects (budgeted: \$30,000)*</u>				(\$7,600.02)
	Unspent anticipated programming requests				\$7,600.02 unspent
Aug-15	*Seed Savers Exchange Bus Trip (part of other library programming)				(\$1,374.00)
Apr-15	*ReadSquared (Summer Program Software) (part of other library programming)				(\$1,575.00)
	*Bike Friendly Library (part of other library programming)				(\$7,000.00) reimbursed
	*E-materials Promotion (part of other library programming)				(\$5,000.00)
Mar-16	*Kent Nerburn, Author Visit (part of other library programming)				(\$3,200.00)
Jun-15	*LittleBits & MakerCamp (part of other library programming)				(\$2,500.00)
	*Purchasing Promotional Items, Including Building a Robot (part of other library programming)				(\$1,750.98) spent

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

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

CANCEL	2020 Cedar Valley Children's Book Festival			(\$11,000.00)	cancelled			
CANCEL	2020 Cedar Valley Children's Book Festival			(\$11,000.00)	cancelled			
CANCEL	2020 Summer Fest			(\$3,500.00)	cancelled			
CANCEL	2020 Summer Fest			\$3,500.00	cancelled			
	2020 Bridge to Reading Project			(\$3,292.00)	spent			
CANCEL	Storywalk			(\$7,000.00)	cancelled			
CANCEL	Storywalk			\$7,000.00	cancelled			
	<u>Miscellaneous (budgeted: \$13,900)*</u>			(\$13,900.00)	cancelled			
	*Unspent Miscellaneous			\$13,900.00	cancelled			
				\$24,875.49		\$37,237.25		(\$37,122.59)
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)
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)
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)
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						

	23-Jul	23-Aug	FY24
Customer Count	17,107	16,066	33,173
Hours Open	264	283	547
Total Circulation	39,448	37,722	77,170
Adult	13,266	12,835	26,101
Young Adult	2,022	1,877	3,899
Youth	16,320	15,208	31,528
Interlibrary Loan (cf to other)	132	203	335
<i>Interlibrary Loan (other to cf)</i>	96	117	213
<i>CFPL @UNI</i>	2	11	13
WPL	1,291	1,325	2,616
Library of Things	91	89	180
Total Physical Circulation	31,608	29,920	61,528
<i>Overdrive</i>	5,718	5,716	11,434
<i>Hoopla</i>	913	1,107	2,020
<i>Freegal Downloadable Music</i>	1,209	979	2,188
Total eresource Circulation	7,840	7,802	15,642
County	400	379	779
Open Access	5,403	5,190	10,593
Reference Service	509	544	1,053
Reference Desk	195	254	449
Youth Desk	280	258	538
YA Desk	0	0	0
Circulation	34	32	66
Titles Added	564	577	1,141
Items Added	724	786	1,510
Items Withdrawn	332	849	1,181
Meeting Room Use	29	30	59
Conference Room	15	10	25
Meeting Room	5	9	14
Co-Lab Room	9	11	20
YA/Youth Area	0	0	0
Youth Programs			
Events/Programs	35	22	57
Event Attendance	1,799	439	2,238
Outreach Services	7	1	8
Outreach Attendance	152	19	171
Teacher Units	30	14	44

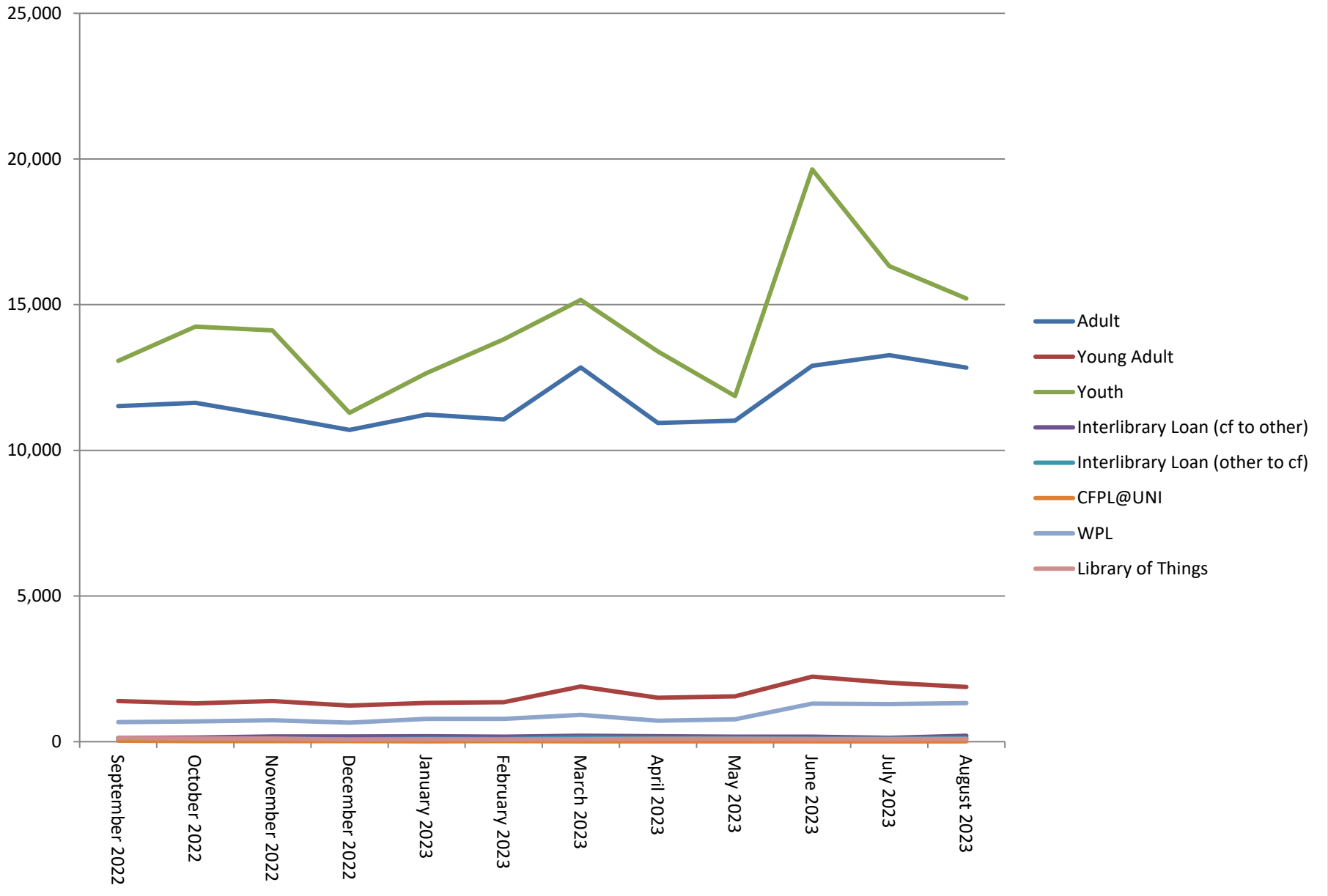
Adult Programs			
Outreach Services	6	7	13
Outreach Attendance	37	821	858
Library Attendance	126	58	184
Library Activities	18	10	28
Young Adult Programs			
Library Attendance	201	101	302
Library Activities	16	9	25
Computer Usage	2,118	2,023	4,141
Netbook/iPad Circulation	2	0	2

	22-Aug	23-Aug	23-Jul
Customer Count	14,604	16,066	17,107
Hours Open	280	283	264
Total Circulation	38,303	37,722	39,448
Adult	13,140	12,835	13,266
Young Adult	1,941	1,877	2,022
Youth	16,568	15,208	16,320
Interlibrary Loan (cf to other)	147	203	132
<i>Interlibrary Loan (other to cf)</i>	54	117	96
<i>CFPL@UNI</i>	22	11	2
WPL	714	1,325	1,291
<i>Library of Things</i>	133	89	91
Physical Circulation	31,649	29,920	31,608
<i>Overdrive</i>	4,761	5,716	5,718
<i>Hoopla</i>	780	1,107	913
<i>Freegal Downloadable Music</i>	1,113	979	1,209
Resources Circulation	6,654	7,802	7,840
County	400	379	400
Open Access	6,246	5,190	5,403
Reference Service	862	544	509
Reference Desk	539	254	195
Youth Desk	250	258	280
YA Desk	0	0	0
Circulation	73	32	34
Titles Added	527	577	564
Items Added	645	786	724
Items Withdrawn	450	849	332
Meeting Room Use	30	30	29
Conference Room	13	10	15
Meeting Room	7	9	5
Co-Lab Room	10	11	9
YA/Youth Area	0	0	0
Youth Programs			
Events/Programs	22	22	35
Event Attendance	92	439	1,799
Outreach Services	5	1	7
Outreach Attendance	81	19	152
Teacher Units	12	14	30

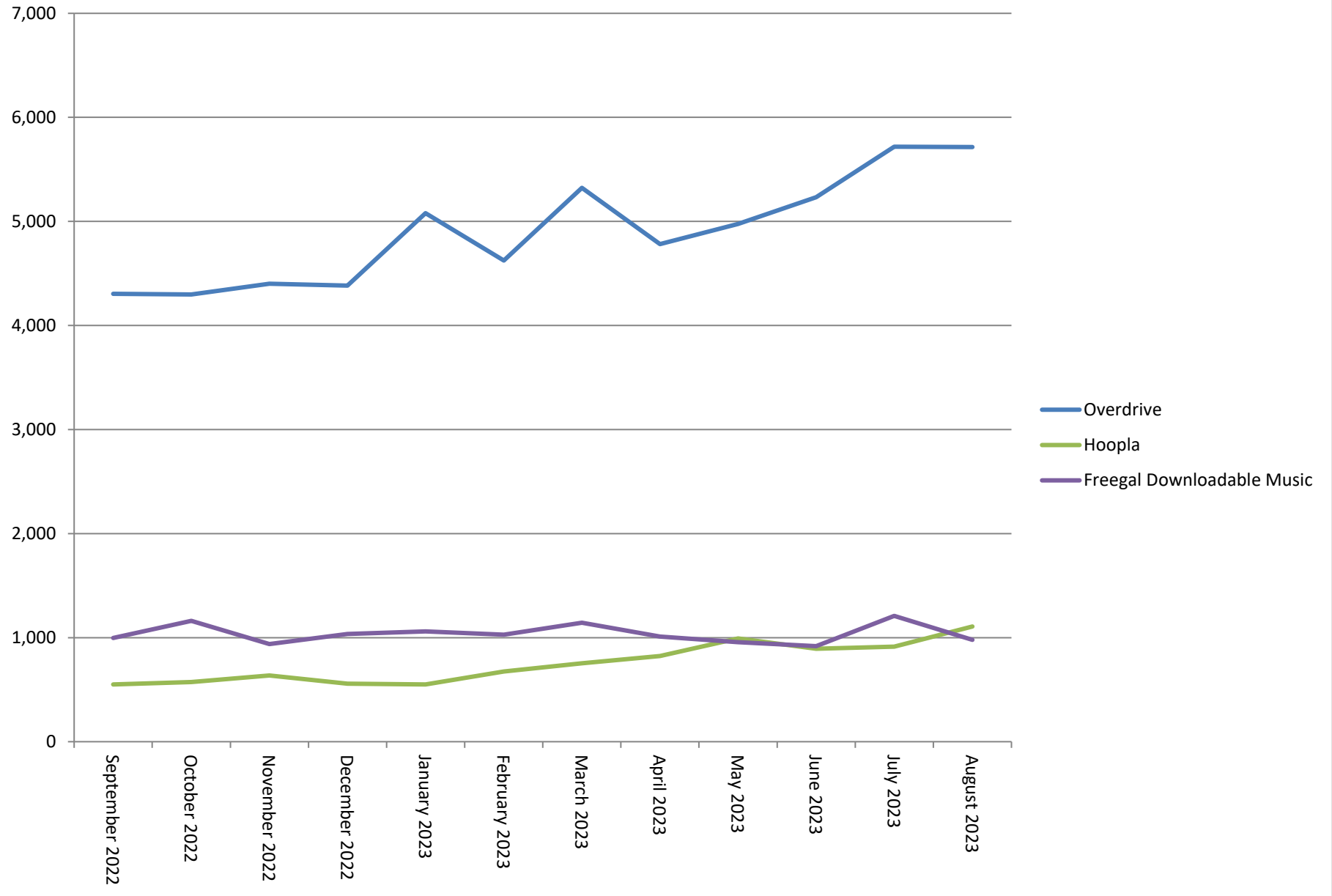
Adult Programs			
Outreach Services	6	7	6
Outreach Attendance	45	821	37
Library Attendance	0	58	126
Library Activities	0	10	18
Young Adult Programs			
Library Attendance	0	101	201
Library Activities	3	9	16
Computer Usage	2,139	2,023	2,118
Netbook/iPad Circulation	2	0	2

Date	Day of Week	Patron Count	
		Curbside	Building
9/1/2023	Friday	0	544
9/2/2023	Saturday	1	578
9/3/2023	Sunday		
9/4/2023	Monday		
9/5/2023	Tuesday	0	672
9/6/2023	Wednesday	0	711
9/7/2023	Thursday	0	399
9/8/2023	Friday	0	488
9/9/2023	Saturday	0	559
9/10/2023	Sunday		
9/11/2023	Monday	0	594
9/12/2023	Tuesday	0	437
9/13/2023	Wednesday	0	625
9/14/2023	Thursday		
9/15/2023	Friday	0	680
9/16/2023	Saturday	0	426
9/17/2023	Sunday		288
9/18/2023	Monday	0	514
9/19/2023	Tuesday	0	499
9/20/2023	Wednesday	0	621
9/21/2023	Thursday	0	350
9/22/2023	Friday	0	472
9/23/2023	Saturday	0	519
9/24/2023	Sunday		257
9/25/2023	Monday	0	437
9/26/2023	Tuesday	0	628
9/27/2023	Wednesday	0	587
9/28/2023	Thursday		
9/29/2023	Friday		
9/30/2023	Saturday		
Total		1	11,885

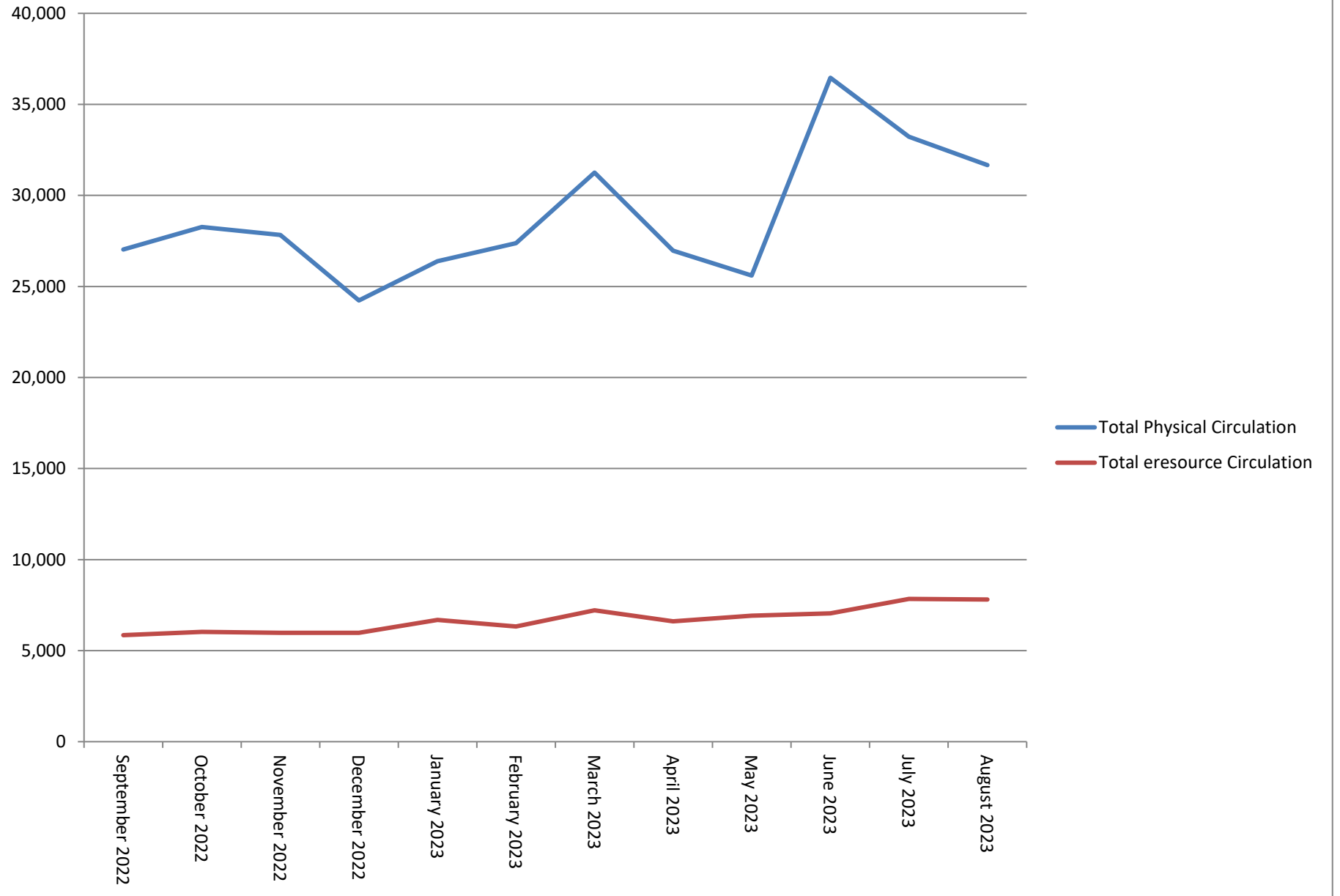
Physical Collection



eResource Collection



Physical VS eResource



**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

COLLECTION DEVELOPMENT

Purpose of Policy: This policy sets broad guidelines for the selection of library materials that correspond to the library's mission and identified roles. It may also be used to inform the public and staff about the principles upon which selections are made.

1. Definitions

- A. Selection refers to the decision to add, retain, or withdraw materials in the library's collection.
- B. Library materials include all items in the library's collection regardless of format.
- C. Access is the availability of materials in a variety of formats for users of all ages and abilities.

2. Goal of Materials Selection

The goal of selection is to provide collections within the library's legal service area that meet the informational, educational, and recreational needs of the patrons.

3. Responsibility for Selection

- A. Selection of all materials shall be the responsibility of the Library Director who operates within the framework of policies determined by the Library Board of Trustees. A staff of librarians with professional education and training assists the Director in the principles and practices of materials selection.
- B. Both the general public and staff members may recommend materials for consideration.

4. Criteria for Selection

- A. The Library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement² and the ALA Library Bill of Rights³.
- B. Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.
- C. All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing diverse viewpoints.
- D. Reviews in professionally recognized resources are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, and the advice of people competent in specific subject areas will also be used.
- E. The library keeps its collections vital and useful by retaining or replacing essential materials and by removing on a systematic and continuous basis/schedule those works that are worn, outdated, of little historical significance, or no longer in demand.

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

5. GIFTS

- A. Gifts shall meet the same selection criteria as purchased materials. The library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition. The appraisal of the gift for tax purposes is the responsibility of the donor.
- B. When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. In accordance with the needs and selection policies of the library, the library staff will make selection of specific titles.
- C. Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection.

6. Concerns Regarding Material

- A. The patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.
- B. Any patron in the library's service area who objects to the presence or absence of a work may do so by completing the Statement of Concern About Library Resources¹ form included at the end of this policy. The professional staff and the Library Trustees will review challenges. The patron will be informed of the Trustees' decision.

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

¹STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name:

Date:

Address:

Phone:

City:

State:

Zip:

Please initial to confirm that you have read the following library policies that direct the selection process for library materials purchased at the Cedar Falls Public Library. Return form to the Library Director at the information below.

_____ CFPL Collection Development Policy

_____ American Library Association Library Bill of Rights, Freedom to Read, and Freedom to View Statements

_____ The CFPL director's letter regarding statements of concern about library resources

1. Resource on which you are commenting:

_____ Book

_____ Audiovisual Resource

_____ Magazine

_____ Content of Library Program

_____ Newspaper

_____ Other

Title:

Author/Producer:

2. What brought this title to your attention?

3. Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side as needed.) Comment:

4. What resource(s) do you suggest to provide additional information on this topic?

Return to Library Director, Cedar Falls Public Library
524 Main Street, Cedar Falls, IA 50613

Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)

²AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking?

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

We cut off literature at the source if we prevent writers from dealing with the stuff of life.

Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by The American Library Association and Association of American Publishers.

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

AMERICAN LIBRARY ASSOCIATION FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

³AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Policy Reviewed/Revised: 09/02/2015, 02/06/2019, 3/2/22

EVACUATION SITE LETTER OF AGREEMENT

I. PARTIES

This Letter of Agreement (hereinafter “Agreement”) is entered into as of the 3rd day of October, 2022 between the Cedar Falls Community School District, 1002 West First St., Cedar Falls, Iowa (District) and

Cedar Falls Public Library
524 Main Street
Cedar Falls, Iowa 50613

II. AGREEMENT

This Agreement establishes a relationship of cooperation between the District and the Evacuation Site for the use of facilities as an evacuation site for students and staff of Lincoln Elementary School during a school emergency. For purposes of this Agreement a school emergency is defined as an event requiring occupants to leave the building with little or no notice due to a natural disaster, fire, or other unforeseen crisis.

III. PURPOSE

Advanced planning is necessary in the unlikely event of an emergency necessitating the evacuation of a District attendance center. To that end the parties of this Agreement recognize there may be a very short period of time for District personnel to move students and staff to this evacuation site to ensure their safety. Inherent in this Agreement is the willingness on the part of the Evacuation Site to immediately accept students and staff in their property whenever it is deemed necessary by the District and a designated administrator of the District notifies the Evacuation Site of its need for an emergency evacuation site.

REQUIREMENTS

In consideration of the relationship of cooperation between the two parties they each agree to the following:

A. Cedar Falls Community School District Will:

1. Designate a point of contact to serve as the administrator with the authority to make administrative decisions, to participate in planning and working with representatives from the Evacuation Site to, and accessing the evacuation site facility if and when necessary.
2. Supervise District students and personnel while at the evacuation site facility.
3. Provide cleanup and other reasonable restoration efforts to the evacuation site facility following any emergency use of the site.

4. Defend and hold harmless the Evacuation Site for any injuries to District students, staff or volunteers and for any damage to property which may arise out of the District's use of the evacuation site facility as outlined in this Agreement.

B. The Evacuation Site Will:

1. Provide the use of facilities at no cost to the District.
2. Designate a point of contact to serve as a liaison between the Evacuation Site and the District who shall have the authority to work with and provide information to District representatives, participate in planning, and make administrative decisions.
3. Based on a mutually agreed upon schedule and time, allow the evacuation site facility to be visited by members of the District, local health department, local law enforcement, and local fire department, as necessary, for purposes of emergency preparedness and training.
4. Upon seven (7) days prior notice allow the facility to be utilized for emergency preparedness practice or training purposes and exercises.
5. Provide a copy of the emergency evacuation site floor plan to the District and any other entity reasonably requested by the District in order to carry out the purposes of this Agreement.

IV. TRAINING

Both parties agree to work together to provide any necessary employees with training, as needed, and identified by both parties. Training will be scheduled in advance, upon mutual agreement of both parties.

V. AMENDMENT

This Agreement shall be reviewed by both parties every three (3) years but will not be supplemented, amended, or modified except on the express written agreement of both parties.

VI. TERM and TERMINATION

1. This Agreement shall be for an initial period of no more than three (3) years, commencing on the 3rd day of October, 2022 and ending on the 3rd day of October, 2025. This Agreement shall automatically renew for an additional three (3) year period unless terminated in accordance with Section VII (2), below.
2. This Agreement may be terminated by either party not less than ninety day (90) days prior written notice. Notice of termination shall be deemed given when delivered by United States Postal Services to the identified administrative points of contact.

VII. NOTICES

Any notices required under this Agreement shall be sent by personal delivery or certified mail, return receipt requested to the persons and addresses listed below, unless such contact information is subsequently amended by the parties:

**Cedar Falls Community School District
Attn: Chief Financial Officer
1002 West First Street
Cedar Falls, Iowa 50613**

Cedar Falls Community School District

By: _____

Date

Superintendent

By: _____

Date

Chief Financial Officer

Evacuation Site

By: _____

Date
