

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

- I. Call to order
- II. Agenda: Corrections/additions/deletions/approval
- III. Minutes: Corrections and approval
- IV. Public Forum
- V. Board Training update
- VI. Communication from Officers: Action appropriate to the communications
- VII. Bills: Corrections/additions/deletions/approval
 - a. General Fund, Levy Fund, Grant Funds
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
- VIII. Usage Report
- IX. Director's Report
 - a. Informational meeting about HF 718
 - b. Staffing update
 - c. Miscellaneous
- X. Reports from Department Heads
 - a. Public Services Librarian
 - b. Youth Librarian
- XI. Referred for Board Action
 - a. Approve 2024 library closing
 - b. Approve filling 29-hour library assistant vacancy in circulation
- 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 November
- c. Personnel
- d. Library Art

XIV. Unfinished business

XV. New business

XVI. Adjournment

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

Members present: Bessman Taylor, Blair-Broeker, Chadwick, Cormaney, Edelnant, Graziano, Green, Roelofse, Sulentic; Staff present: Daniels, Hosford, Pagel, Stern; Guests present: Chelsea Luhring, Kevin Rogers.

- I. President Sulentic called the meeting to order at 4:00.

- II. Agenda: Corrections/additions/deletions/approval
Director Stern noted that she would like to add an item to the agenda. The item is a discussion regarding a training session that is happening for all board and commissions.
MOTION: (Blair-Broeker, Edelnant) to approve the agenda as amended. Passed.

- III. Minutes: Corrections and approval
MOTION: (Edelnant, Green) to approve the minutes as presented. Passed.

- IV. Public Forum
None

- V. Board Training update
Kevin Rogers introduced himself and Chelsea Luhring. Chelsea noted what DEI stands for and discussed her position. Kevin then discussed the training that has been developed for boards and commissions. He noted that if any members have any questions or comments as they complete their training to let him know. Director Stern noted that the training counts towards the yearly training requirement.

- VI. Communication from Officers: Action appropriate to the communications
None

- VII. Bills: Corrections/additions/deletions/approval
Assistant Daniels noted that there is an IFC bill after the report since it came in too late to be part of the report.
MOTION: (Blair-Broeker, Chadwick) to approve the September bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
Assistant Daniels noted that there are three fund reports since June, July, and August were finalized since the last meeting.
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
None

VIII. Usage Report

President Sulentic noted that it looks like just one person used the curbside service. Member Blair-Broecker noted that is the lowest use of the service in some time.

IX. Director's Report

a. Staffing update

Director Stern noted that Assistant Bancroft-Smithe was hired for the open reference position, and Assistant Morris-McEwan was hired for the open position at the center next door. She noted that Assistant Diaz-Rodriguez recently resigned from her position in the circulation department, so filling that position is on the agenda. Director Stern discussed the candidates for the Public Services Librarian position, and noted that one of the candidates lives out of state. She noted that she is asking for permission to pay travel expenses for this candidate.

b. Imagination Library update

Director Stern noted that she has submitted a grant application to the Guernsey Foundation for funding, and will be submitting an application to the Black Hawk Gaming Association. She then noted how many children are currently signed up for the program, and how many have graduated from the program.

c. Outreach: Downtown Street Party

Director Stern noted that Librarian Hosford and herself worked the sand area, and she believes that 100 children came by to play in the sand.

d. ByWater (Koha) kickoff meeting

Director Stern noted that the first meeting has occurred, and they will be setting up monthly meetings.

e. State Library training for Boards and Cities: Where City and Library Meet, monthly throughout the fall

Director Stern noted that she wanted to mention this training in case any members wanted to attend. She noted that the training can be found in IALearns.

f. Miscellaneous

Director Stern noted that the library is designated as a dementia friendly facility due to the training at the inservice.

X. Reports from Department Heads

a. Public Services Librarian

Acting Librarian Pagel noted that the reference department has been doing a lot of programs recently and mentioned some of the programs that will be happening this month. She noted a hand lettering program, a crocheting program, a greeting cards program, and a few other programs.

b. Youth Librarian

Librarian Hosford discussed her partnership with UNI international students for Storytimes Around the World. She noted that the department will be having some programs around pumpkins, apples, a Hocus Pocus escape room, a spooky story contest, and more this month.

XI. Referred for Board Action

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

MOTION: (Chadwick, Edlenant) to approve filling 29-hour library assistant vacancy in circulation. Passed.

- b. Approve travel expenses for out-of-state candidate for Public Services Librarian (airfare, car rental, hotel)

President Sulentic inquired if a note should be made about the expenses being within reason since the exact amount is not known at this time. Director Stern noted that Director Rodenbeck calculated the mileage cost if the candidate drove, and it would be about the same amount as a flight. She noted that a cap can be put on the flight cost so the candidate does not choose an exorbitant option. It was agreed that having a cap on the flight expenses would be a good idea. A cap on the type of vehicle they rent was noted as a good idea as well.

MOTION: (Chadwick, Bessman Taylor) to approve travel expenses for out-of-state candidate for Public Services Librarian (airfare, car rental, hotel). Passed.

- c. Approve agreement with Lincoln Elementary School for CFPL as their emergency evacuation site

President Sulentic inquired about how long this agreement has been happening. Director Stern noted that it has been happening for quite some time.

MOTION: (Blair-Broeker, Green) to agreement with Lincoln Elementary School for CFPL as their emergency evacuation site. Passed.

XII. Library advocacy discussion

Director Stern distributed the letter that would be included as part of the reconsideration process for the members to review for any changes that might need to be made. She noted that this would be the first page of the packet that would be given to patrons. Member Bessman Taylor noted that she is not sure if the letter should be the first page. Director Stern mentioned maybe putting it right before the policy in the packet. Member Chadwick suggested maybe renaming the policy as a collection inquiry. Member Blair-Broeker noted that potentially renaming this might be a good idea since some patrons might just be interested in how an item became part of the collection.

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

- a. Friends of the Library

Member Edlenant noted that National Friends of Libraries Week is coming up. She invited everyone to join the organization if they have not already. Member Edlenant noted that members will be a different library events coming up as well.

- b. Finance: No meeting needed in October

None

- c. Personnel

None

- d. Library Art

Director Stern noted that the deadline for the Redfern display submissions is later this month.

XIV. Unfinished business

None

XV. New business

None

XVI. Adjournment

Motion to adjourn (Cormaney, Green). Passed. Meeting adjourned at 4:46.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem

LIBRARY BILL REPORT
11/1/2023

| FUND | VENDOR NAME | ACCOUNT # | AMOUNT | DESCRIPTION 1 | DESCRIPTION 2 |
|-------------|----------------------|------------------|-----------------|----------------------|----------------------|
| GENERAL | ARAMARK | 86-01 | \$ 23.55 | LIBRARY MAT SERVICE | |
| GENERAL | ARAMARK | 86-01 | \$ 23.55 | LIBRARY MAT SERVICE | |
| | ARAMARK Total | | <u>\$ 47.10</u> | | |
| | | | | | |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ 11.39 | YOUNG ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ 11.39 | YOUNG ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ 11.39 | YOUNG ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ 12.07 | YOUTH BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ 15.38 | YOUNG ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ 18.00 | LARGE PRINT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ 18.60 | LARGE PRINT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ 18.60 | LARGE PRINT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ 21.42 | YOUTH BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-37 | \$ 21.99 | YOUNG ADULT MP3 | |
| LEVY | BAKER & TAYLOR BOOKS | 89-24 | \$ 22.00 | ADULT CD BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ 22.79 | ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-24 | \$ 24.74 | ADULT CD BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ 26.83 | YOUTH BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-37 | \$ 27.48 | YOUNG ADULT MP3S | |
| LEVY | BAKER & TAYLOR BOOKS | 89-24 | \$ 30.79 | ADULT CD BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ 31.92 | LARGE PRINT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-24 | \$ 33.00 | ADULT CD BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ 34.96 | YOUTH BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ 37.99 | LARGE PRINT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ 38.40 | LARGE PRINT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ 42.41 | YOUNG ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ 42.96 | YOUTH BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-24 | \$ 46.75 | ADULT CD BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ 49.92 | LARGE PRINT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ 51.28 | ADULT BOOKS | |

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| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ | 53.65 | YOUTH BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ | 57.56 | YOUNG ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ | 63.86 | YOUNG ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ | 65.56 | YOUTH BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ | 70.52 | LARGE PRINT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ | 74.59 | LARGE PRINT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ | 76.98 | LARGE PRINT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ | 78.83 | YOUNG ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ | 79.98 | LARGE PRINT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ | 84.56 | YOUTH BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ | 90.71 | LARGE PRINT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ | 110.95 | YOUNG ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ | 115.36 | LARGE PRINT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ | 116.74 | YOUNG ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ | 126.55 | YOUNG ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ | 137.06 | ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ | 146.96 | LARGE PRINT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-37 | \$ | 152.98 | YOUNG ADULT PLAYAWAYS |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ | 160.45 | ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ | 166.38 | ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-23 | \$ | 170.18 | LARGE PRINT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ | 170.31 | ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ | 181.68 | ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ | 195.05 | ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ | 198.74 | YOUNG ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ | 200.75 | YOUTH BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ | 203.40 | ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ | 214.68 | YOUNG ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ | 233.44 | ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ | 242.62 | ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ | 255.18 | YOUTH BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ | 271.92 | ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ | 303.07 | ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ | 314.29 | ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ | 319.59 | YOUNG ADULT BOOKS |
| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ | 373.66 | YOUTH BOOKS |

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| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ 411.51 | ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ 500.02 | ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ 523.58 | ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ 544.92 | ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-37 | \$ 658.66 | YOUNG ADULT PLAYAWAYS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ 670.84 | ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-20 | \$ 693.65 | ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ 837.45 | YOUNG ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ 900.55 | YOUTH BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ 949.70 | YOUTH BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-21 | \$ 1,087.17 | YOUNG ADULT BOOKS | |
| LEVY | BAKER & TAYLOR BOOKS | 89-22 | \$ 2,089.27 | YOUTH BOOKS | |
| | BAKER & TAYLOR BOOKS Total | | <u>\$ 16,470.56</u> | | |
| LEVY | BAKER & TAYLOR ENTERTAINMENT | 89-25 | \$ 20.99 | ADULT VIDEOS | |
| LEVY | BAKER & TAYLOR ENTERTAINMENT | 89-36 | \$ 25.18 | YOUTH VIDEOS | |
| LEVY | BAKER & TAYLOR ENTERTAINMENT | 89-25 | \$ 25.36 | ADULT VIDEOS | |
| LEVY | BAKER & TAYLOR ENTERTAINMENT | 89-25 | \$ 34.99 | ADULT VIDEOS | |
| LEVY | BAKER & TAYLOR ENTERTAINMENT | 89-25 | \$ 38.46 | ADULT VIDEOS | |
| LEVY | BAKER & TAYLOR ENTERTAINMENT | 89-25 | \$ 48.98 | ADULT VIDEOS | |
| LEVY | BAKER & TAYLOR ENTERTAINMENT | 89-25 | \$ 86.02 | ADULT VIDEOS | |
| LEVY | BAKER & TAYLOR ENTERTAINMENT | 89-25 | \$ 113.34 | ADULT VIDEOS | |
| LEVY | BAKER & TAYLOR ENTERTAINMENT | 89-25 | \$ 177.72 | ADULT VIDEOS | |
| | BAKER & TAYLOR ENTERTAINMENT Total | | <u>\$ 571.04</u> | | |
| GENERAL | CEDAR FALLS UTILITIES | 85-01 | \$ 5,948.00 | LIBRARY UTILITIES | |
| | CEDAR FALLS UTILITIES Total | | <u>\$ 5,948.00</u> | | |
| LEVY | CENTER POINT LARGE PRINT | 89-23 | \$ 49.14 | LARGE PRINT BOOKS | |
| | CENTER POINT LARGE PRINT Total | | <u>\$ 49.14</u> | | |
| GENERAL | ENVISIONWARE, INC | 81-01 | \$ 195.00 | AMH CONSULTING SERVICES | |
| | ENVISIONWARE, INC Total | | <u>\$ 195.00</u> | | |
| GENERAL | GORDON FLESCH COMPANY INC | 81-91 | \$ 977.87 | COPIER CONTRACT | 015-1483981-000 |
| | GORDON FLESCH COMPANY INC Total | | <u>\$ 977.87</u> | | |

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| LEVY | IOWA POETRY ASSOCIATION | 89-20 | \$ 12.75 | ADULT BOOKS | |
| | IOWA POETRY ASSOCIATION Total | | <u>\$ 12.75</u> | | |
| GENERAL | KRAMER, KARL ALLAN | 89-33 | \$ 180.00 | FOTL:YA-DUNGEON MASTER | CLASS |
| | KRAMER, KARL ALLAN Total | | <u>\$ 180.00</u> | | |
| LEVY | LAKEVIEW BOOKS | 89-22 | \$ 698.88 | YOUTH BOOKS | |
| | LAKEVIEW BOOKS Total | | <u>\$ 698.88</u> | | |
| LEVY | MIDWEST TAPE, LLC | 89-36 | \$ 22.49 | YOUTH VIDEOS | |
| LEVY | MIDWEST TAPE, LLC | 89-36 | \$ 37.48 | YOUTH VIDEOS | |
| | MIDWEST TAPE, LLC Total | | <u>\$ 59.97</u> | | |
| GENERAL | MINNESOTA HISTORICAL SOCI | 89-26 | \$ 11.50 | MICROFILM | |
| | MINNESOTA HISTORICAL SOCI Total | | <u>\$ 11.50</u> | | |
| GENERAL | MOVIE LICENSING USA | 72-76 | \$ 894.00 | SITE LICENSE RENEWAL 1YR | 12/01/23-11/30/24 |
| | MOVIE LICENSING USA Total | | <u>\$ 894.00</u> | | |
| GENERAL | NISSEN, THOMAS | 89-33 | \$ 650.00 | FOTL:YA-MINECRAFT SUB. | |
| | NISSEN, THOMAS Total | | <u>\$ 650.00</u> | | |
| GENERAL | OFFICE EXPRESS OFFICE PRO | 71-01 | \$ 409.13 | DRY-ERASE MARKERS, TAPE, | PAPER |
| GENERAL | OFFICE EXPRESS OFFICE PRO | 71-01 | \$ 546.08 | AAA BATTERIES, 3/4" TAPE, | WHITEBOARD EASEL |
| | OFFICE EXPRESS OFFICE PRO Total | | <u>\$ 955.21</u> | | |
| LEVY | OVERDRIVE, INC. | 89-46 | \$ 24.99 | YOUTH AUDIO BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-46 | \$ 39.98 | YOUTH E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 40.87 | ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 47.50 | ADULT AUDIO BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 47.50 | ADULT AUDIO BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-46 | \$ 51.96 | YOUTH E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 82.50 | ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 82.50 | ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 95.00 | ADULT AUDIO BOOKS | |

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| LEVY | OVERDRIVE, INC. | 89-42 | \$ 99.67 | ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 110.98 | ADULT AUDIO BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-46 | \$ 113.50 | YOUTH AUDIO BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-44 | \$ 121.69 | YOUNG ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 148.50 | ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 161.99 | ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 170.44 | ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 227.43 | ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 234.94 | ADULT AUDIO BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 269.94 | ADULT AUDIO BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-44 | \$ 282.20 | YOUNG ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-44 | \$ 306.93 | YOUNG ADULT AUDIO BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 324.97 | ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 339.23 | ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-44 | \$ 417.30 | YOUNG ADULT AUDIO BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 425.40 | ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 436.06 | ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 445.41 | ADULT AUDIO BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 449.88 | ADULT AUDIO BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 537.24 | ADULT AUDIO BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 617.88 | ADULT E-BOOKS | |
| LEVY | OVERDRIVE, INC. | 89-42 | \$ 834.98 | ADULT AUDIO BOOKS | |
| | OVERDRIVE, INC. Total | | <u>\$ 7,589.36</u> | | |
| LEVY | PLAYAWAY PRODUCTS | 89-24 | \$ 112.48 | ADULT PLAYAWAYS | |
| LEVY | PLAYAWAY PRODUCTS | 89-35 | \$ 138.72 | YOUTH PLAYAWAYS | |
| LEVY | PLAYAWAY PRODUCTS | 89-37 | \$ 183.72 | YOUNG ADULT PLAYAWAYS | |
| | PLAYAWAY PRODUCTS Total | | <u>\$ 434.92</u> | | |
| GENERAL | QUADIENT FINANCE USA, INC | 72-99 | \$ 300.00 | POSTAGE | |
| | QUADIENT FINANCE USA, INC Total | | <u>\$ 300.00</u> | | |
| GENERAL | WATERLOO PUBLIC LIBRARY | 89-20 | \$ 9.99 | ADULT BOOKS (LOST WPL | BOOK) |
| GENERAL | WATERLOO PUBLIC LIBRARY | 89-20 | \$ 30.00 | ADULT BOOKS (LOST WPL | BOOK) |
| GENERAL | WATERLOO PUBLIC LIBRARY | 89-20 | \$ 31.99 | ADULT BOOKS (LOST WPL | BOOKS) |
| | WATERLOO PUBLIC LIBRARY Total | | <u>\$ 71.98</u> | | |

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| GENERAL | WHIMSICAL TWIST | 89-33 | \$ 120.00 | FOTL:ADULT-CALIGRAPHY | CLASS |
| | WHIMSICAL TWIST Total | | <u>\$ 120.00</u> | | |
| | Total Vendor Payments | | <u>\$ 36,237.28</u> | | |

| FUND | VENDOR NAME | ACCOUNT # | AMOUNT | DESCRIPTION 1 | DESCRIPTION 2 |
|---------|-------------|-----------|--------------------|-------------------------|-------------------------|
| LEVY | US BANK | 89-20 | \$ 9.89 | AMAZON.COM | ADULT BOOKS |
| LEVY | US BANK | 89-20 | \$ 25.99 | AMAZON.COM | ADULT BOOKS |
| LEVY | US BANK | 89-22 | \$ 31.65 | AMAZON.COM | YOUTH BOOKS |
| LEVY | US BANK | 89-26 | \$ 99.90 | AMAZON.COM | YOUNG ADULT VIDEO GAMES |
| LEVY | US BANK | 89-22 | \$ 60.16 | AMAZON.COM | YOUTH BOOKS |
| LEVY | US BANK | 89-22 | \$ 32.79 | AMAZON.COM | YOUTH BOOKS |
| LEVY | US BANK | 89-20 | \$ 20.69 | AMAZON.COM | ADULT BOOKS |
| LEVY | US BANK | 89-25 | \$ 23.49 | AMAZON.COM | ADULT VIDEOS |
| GENERAL | US BANK | 71-01 | \$ 9.72 | AMAZON.COM | PENS |
| LEVY | US BANK | 89-20 | \$ 13.49 | AMAZON.COM | ADULT BOOKS |
| LEVY | US BANK | 89-20 | \$ 18.99 | AMAZON.COM | ADULT BOOKS |
| LEVY | US BANK | 89-20 | \$ 32.75 | AMAZON.COM | ADULT BOOKS |
| LEVY | US BANK | 89-22 | \$ 18.14 | AMAZON.COM | YOUTH BOOKS |
| LEVY | US BANK | 89-20 | \$ 31.93 | AMAZON.COM | ADULT BOOKS |
| GENERAL | US BANK | 89-33 | \$ 5.29 | AMAZON.COM | FOTL:YA-EPSOM SALT |
| GENERAL | US BANK | 89-33 | \$ 35.86 | AMAZON.COM | FOTL:YOUTH-YOUTH BOOKS |
| LEVY | US BANK | 89-22 | \$ 1,026.60 | AMAZON.COM | YOUTH BOOKS |
| LEVY | US BANK | 89-20 | \$ 17.88 | AMAZON.COM | ADULT BOOKS |
| LEVY | US BANK | 89-22 | \$ 41.08 | AMAZON.COM | YOUTH BOOKS |
| LEVY | US BANK | 89-22 | \$ 47.87 | AMAZON.COM | YOUTH BOOKS |
| | | | <u>\$ 1,604.16</u> | AMAZON.COM Total | |
| LEVY | US BANK | 89-22 | \$ (8.64) | AMZN MKTP US | YOUTH BOOKS REFUND |
| GENERAL | US BANK | 89-33 | \$ 247.98 | AMZN MKTP US | FOTL:YA-STOOLS |
| LEVY | US BANK | 89-22 | \$ 49.34 | AMZN MKTP US | YOUTH BOOKS |
| GENERAL | US BANK | 93-01 | \$ 94.86 | AMZN MKTP US | KEYBOARD & MOUSE COMBOS |
| LEVY | US BANK | 89-22 | \$ 188.98 | AMZN MKTP US | YOUTH BOOKS |
| GENERAL | US BANK | 89-33 | \$ 39.93 | AMZN MKTP US | FOTL:YOUTH-PARTY FAVOR |

| | | | | | | |
|---------|---------|-------|----|-----------------|--------------------------------------|---------------------------|
| GENERAL | US BANK | 89-33 | \$ | 57.47 | AMZN MKTP US | FOTL:YA-SNACKS |
| GENERAL | US BANK | 89-33 | \$ | 51.34 | AMZN MKTP US | FOTL:YOUTH-MAGNFIER,LOCK, |
| GENERAL | US BANK | 89-33 | \$ | 29.49 | AMZN MKTP US | FOTL:YA-SNACKS |
| LEVY | US BANK | 89-22 | \$ | 18.64 | AMZN MKTP US | YOUTH BOOKS |
| LEVY | US BANK | 89-36 | \$ | 9.72 | AMZN MKTP US | YOUTH VIDEOS |
| GENERAL | US BANK | 89-33 | \$ | 238.40 | AMZN MKTP US | FOTL:YA-CHAIRS & CHAIR |
| LEVY | US BANK | 71-11 | \$ | 36.90 | AMZN MKTP US | 7 MM DVD CASES |
| LEVY | US BANK | 71-11 | \$ | 47.32 | AMZN MKTP US | PAINT BRUSH CLENER, BOOK |
| LEVY | US BANK | 93-01 | \$ | 32.42 | AMZN MKTP US | KEYBOARD & MOUSE COMBO |
| LEVY | US BANK | 89-25 | \$ | 13.70 | AMZN MKTP US | ADULT VIDEOS |
| GENERAL | US BANK | 89-33 | \$ | 24.44 | AMZN MKTP US | FOTL:YOUTH-STICKERS |
| LEVY | US BANK | 89-26 | \$ | 54.95 | AMZN MKTP US | YOUNG ADULT VIDEO GAMES |
| LEVY | US BANK | 89-21 | \$ | 24.20 | AMZN MKTP US | YOUNG ADULT BOOKS |
| LEVY | US BANK | 89-26 | \$ | 108.98 | AMZN MKTP US | YOUNG ADULT VIDEO GAMES |
| GENERAL | US BANK | 89-33 | \$ | 84.63 | AMZN MKTP US | FOTL:COLAB-CAKE MOLDS & |
| GENERAL | US BANK | 89-33 | \$ | 30.17 | AMZN MKTP US | FOTL:YA-CITRIC ACID & |
| LEVY | US BANK | 71-11 | \$ | 69.99 | AMZN MKTP US | COMIC BOOK STORAGE BOXES |
| LEVY | US BANK | 71-11 | \$ | 6.49 | AMZN MKTP US | PAINT BRUSHES |
| LEVY | US BANK | 89-36 | \$ | 7.07 | AMZN MKTP US | YOUTH VIDEOS |
| LEVY | US BANK | 89-25 | \$ | 32.99 | AMZN MKTP US | ADULT VIDEOS |
| GENERAL | US BANK | 89-33 | \$ | 59.99 | AMZN MKTP US | FOTL:YOUTH-DECIBEL METER |
| | | | \$ | <u>1,651.75</u> | AMZN MKTP US Total | |
| GENERAL | US BANK | 89-33 | \$ | <u>31.00</u> | COPYWORKS CEDAR FALLS | FOTL:YOUTH-POSTER PRINTNG |
| | | | \$ | <u>31.00</u> | COPYWORKS CEDAR FALLS Total | |
| GENERAL | US BANK | 89-33 | \$ | 30.71 | HY-VEE CEDAR FALLS 1052 | FOTL:ADULT-SODA & TEA |
| GENERAL | US BANK | 89-33 | \$ | 62.08 | HY-VEE CEDAR FALLS 1052 | FOTL:YA-TRAIL MX SUPPLIES |
| GENERAL | US BANK | 89-33 | \$ | <u>77.81</u> | HY-VEE CEDAR FALLS 1052 | FOTL:YA-SNACKS |
| | | | \$ | <u>170.60</u> | HY-VEE CEDAR FALLS 1052 Total | |
| GENERAL | US BANK | 81-91 | \$ | <u>90.00</u> | INTUIT *QBOOKS ONLINE | QUICKBOOKS MONTHLY SUB. |
| | | | \$ | <u>90.00</u> | INTUIT *QBOOKS ONLINE Total | |
| GENERAL | US BANK | 71-01 | \$ | 13.95 | MARTIN BROTHERS | SILVERWARE & SUGAR |
| GENERAL | US BANK | 89-33 | \$ | <u>34.97</u> | MARTIN BROTHERS | FOTL:ADULT-POPCORN, OIL, |

\$ 48.92 **MARTIN BROTHERS Total**

GENERAL US BANK

83-05

\$ 345.41 PANERA BREAD #203210 O

INSERVICE LUNCH

\$ 345.41 **PANERA BREAD #203210 O Total**

GENERAL US BANK

89-34

\$ 15.00 SQ *CEDAR FALLS LASER ENG

BERG 2 RMB SLP '23-TROPHY

\$ 15.00 **SQ *CEDAR FALLS LASER ENG Total**

GENERAL US BANK

89-33

\$ 10.00 SQ *HERE'S WHAT'S POPPIN

FOTL:YA-GIFT CARD

\$ 10.00 **SQ *HERE'S WHAT'S POPPIN Total**

USBank Total

\$ 3,966.84

Final Payment Total

\$ 40,237.03

REVENUE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF SEPTEMBER 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 | 37,506.57 | 41,388.67 | 517,221.33 | 7 |
| * | PROPERTY TAXES | 558,610.00 | 37,506.57 | 41,388.67 | 517,221.33 | 7 |
| INTERGOVERNMENTAL | | | | | | |
| 101-1199-343.02-00 | LIBRARY GRANTS | 25,000.00 | 9,927.01 | 9,927.01 | 15,072.99 | 40 |
| * | INTERGOVERNMENTAL | 25,000.00 | 9,927.01 | 9,927.01 | 15,072.99 | 40 |
| CHARGES FOR SERVICES | | | | | | |
| 101-1060-356.71-00 | LIBRARY-COPY MACHINE | 7,000.00 | 860.10 | 2,224.70 | 4,775.30 | 32 |
| 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 | 299.95 | 612.17 | 612.17- | 0 |
| 101-1060-356.74-00 | LIBRARY-LOST & PAID BOOKS | 2,500.00 | 235.99 | 1,180.69 | 1,319.31 | 47 |
| 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 | 45.00 | 345.00 | 345.00- | 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 | 6,522.04 | 7,097.69 | 22,902.31 | 24 |
| 101-1060-356.81-00 | LIBRARY-CO-LAB FEES | .00 | 22.35 | 74.30 | 74.30- | 0 |
| * | CHARGES FOR SERVICES | 151,500.00 | 7,985.43 | 11,927.05 | 139,572.95 | 8 |
| ** | GENERAL FUND | 735,110.00 | 55,419.01 | 63,242.73 | 671,867.27 | 9 |

REVENUE GUIDELINE
 FOR FISCAL YEAR 2024
 FOR THE MONTH OF SEPTEMBER 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 | 9.82 | 26.10 | 26.10- | 0 |
| 294-0000-361.03-00 | CD/INVESTMENT INTEREST | .00 | 24.43 | 179.67 | 179.67- | 0 |
| | | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| * | USE OF MONEY & PROPERTY | .00 | 34.25 | 205.77 | 205.77- | 0 |
| ** | LIBRARY RESERVE | .00 | 34.25 | 205.77 | 205.77- | 0 |

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

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | ANNUAL REVISED BUDGET | MTD ACTUAL | YTD ACTUAL | REMAINING BALANCE | % RECEIVED |
|----------------|---------------------|-----------------------------|---------------|---------------|----------------------|---------------|
| | | 865,910.00 | 56,853.26 | 67,198.50 | 798,711.50 | 8 |

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF SEPTEMBER 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 | 52,526.62 | 165,757.49 | 477,482.51 | 26 |
| 101-1060-423.61-02 | PART-TIME | 452,370.00 | 27,921.23 | 82,967.36 | 369,402.64 | 18 |
| 101-1060-423.62-01 | PAYROLL | 2,810.00 | 234.17 | 702.47 | 2,107.53 | 25 |
| 101-1060-423.62-02 | SEVERANCE | 10,390.00 | 865.83 | 2,597.53 | 7,792.47 | 25 |
| 101-1060-423.64-01 | HEALTH INS. PREMIUMS | 108,490.00 | 9,039.26 | 26,590.04 | 81,899.96 | 25 |
| 101-1060-423.64-02 | HEALTH INS. REIMBURSEMENT | 2,200.00 | 34.15 | 357.75 | 1,842.25 | 16 |
| 101-1060-423.64-03 | LIFE INSURANCE | 1,450.00 | 124.10 | 375.37 | 1,074.63 | 26 |
| 101-1060-423.64-04 | LTD INSURANCE | 1,910.00 | 162.10 | 490.35 | 1,419.65 | 26 |
| 101-1060-423.64-05 | WORKMAN'S COMP. INS. | 2,360.00 | 196.67 | 589.97 | 1,770.03 | 25 |
| 101-1060-423.65-01 | F.I.C.A. | 84,180.00 | 6,006.16 | 18,624.97 | 65,555.03 | 22 |
| 101-1060-423.66-01 | I.P.E.R.S. | 103,870.00 | 7,594.34 | 22,400.03 | 81,469.97 | 22 |
| * | PERSONAL SERVICES | 1,413,270.00 | 104,704.63 | 321,453.33 | 1,091,816.67 | 22 |
| COMODITIES | | | | | | |
| 101-1060-423.71-01 | OFFICE SUPPLIES | 10,000.00 | 85.51 | 300.62 | 9,699.38 | 3 |
| 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 | 2,021.00 | 21.00- | 101 |
| 101-1060-423.72-76 | PUBLIC RELATIONS | 1,200.00 | .00 | 2,120.00 | 920.00- | 177 |
| 101-1060-423.72-99 | POSTAGE | 17,500.00 | 319.62 | 8,109.57 | 9,390.43 | 46 |
| 101-1060-423.73-06 | BUILDING REPAIR | 4,000.00 | .00 | .00 | 4,000.00 | 0 |
| * | COMODITIES | 36,700.00 | 405.13 | 12,551.19 | 24,148.81 | 34 |
| 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 | 21,154.97 | 63,465.03 | 25 |
| 101-1060-423.81-91 | LICENSES & SERVICE CONTRT | 33,000.00 | 1,071.37 | 3,057.71 | 29,942.29 | 9 |
| 101-1060-423.82-01 | TELEPHONE | 4,000.00 | 114.23 | 318.11 | 3,681.89 | 8 |
| 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 | 359.00 | 665.00 | 5,335.00 | 11 |
| 101-1060-423.84-01 | OPERATING INSURANCE | 30,720.00 | 2,560.00 | 7,680.00 | 23,040.00 | 25 |
| 101-1060-423.85-01 | UTILITIES | 105,000.00 | 8,009.49 | 8,009.49 | 96,990.51 | 8 |
| 101-1060-423.86-01 | REPAIR & MAINTENANCE | 7,000.00 | 1,632.64 | 1,802.50 | 5,197.50 | 26 |
| 101-1060-423.89-20 | ADULT BOOKS | .00 | 53.52 | 102.90 | 102.90- | 0 |
| 101-1060-423.89-22 | YOUTH BOOKS | .00 | .00 | .00 | 0.00 | 0 |
| 101-1060-423.89-24 | ADULT AUDIO | .00 | 24.74 | 24.74 | 24.74- | 0 |
| 101-1060-423.89-26 | NON-PRINT RESOURCES | .00 | .00 | 8.50 | 8.50- | 0 |
| 101-1060-423.89-33 | FRIENDS SUPPORTED PROGRAM | 30,000.00 | 6,116.16 | 6,639.83 | 23,360.17 | 22 |
| 101-1060-423.89-34 | ENDOWMENT SUPPORTED PROG. | 60,000.00 | 2,256.83 | 3,855.74 | 56,144.26 | 6 |
| * | CONTRACTED SERVICES | 366,340.00 | 29,249.65 | 53,319.49 | 313,020.51 | 15 |
| 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 | 134,359.41 | 387,324.01 | 1,646,435.99 | 19 |

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF SEPTEMBER 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 | 32,791.86 | 139,178.14 | 19 |
| 101-1061-423.61-02 | PART-TIME | 20,190.00 | 927.35 | 2,456.30 | 17,733.70 | 12 |
| 101-1061-423.62-01 | PAYROLL | 620.00 | 51.67 | 154.97 | 465.03 | 25 |
| 101-1061-423.62-02 | SEVERANCE | 2,270.00 | 189.17 | 567.47 | 1,702.53 | 25 |
| 101-1061-423.64-01 | HEALTH INS. PREMIUMS | 12,000.00 | 1,619.52 | 4,972.43 | 7,027.57 | 41 |
| 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 | 79.03 | 240.97 | 25 |
| 101-1061-423.64-04 | LTD INSURANCE | 420.00 | 33.77 | 103.51 | 316.49 | 25 |
| 101-1061-423.64-05 | WORKMAN'S COMP. INS. | 330.00 | 27.50 | 82.50 | 247.50 | 25 |
| 101-1061-423.65-01 | F.I.C.A. | 12,200.00 | 864.08 | 2,661.74 | 9,538.26 | 22 |
| 101-1061-423.66-01 | I.P.E.R.S. | 15,060.00 | 1,080.24 | 3,229.24 | 11,830.76 | 21 |
| * | PERSONAL SERVICES | 235,840.00 | 15,335.09 | 47,099.05 | 188,740.95 | 21 |
| COMODITIES | | | | | | |
| 101-1061-423.71-11 | TECHNICAL PROCESSING SUPP | 30,000.00 | 1,144.79 | 1,354.59 | 28,645.41 | 5 |
| * | COMODITIES | 30,000.00 | 1,144.79 | 1,354.59 | 28,645.41 | 5 |
| CONTRACTED SERVICES | | | | | | |
| 101-1061-423.81-12 | COMPUTER SERVICES | 10,000.00 | 833.33 | 2,500.03 | 7,499.97 | 25 |
| 101-1061-423.81-91 | LICENSES & SERVICE CONTRT | 66,000.00 | 25,400.00 | 36,682.71 | 29,317.29 | 56 |
| 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 | 167.59 | 167.59 | 1,832.41 | 8 |
| 101-1061-423.89-20 | ADULT BOOKS | 52,500.00 | 4,684.10 | 6,700.73 | 45,799.27 | 13 |
| 101-1061-423.89-21 | YOUNG ADULT BOOKS | 18,000.00 | 1,814.86 | 3,476.07 | 14,523.93 | 19 |
| 101-1061-423.89-22 | YOUTH BOOKS | 48,000.00 | 2,607.17 | 5,906.67 | 42,093.33 | 12 |
| 101-1061-423.89-23 | LARGE PRINT BOOKS | 6,000.00 | 595.46 | 847.44 | 5,152.56 | 14 |
| 101-1061-423.89-24 | ADULT AUDIO | 8,000.00 | 622.38 | 929.70 | 7,070.30 | 12 |
| 101-1061-423.89-25 | ADULT VIDEO | 41,000.00 | 636.67 | 1,061.93 | 39,938.07 | 3 |
| 101-1061-423.89-26 | NON-PRINT RESOURCES | 29,000.00 | 6,210.64 | 22,218.97 | 6,781.03 | 77 |
| 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 | .00 | 474.00 | 8,326.00 | 5 |
| 101-1061-423.89-36 | YOUTH VIDEO | 10,500.00 | 32.43 | 32.43 | 10,467.57 | 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 | 62.98 | 937.02 | 6 |
| 101-1061-423.89-42 | ADULT E-MATERIALS | 40,000.00 | 4,516.19 | 15,095.63 | 24,904.37 | 38 |
| 101-1061-423.89-44 | YOUNG ADULT E-MATERIALS | 2,500.00 | 516.87 | 516.87 | 1,983.13 | 21 |
| 101-1061-423.89-46 | YOUTH E-MATERIALS | 6,700.00 | 1,041.58 | 2,920.73 | 3,779.27 | 44 |
| 101-1061-423.89-47 | LIBRARY OF THINGS | 2,500.00 | 150.52 | 198.46 | 2,301.54 | 8 |
| * | CONTRACTED SERVICES | 364,100.00 | 49,829.79 | 100,074.38 | 264,025.62 | 27 |
| CAPITAL OUTLAY | | | | | | |
| 101-1061-423.92-01 | STRUCTURE IMPROV & BLDGS | .00 | .00 | .00 | 0.00 | 0 |
| 101-1061-423.93-01 | EQUIPMENT | .00 | 112.94 | 112.94 | 112.94- | 0 |
| * | CAPITAL OUTLAY | .00 | 112.94 | 112.94 | 112.94- | 0 |
| ** | LIBRARY LEVY | 629,940.00 | 66,422.61 | 148,640.96 | 481,299.04 | 24 |
| *** | FINANCE & BUSINESS OPER. | 2,663,700.00 | 200,782.02 | 535,964.97 | 2,127,735.03 | 20 |

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2024
 FOR THE MONTH OF SEPTEMBER 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 | 200,782.02 | 535,964.97 | 2,152,735.03 | 20 |

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2024
 FOR THE MONTH OF SEPTEMBER 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 | 10.00 | 35.00 | 34,965.00 | 0 |
| * | CONTRACTED SERVICES | 35,000.00 | 10.00 | 35.00 | 34,965.00 | 0 |
| ** | DATA PROCESSING | 35,000.00 | 10.00 | 35.00 | 34,965.00 | 0 |
| *** | FINANCE & BUSINESS OPER. | 35,000.00 | 10.00 | 35.00 | 34,965.00 | 0 |
| **** | DATA PROCESSING FUND | 35,000.00 | 10.00 | 35.00 | 34,965.00 | 0 |

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

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | ANNUAL REVISED BUDGET | MTD ACTUAL | YTD ACTUAL | REMAINING BALANCE | % RECEIVED |
|----------------|---------------------|-----------------------------|---------------|---------------|----------------------|---------------|
| | | 2,854,500.00 | 203,627.21 | 542,934.65 | 2,311,565.35 | 19 |

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 | | | |

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) | | | |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

| | 23-Jul | 23-Aug | 23-Sep | FY24 |
|--|---------------|---------------|---------------|----------------|
| Customer Count | 17,107 | 16,066 | 13,193 | 46,366 |
| Hours Open | 264 | 283 | 240 | 787 |
| | | | | |
| Total Circulation | 39,448 | 37,737 | 32,064 | 109,249 |
| Adult | 13,266 | 12,835 | 11,066 | 37,167 |
| Young Adult | 2,022 | 1,877 | 1,382 | 5,281 |
| Youth | 16,320 | 15,208 | 12,170 | 43,698 |
| Interlibrary Loan (cf to other) | 132 | 203 | 171 | 506 |
| <i>Interlibrary Loan (other to cf)</i> | 96 | 117 | 96 | 309 |
| <i>CFPL @UNI</i> | 2 | 11 | 29 | 42 |
| WPL | 1,291 | 1,325 | 1,270 | 3,886 |
| Library of Things | 91 | 89 | 68 | 248 |
| Total Physical Circulation | 31,608 | 29,920 | 24,618 | 86,146 |
| <i>Overdrive</i> | 5,718 | 5,716 | 5,378 | 16,812 |
| <i>Hoopla</i> | 913 | 1,107 | 959 | 2,979 |
| <i>Freegal Downloadable Music</i> | 1,209 | 994 | 1,109 | 3,312 |
| Total eresource Circulation | 7,840 | 7,817 | 7,446 | 23,103 |
| | | | | |
| County | 400 | 379 | 216 | 995 |
| Open Access | 5,403 | 5,190 | 4,500 | 15,093 |
| | | | | |
| Reference Service | 509 | 544 | 445 | 1,498 |
| Reference Desk | 195 | 254 | 213 | 662 |
| Youth Desk | 280 | 258 | 210 | 748 |
| YA Desk | 0 | 0 | 0 | 0 |
| Circulation | 34 | 32 | 22 | 88 |
| | | | | |
| Titles Added | 564 | 577 | 736 | 1,877 |
| Items Added | 724 | 786 | 899 | 2,409 |
| Items Withdrawn | 332 | 849 | 678 | 1,859 |
| | | | | |
| Meeting Room Use | 29 | 30 | 37 | 96 |
| Conference Room | 15 | 10 | 9 | 34 |
| Meeting Room | 5 | 9 | 12 | 26 |
| Co-Lab Room | 9 | 11 | 16 | 36 |
| YA/Youth Area | 0 | 0 | 0 | 0 |
| Youth Programs | | | | |
| Events/Programs | 35 | 22 | 39 | 96 |
| Event Attendance | 1,799 | 439 | 878 | 3,116 |
| Outreach Services | 7 | 1 | 1 | 9 |
| Outreach Attendance | 152 | 19 | 23 | 194 |
| Teacher Units | 30 | 14 | 20 | 64 |
| | | | | |

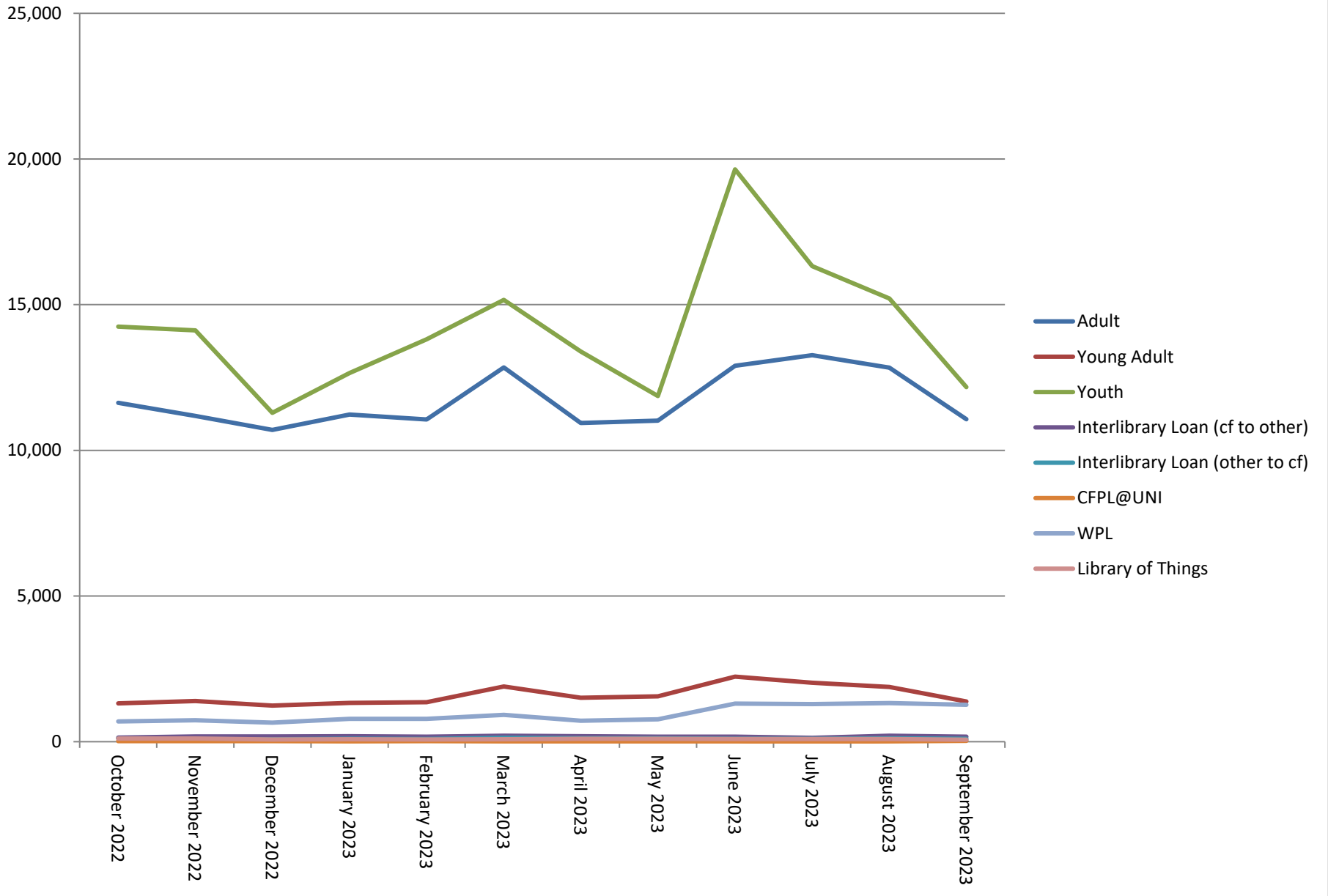
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|-----------------------------|-------|-------|-------|--------------|
| Adult Programs | | | | |
| Outreach Services | 6 | 7 | 6 | 19 |
| Outreach Attendance | 37 | 821 | 27 | 885 |
| Library Attendance | 126 | 58 | 32 | 216 |
| Library Activities | 18 | 10 | 12 | 40 |
| | | | | |
| Young Adult Programs | | | | |
| Library Attendance | 201 | 101 | 30 | 332 |
| Library Activities | 16 | 9 | 6 | 31 |
| | | | | |
| Computer Usage | 2,118 | 2,023 | 1,231 | 5,372 |
| Netbook/iPad Circulation | 2 | 0 | 25 | 27 |

| | 22-Sep | 23-Sep | 23-Aug |
|--|---------------|---------------|---------------|
| Customer Count | 12,014 | 13,193 | 16,066 |
| Hours Open | 246 | 240 | 283 |
| | | | |
| Total Circulation | 31,841 | 32,064 | 37,737 |
| Adult | 11,520 | 11,066 | 12,835 |
| Young Adult | 1,397 | 1,382 | 1,877 |
| Youth | 13,074 | 12,170 | 15,208 |
| Interlibrary Loan (cf to other) | 129 | 171 | 203 |
| <i>Interlibrary Loan (other to cf)</i> | 74 | 96 | 117 |
| <i>CFPL@UNI</i> | 35 | 29 | 11 |
| WPL | 674 | 1,270 | 1,325 |
| <i>Library of Things</i> | 129 | 68 | 89 |
| Physical Circulation | 25,991 | 24,618 | 29,920 |
| <i>Overdrive</i> | 4,304 | 5,378 | 5,716 |
| <i>Hoopla</i> | 550 | 959 | 1,107 |
| <i>Freegal Downloadable Music</i> | 996 | 1,109 | 994 |
| Resources Circulation | 5,850 | 7,446 | 7,817 |
| | | | |
| County | 294 | 216 | 379 |
| Open Access | 5,521 | 4,500 | 5,190 |
| | | | |
| Reference Service | 727 | 445 | 544 |
| Reference Desk | 368 | 213 | 254 |
| Youth Desk | 302 | 210 | 258 |
| YA Desk | 0 | 0 | 0 |
| Circulation | 57 | 22 | 32 |
| | | | |
| Titles Added | 527 | 736 | 577 |
| Items Added | 637 | 899 | 786 |
| Items Withdrawn | 632 | 678 | 849 |
| | | | |
| Meeting Room Use | 19 | 37 | 30 |
| Conference Room | 8 | 9 | 10 |
| Meeting Room | 4 | 12 | 9 |
| Co-Lab Room | 7 | 16 | 11 |
| YA/Youth Area | 0 | 0 | 0 |
| Youth Programs | | | |
| Events/Programs | 46 | 39 | 22 |
| Event Attendance | 1,022 | 878 | 439 |
| Outreach Services | 2 | 1 | 1 |
| Outreach Attendance | 45 | 23 | 19 |
| Teacher Units | 17 | 20 | 14 |
| | | | |

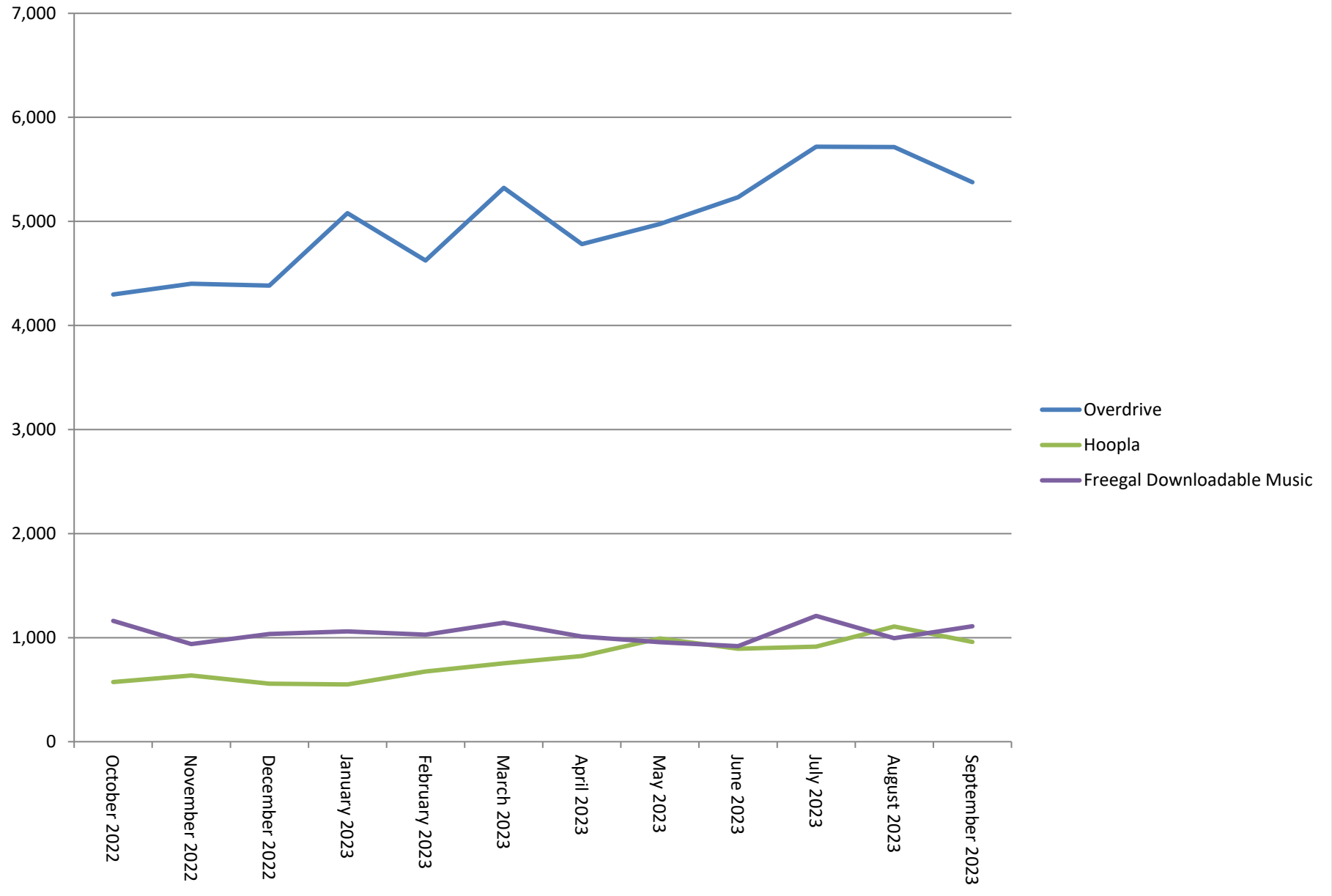
| | | | |
|-----------------------------|-------|-------|-------|
| Adult Programs | | | |
| Outreach Services | 5 | 6 | 7 |
| Outreach Attendance | 31 | 27 | 821 |
| Library Attendance | 77 | 32 | 58 |
| Library Activities | 9 | 12 | 10 |
| | | | |
| Young Adult Programs | | | |
| Library Attendance | 2 | 30 | 101 |
| Library Activities | 1 | 6 | 9 |
| | | | |
| Computer Usage | 1,817 | 1,231 | 2,023 |
| Netbook/iPad Circulation | 0 | 25 | 0 |

| Date | Day of Week | Patron Count | |
|--------------|-------------|--------------|----------|
| | | Curbside | Building |
| 10/1/2023 | Sunday | | 231 |
| 10/2/2023 | Monday | 0 | 548 |
| 10/3/2023 | Tuesday | 0 | 443 |
| 10/4/2023 | Wednesday | 0 | 635 |
| 10/5/2023 | Thursday | 1 | 407 |
| 10/6/2023 | Friday | 0 | 496 |
| 10/7/2023 | Saturday | 0 | 538 |
| 10/8/2023 | Sunday | | 206 |
| 10/9/2023 | Monday | 0 | 538 |
| 10/10/2023 | Tuesday | 0 | 390 |
| 10/11/2023 | Wednesday | 0 | 566 |
| 10/12/2023 | Thursday | 0 | 386 |
| 10/13/2023 | Friday | 0 | 622 |
| 10/14/2023 | Saturday | 0 | 492 |
| 10/15/2023 | Sunday | | 203 |
| 10/16/2023 | Monday | 0 | 458 |
| 10/17/2023 | Tuesday | 0 | 499 |
| 10/18/2023 | Wednesday | 0 | 579 |
| 10/19/2023 | Thursday | 0 | 351 |
| 10/20/2023 | Friday | 2 | 482 |
| 10/21/2023 | Saturday | 0 | 522 |
| 10/22/2023 | Sunday | | 236 |
| 10/23/2023 | Monday | 0 | 460 |
| 10/24/2023 | Tuesday | 0 | 467 |
| 10/25/2023 | Wednesday | 0 | 557 |
| 10/26/2023 | Thursday | 0 | 370 |
| 10/27/2023 | Friday | | |
| 10/28/2023 | Saturday | | |
| 10/29/2023 | Sunday | | |
| 10/30/2023 | Monday | | |
| 10/31/2023 | Tuesday | | |
| Total | | 3 | 11,682 |

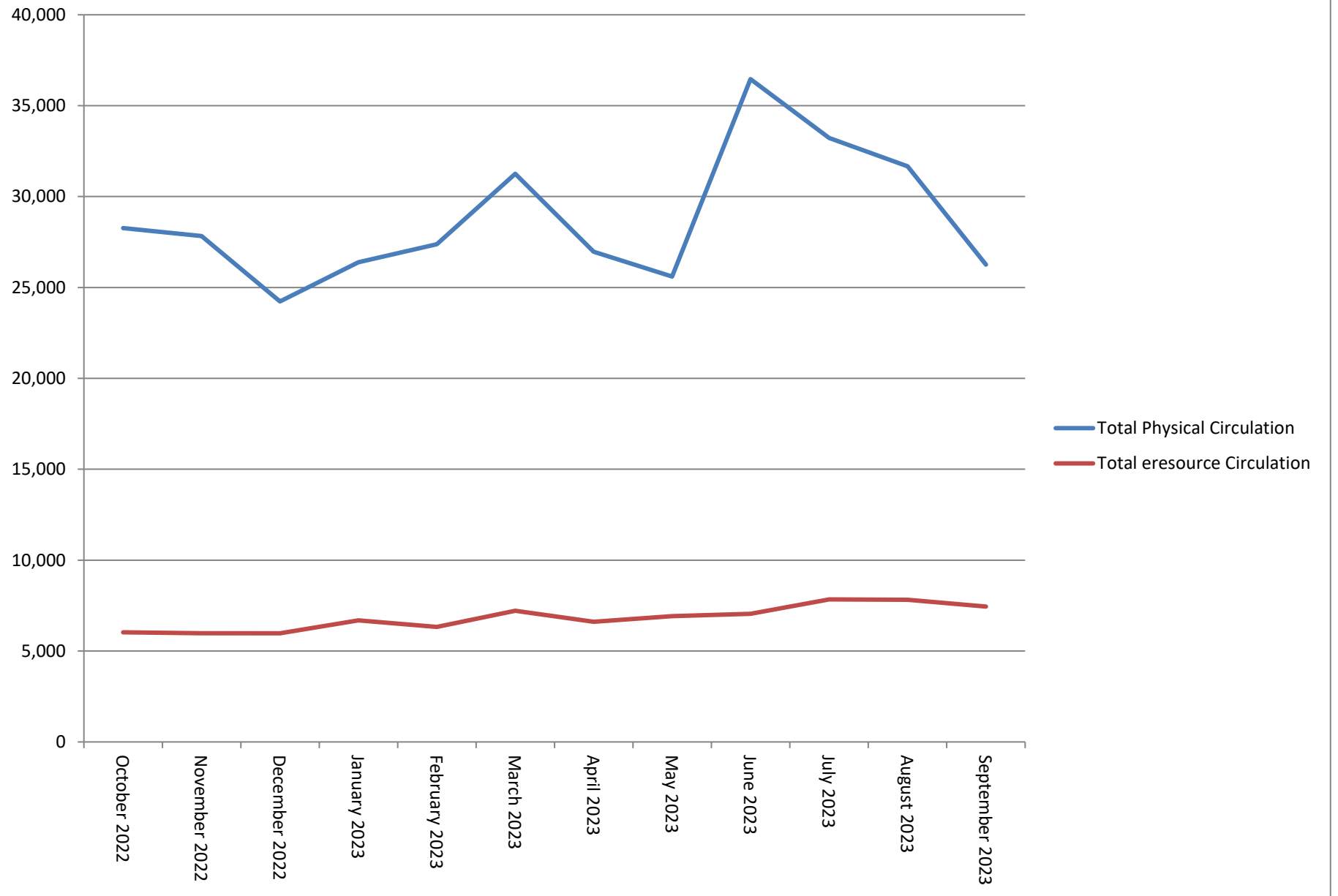
Physical Collection



eResource Collection



Physical VS eResource



Cedar Falls Public Library

FY23 Iowa Public Library General Information Survey

Section A - General Information

(Reporting period July 1, 2022 to June 30, 2023 - unless otherwise specified)

Due October 31, 2023

Review the contact information below. Users cannot directly change data for questions A01 to A10. If any information has changed, answer **Yes** to number A11 and enter a note for the corresponding question. The State Library will verify and update the data. For Section A, report the most current information available.

A01 Library Name CEDAR FALLS PUBLIC LIBRARY

A02 Library District NE=Northeast

A03 Street Address 524 MAIN ST

A04 City CEDAR FALLS

A05 Zip 50613

Mailing Address

A06 Mailing Address 524 MAIN ST

A07 City CEDAR FALLS

A08 Zip 50613

Other Contact Information

A09 County BLACK HAWK

A10 Phone (319) 273-8643

A11 Has any information in questions A1 to A10 changed in the past year?
 YES, answer YES on the pulldown menu and enter a correction in a note. No
 NO - answer NO on the pulldown menu and continue with question A14.

A12 City population (2020 decennial population) 40,713

A13 Library Size Code G

A14 Library Director/Administrator Name Kelly Stern

Section B - Paid Staff and Salary Information

Include all paid staff on the library's payroll. Include unfilled positions if a search is currently underway. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2023.

B01 Total number of paid librarians 6

B02 Total number of all paid librarian hours worked per week 208.00

B03 **Paid librarians FTE** 5.20

| | | |
|-----|--|--------|
| B04 | Total number of all other paid staff | 27 |
| B05 | Total number of all other paid staff hours worked per week | 782.00 |
| B06 | All other paid staff FTE | 19.55 |
| B07 | Total number of paid staff | 33 |
| B08 | Total paid staff FTE | 24.75 |

Levels of Education

| | | |
|-----|--|------------|
| B09 | How many of the paid librarians from line B01 have an ALA accredited masters of library science degree? | 5 |
| B10 | Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree | 168.00 |
| B11 | Total FTE librarians with ALA accredited masters of library science degree | 4.20 |
| B12 | Starting date of current director in director's position (mm/dd/yyyy) | 02/15/2019 |

Salary Information

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2023.

| | | |
|-----|---|---------|
| B13 | Hourly salary of the director | \$53.97 |
| B14 | Hourly salary of assistant director | |
| B15 | Hourly average salary of department heads | \$40.08 |
| B16 | Hourly salary of the children's librarians | \$37.15 |
| B17 | Hourly average salary of library clerks | \$19.32 |
| B18 | Hourly average salary of shelvers or pages | \$13.60 |
| B19 | Hourly average salary of janitorial or building maintenance employees | |

Section C - Capital Income and Expenditures

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY23 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of capital funds for FY23 (July 1, 2022 - June 30, 2023).

If your library does not receive capital income from a source, enter a 0 (zero).

If your library receives capital income from a source, but the amount is unknown, enter N/A.

Report all capital income and expenditures in whole dollars only. Round to the nearest dollar.

For Capital Income

Report all income for major capital expenditures, by source of income. Include funds received for:

- Site acquisition
- New buildings, additions to buildings, or renovation of library buildings
- Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- New computer hardware and software used to support library operations, link to networks, or run information products
- Replacement and repair of existing furnishings and equipment
- New vehicles
- Other major one-time projects

DO NOT REPORT INCOME FOR:

- Regular purchase of library materials - Report in section D
- Payments for regular operating costs such as utilities, insurance, etc. - Report in section D
- Investments for capital appreciation
- Income passed through to another agency
- Funds unspent in the previous fiscal year (e.g., carryover).

Did your library have any major one-time capital projects in FY23
 YES - check the box and click the SAVE button to display questions Yes
 C01 - C06.
 NO - Skip to section D.

Capital Income

| | | |
|-----|--|----------------|
| C01 | Capital funds from local government (city, county) | \$5,797 |
| C02 | Capital funds from state sources | \$0 |
| C03 | Capital funds from federal sources | \$0 |
| C04 | Capital funds from private sources | \$2,152 |
| C05 | Total capital income | \$7,949 |

Capital Expenditures

| | | |
|-----|----------------------------|---------|
| C06 | Total capital expenditures | \$7,949 |
|-----|----------------------------|---------|

Section D - Operating Income and Expenditures

OPERATING INCOME

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report income used for operating expenditures by source. Include federal, state, local, and non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY23 (JULY 1, 2022 - JUNE 30, 2023).

- If your library does not receive operating income from a source enter a 0 (zero)
- If your library receives operating income from a source, but the amount is unknown, enter N/A
- Report all income in whole dollars only. Round to the nearest dollar

DO NOT REPORT

- Income for capital expenditures as reported in Section C
- Contributions to endowments
- Income passed through to another agency
- Funds unspent in the previous fiscal year – carryover
- The value of any contributed or in-kind services
- The value of any non-monetary gifts and donations
- E-Rate discounts as income

Total Governmental Operating Income

| | | |
|-----|--|-------------|
| D01 | City income received from the city's general fund (exclude income from special levies) | \$1,479,369 |
| D02 | City income received from special levies | \$484,805 |
| D03 | County income received from all counties | \$25,386 |
| D04 | Income received from contracting cities in Iowa. Do not report income from your own city on this line. | \$0 |
| D05 | Other governmental income received | \$0 |
| D06 | Total local government operating income received | \$1,989,560 |
| D07 | State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library. | \$35,659 |
| D08 | Other income received from the State of Iowa | \$0 |
| D09 | Total state government operating income received | \$35,659 |
| D10 | Total federal government income received | \$0 |

Non-Governmental Operating Income

| | | |
|-----|--|---------|
| D11 | Total non-governmental grants received | \$5,159 |
|-----|--|---------|

| | | |
|-----|--|----------|
| D12 | Endowments and gifts received (only report if money was spent in FY23) | \$15,451 |
| D13 | Fines and/or fees received | \$15,631 |
| D14 | Other income received | \$2,717 |
| D15 | Total non-governmental operating income received | \$38,958 |

Total Operating Income

| | | |
|-----|--|-------------|
| D16 | Total operating income received | \$2,064,177 |
|-----|--|-------------|

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.

- If your library does not expend operating funds for an item, enter a 0 (zero)
- If your library expends operating funds for an item, but the amount is unknown, enter N/A
- To ensure accurate reporting, consult your business officer or city clerk regarding this section
- Report only money expended during FY23 (July 1, 2022 - June 30, 2023), regardless of when the money may have been received
- Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

DO NOT REPORT

- The value of free items
- Estimated Costs
- Capital expenditures as reported in Section C
- E-Rate discounts as expenditures

| | | |
|-----|---|-------------|
| D17 | Total salaries and wages expenditures (before deductions) | \$1,121,917 |
| D18 | Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be \$0. If you are unsure of benefits amount, or this is a volunteer-run library, report N/A. | \$331,467 |
| D19 | Total staff expenditures | \$1,453,384 |
| D20 | Print physical collection expenditures | \$118,520 |
| D21 | Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line. | \$7,527 |

| | | |
|-----|--|-----------|
| D22 | Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line. | \$14,145 |
| D23 | Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.) | \$3,661 |
| D24 | Total physical non-print collection expenditures | \$25,333 |
| D25 | Total physical collection expenditures | \$143,853 |
| D26 | Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library. | \$0 |
| D27 | All other e-book collection expenditures. Report Advantage e-book expenditures on this line. | \$72,173 |
| D28 | Total e-book collection expenditures | \$72,173 |
| D29 | Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library. | \$0 |
| D30 | All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line. | \$0 |
| D31 | Total downloadable audio collection expenditures | \$0 |
| D32 | Total downloadable video collection expenditures. Report Advantage downloadable expenditures on this line. | \$0 |
| D33 | Total Electronic Information collection expenditures. This includes databases, Freegal, Hoopla, etc. Do not report expenditures for products subsidized or managed by the State Library such as Bridges. | \$53,949 |
| D34 | Total downloadable and Electronic Information collection expenditures | \$126,122 |
| D35 | Total collection expenditures | \$269,975 |
| D36 | All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.) | \$325,286 |

D37 Total of all operating expenditures \$2,048,645

Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of items owned by the library at the start of the fiscal year (July 1, 2022). To assist with determining this number, we have prefilled lines E01, E09, E17, and E23 based on end of year numbers from last year as reported on lines E04, E12, E20, and E28. Note that these values are not locked, so you can change them if needed.

NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year (July 1, 2022 - June 30, 2023) whether through purchase or donation.

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2022 - June 30, 2023) whether through weeding, loss, or other cause.

NUMBER HELD AT END OF YEAR - The number of items owned by the library at the end of the fiscal year (June 30, 2023).

| | | |
|-----|---|---------|
| E01 | Printed books (# of items), held at start of year | 106,427 |
| E02 | Printed books (# of items), added during year | 7,456 |
| E03 | Printed books (# of items), withdrawn during year | 4,423 |
| E04 | Printed books (# of items), held at end of year | 109,460 |
| E05 | Bridges e-books, held at end of year. Prefilled and locked by the State Library. | 0 |
| E06 | All other e-books held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Freading, Hoopla, etc. here. | 11,729 |
| E07 | Total e-books held at end of year | 11,729 |
| E08 | Total books (print and e-books), held at end of year. | 121,189 |
| E09 | Audio materials (# of physical items), held at start of year | 8,083 |
| E10 | Audio materials (# of physical items), added during year | 241 |
| E11 | Audio materials (# of physical items), withdrawn during year | 622 |
| E12 | Audio materials (# of physical items), held at end of year | 7,702 |
| E13 | Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library. | 0 |
| E14 | All other downloadable audio materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here. | 4,108 |

| | | |
|-----|---|---------|
| E15 | Total downloadable audio materials, held at end of year | 4,108 |
| E16 | Total audio materials (physical and downloadable), held at end of year. | 11,810 |
| E17 | Video materials (# of physical items), held at start of year | 15,558 |
| E18 | Video materials (# of physical items), added during year | 582 |
| E19 | Video materials (# of physical items), withdrawn during year | 183 |
| E20 | Video materials (# of physical items), held at end of year | 15,957 |
| E21 | Total downloadable video materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here. | 0 |
| E22 | Total video materials (physical and downloadable), held at end of year | 15,957 |
| E23 | Other library materials (# of physical items), held at start of year | 1,392 |
| E24 | Other library materials (# of physical items), added during year | 96 |
| E25 | Other library materials (# of physical items), withdrawn during year | 59 |
| E26 | Other library materials (# of physical items), held at end of year | 1,429 |
| E27 | Total physical items, held at start of year | 131,460 |
| E28 | Total physical items, added during year | 8,375 |
| E29 | Total physical items, withdrawn during year | 5,287 |
| E30 | Total physical items, held at end of year | 134,548 |
| E31 | Total downloadable items, held at end of year | 15,837 |
| E32 | Total physical and downloadable items, held at end of year | 150,385 |

Licensed Databases

Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted.

<https://www.statelibraryofiowa.gov/index.php/libraries/search/survey/cntelecrec>

| | | |
|-----|---|----|
| E33 | Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. Include subscription downloadable services such as Freegal, Freading, Hoopla, etc. here. | 21 |
| E34 | Number of licensed databases funded by the state government or The State Library of Iowa. Count Brainfuse as 2. Maximum amount for this line is 2. Prefilled and locked by the State Library. | 2 |
| E35 | Total licensed databases | 23 |

Section F - Circulation and Use Counts

Circulation

Report circulation for FY23 (July 1, 2022 to June 30, 2023). Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals. DO NOT count automatic renewals as circulation. DO NOT count in-house use or computer use as circulation.

Circulation Transactions of Physical Items

| | | |
|-----|---|---------|
| F01 | Adult books | 91,159 |
| F02 | Young adult books | 15,656 |
| F03 | Children's books | 158,115 |
| F04 | Video recordings (physical formats) | 40,402 |
| F05 | Audio recordings (physical formats) | 9,267 |
| F06 | Serials (physical formats) | 3,197 |
| F07 | All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.) | 16,293 |
| F08 | Total PHYSICAL circulation by material type | 334,089 |

Lines F09 and F10 should be reported as individual counts. They do not need to add up to a total. These counts are part of the physical total as reported on line F08. Do not count electronic use for lines F09 or F10.

| | | |
|-----|---|---------|
| F09 | Circulation of physical items to the rural population of your own county: | 3,955 |
| F10 | Total physical circulation of all materials cataloged as "children's" | 173,610 |

Use of Downloadable Material

| | | |
|-----|--|---|
| F11 | Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library. | 0 |
|-----|--|---|

| | | |
|-----|---|--------|
| F12 | All other e-books - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23. | 34,117 |
| F13 | Total use of e-books | 34,117 |
| F14 | Total downloadable video recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23. | 27 |
| F15 | Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library. | 0 |
| F16 | All other downloadable audio recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23. | 24,657 |
| F17 | Total use of downloadable audio recordings | 24,657 |
| F18 | Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library. | 0 |
| F19 | All other electronic serials - Include RB Digital or similar | 0 |
| F20 | Total use of electronic serials | 0 |
| F21 | Total use of downloadable materials | 58,801 |

Successful Retrieval of Electronic Information (Database Use)

| | | |
|-----|---|--------|
| F22 | Successful retrieval of Electronic Information from Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library. | 364 |
| F23 | Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use. Include downloads from services such as Freegal, Freading, Hoopla, etc. on this line. | 36,843 |
| F24 | Total successful retrieval of Electronic Information. | 37,207 |

Circulation and Use Totals

| | | |
|-----|--|---------|
| F25 | Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys). | 392,890 |
| F26 | Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information) | 96,008 |
| F27 | Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F25 + F26). | 430,097 |

ILL and Other Use Counts

Interlibrary Loan

The State Library will automatically fill in data from the SILO ILL service. If your library only uses SILO for ILL, you can skip F28 to F33. Examples of other ILL services are OCLC or print forms.

| | | |
|-----|--|-------|
| F28 | ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library. | 942 |
| F29 | ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line. | 224 |
| F30 | Total Interlibrary Loan received from other libraries | 1,166 |
| F31 | ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library. | 1,237 |
| F32 | ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line. | 806 |
| F33 | Total Interlibrary Loan provided to other libraries | 2,043 |

Other Use Counts

| | | |
|-----|--|-------------------|
| F34 | Current total number of registered users as of June 30, 2023 | 29,106 |
| F35 | Door count annually | 160,681 |
| F36 | Is annual door count based on an annual count (i.e. with a door counter) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F37. | CT - Annual Count |

| | | |
|-----|--|-------------------|
| F37 | Total number of reference transactions annually | 7,831 |
| F38 | Is number of annual reference transactions based on annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options below. If unsure, leave blank and skip to F39. | CT - Annual Count |
| F39 | Number of Internet computers for public use | 67 |
| F40 | Number of uses of public Internet computers <u>ANNUALLY</u> (You may count a typical week and multiply by 52) | 19,659 |
| F41 | Is the number of uses of public Internet computers based on an annual count (i.e., year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F42. | CT - Annual Count |
| F42 | Number of wireless sessions annually - for libraries subscribing to the statewide WhoFi service. Prefilled and locked by the State Library. | 0 |
| F43 | Number of wireless sessions annually - for libraries without the statewide WhoFi service. | 64,657 |
| F44 | Total number of wireless sessions annually | 64,657 |
| F45 | Is the number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count. If unsure, leave blank and skip to F46. | CT - Annual Count |
| F46 | Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library. | 0 |
| F47 | Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report N/A . Libraries without websites should report -3 . | 211,282 |
| F48 | Total website visits annually | 211,282 |

F49 Does the library check out WIFI hotspots for use outside the library? (YES/NO) Yes

F50 As of June 30, 2023, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? (YES/NO) No

Section G - Programs and Content Recordings

Intro and Children 0-5

LIBRARY PROGRAMS

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

INCLUDE

- All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, do not report "make and take" bags or coloring pages as a program. Report these self-directed activities on questions G115 to G123
- Recorded presentations of program content. Report these on questions G109 to G114.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

Tips for reporting programs and attendance.

- When reporting the number of programs count the total number of events. A story time held once a week for a year is counted as 52, not as one.
- When reporting attendees count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.
- Live, virtual programs are conducted via a Web conferencing or webinar platform during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. These are considered programs for survey purposes and should be added into programming counts as indicated below.
- Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or list to on-demand. Do not include promotional or marketing content. Recordings of program content are counted separately from live programs as indicated below.
- If a program is hybrid (i.e., in-person and virtual) then report it as in-person. Do not double count.
- WhoFi/Non-WhoFi - we prefill and lock data from WhoFi for libraries that use that service. If you did not use the WhoFi service fill out the non-WhoFi questions. The total number of WhoFi and non-WhoFi programs will equal the total number of programs offered in each category.

| | | |
|-----|---|-------|
| G01 | Total number of live, in-person, onsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library | 0 |
| G02 | Total number of live, in-person, onsite library programs for children ages 0-5 non-WhoFi | 199 |
| G03 | Total number of live, in-person, onsite library programs for children ages 0-5 | 199 |
| G04 | Total number of people attending live, in-person, onsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library | 0 |
| G05 | Total number of people attending live, in-person, onsite library programs for children ages 0-5 non-WhoFi | 5,433 |
| G06 | Total number of people attending live, in-person, onsite library programs for children ages 0-5 | 5,433 |
| G07 | Total number of live, in-person, offsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library. | 0 |
| G08 | Total number of live, in-person, offsite library programs for children ages 0-5 non-WhoFI | 10 |
| G09 | Total number of live, in-person, offsite library programs for children ages 0-5 | 10 |
| G10 | Total number of people attending live, in-person, offsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library. | 0 |
| G11 | Total number of people attending live, in-person, offsite library programs for children ages 0-5 non-WhoFi | 363 |
| G12 | Total number of people attending live, in-person, offsite library programs for children ages 0-5 | 363 |
| G13 | Total number of live, virtual library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library. | 0 |

| | | |
|-----|--|-------|
| G14 | Total number of live, virtual library programs for children ages 0-5 non-WhoFi | 0 |
| G15 | Total number of live, virtual library programs for children ages 0-5 | 0 |
| G16 | Total number of people attending live, virtual library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library. | 0 |
| G17 | Total number of people attending live, virtual library programs for children ages 0-5 non-WhoFi | 0 |
| G18 | Total number of people attending live, virtual library program for children ages 0-5 | 0 |
| G19 | Total number of library programs for children ages 0-5 | 209 |
| G20 | Total number of people attending library programs for children ages 0-5 | 5,796 |

Children 6-11

Children Ages 6-11

| | | |
|-----|---|-------|
| G21 | Total number of live, in-person, onsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. | 0 |
| G22 | Total number of live, in-person, onsite library programs for children ages 6-11 non-WhoFi | 153 |
| G23 | Total number of live, in person, onsite library programs for children ages 6-11 | 153 |
| G24 | Total number of people attending live, in-person, onsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. | 0 |
| G25 | Total number of people attending live, in-person, onsite library programs for children ages 6-11 non-WhoFi | 3,388 |
| G26 | Total number of people attending live, in-person, onsite library programs for children ages 6-11 | 3,388 |

| | | |
|-----|--|-----|
| G27 | Total number of live, in-person, offsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. | 0 |
| G28 | Total number of live, in-person, offsite library programs for children ages 6-11 non-WhoFi | 19 |
| G29 | Total number of live, in-person, offsite library programs for children ages 6-11 | 19 |
| G30 | Total number of people attending live, in-person, offsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. | 0 |
| G31 | Total number of people attending live, in-person, offsite library programs for children ages 6-11 non-WhoFi | 649 |
| G32 | Total number of people attending live, in-person, offsite library programs for children ages 6-11 | 649 |
| G33 | Total number of live, virtual library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. | 0 |
| G34 | Total number of live, virtual library programs for children ages 6-11 non-WhoFi | 1 |
| G35 | Total number of live, virtual library programs for children ages 6-11 | 1 |
| G36 | Total number of people attending live, virtual library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. | 0 |
| G37 | Total number of people attending live, virtual library programs for children ages 6-11 non-WhoFi | 2 |
| G38 | Total number of people attending live, virtual library programs for children ages 6-11 | 2 |
| G39 | Total number of library programs for children ages 6-11 | 173 |

| | | |
|-----|---|-------|
| G40 | Total number of people attending library program for children ages 6-11 | 4,039 |
|-----|---|-------|

Young Adults

Young Adults Ages 12-18

| | | |
|-----|--|---|
| G41 | Total number of live, in-person, onsite library programs for young adults from WhoFi. Prefilled and locked by the State Library. | 0 |
|-----|--|---|

| | | |
|-----|---|----|
| G42 | Total number of live, in-person, onsite library programs for young adults non-WhoFi | 65 |
|-----|---|----|

| | | |
|-----|--|----|
| G43 | Total number of live, in person, onsite library program for young adults | 65 |
|-----|--|----|

| | | |
|-----|---|---|
| G44 | Total number of people attending live, in-person, onsite library programs for young adults from WhoFi. Prefilled and locked by the State Library. | 0 |
|-----|---|---|

| | | |
|-----|--|-----|
| G45 | Total number of people attending live, in-person, onsite library programs for young adults non-WhoFi | 387 |
|-----|--|-----|

| | | |
|-----|--|-----|
| G46 | Total number of people attending live, in-person, onsite library programs for young adults | 387 |
|-----|--|-----|

| | | |
|-----|---|---|
| G47 | Total number of live, in-person, offsite library programs for young adults prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |
|-----|---|---|

| | | |
|-----|---|---|
| G48 | Total number of live, in-person, offsite library programs for young adults non-Who-fi | 0 |
|-----|---|---|

| | | |
|-----|--|---|
| G49 | Total number of live, in-person, offsite library programs for young adults | 0 |
|-----|--|---|

| | | |
|-----|--|---|
| G50 | Total number of people attending live, in-person, offsite library programs for young adults from WhoFi. Prefilled and locked by the State Library. | 0 |
|-----|--|---|

| | | |
|-----|---|---|
| G51 | Total number of people attending live, in-person, offsite library programs for young adults non-WhoFi | 0 |
|-----|---|---|

| | | |
|-----|---|-----|
| G52 | Total number of people attending live, in-person, offsite library programs for young adults | 0 |
| G53 | Total number of live, virtual library programs for young adults from WhoFi. Prefilled and locked by the State Library. | 0 |
| G54 | Total number of live, virtual library programs for young adults non-WhoFi | 7 |
| G55 | Total number of live, virtual library programs for young adults | 7 |
| G56 | Total number of people attending live, virtual library programs for young adults from WhoFi. Prefilled and locked by the State Library. | 0 |
| G57 | Total number of people attending live, virtual library programs for young adults non-WhoFi | 18 |
| G58 | Total number of people attending live, virtual library program for young adults | 18 |
| G59 | Total number of library programs for young adults | 72 |
| G60 | Total number of people attending library program for young adults | 405 |

Adult

Adults Aged 19 or Older

| | | |
|-----|---|---|
| G61 | Total number of live, in-person, onsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |
| G62 | Total number of live, in-person, onsite library programs for adults non-WhoFi | 0 |
| G63 | Total number of live, in person, onsite library program for adults | 0 |
| G64 | Total number of people attending live, in-person, onsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |

| | | |
|-----|--|-----|
| G65 | Total number of people attending live, in-person, onsite library programs for adults non-WhoFi | 0 |
| G66 | Total number of people attending live, in-person, onsite library programs for adults | 0 |
| G67 | Total number of live, in-person, offsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |
| G68 | Total number of live, in-person, offsite library programs for adults non-WhoFI | 64 |
| G69 | Total number of live, in-person, offsite library programs for adults | 64 |
| G70 | Total number of people attending live, in-person, offsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |
| G71 | Total number of people attending live, in-person, offsite library programs for adults non-WhoFi | 437 |
| G72 | Total number of people attending live, in-person, offsite library programs for adults | 437 |
| G73 | Total number of live, virtual library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |
| G74 | Total number of live, virtual library programs for adults non-WhoFi | 0 |
| G75 | Total number of live, virtual library programs for adults | 0 |
| G76 | Total number of people attending live, virtual library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |
| G77 | Total number of people attending live, virtual library programs for adults non-WhoFi | 0 |
| G78 | Total number of people attending live, virtual library program for adults | 0 |
| G79 | Total number of library programs for adults | 64 |

| | | |
|-----|---|-----|
| G80 | Total number of people attending library program for adults | 437 |
|-----|---|-----|

General Interest

General Interest - For All Ages

| | | |
|-----|--|-------|
| G81 | Total number of live, in-person, onsite, general interest library programs from WhoFi. Prefilled and locked by the State Library. | 0 |
| G82 | Total number of live, in-person, onsite general interest library programs non-WhoFi | 133 |
| G83 | Total number of live, in person, onsite general interest library programs | 133 |
| G84 | Total number of people attending live, in-person, onsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |
| G85 | Total number of people attending live, in-person, onsite general interest library programs non-WhoFi | 1,999 |
| G86 | Total number of people attending live, in-person, onsite general interest library programs | 1,999 |
| G87 | Total number of live, in-person, offsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |
| G88 | Total number of live, in-person, offsite general interest library programs non-WhoFI | 1 |
| G89 | Total number of live, in-person, offsite general interest library programs | 1 |
| G90 | Total number of people attending live, in-person, offsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |
| G91 | Total number of people attending live, in-person, offsite general interest library programs non-WhoFi | 16 |

| | | |
|------|--|--------|
| G92 | Total number of people attending live, in-person, offsite general interest library programs | 16 |
| G93 | Total number of live, virtual, general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |
| G94 | Total number of live, virtual, general interest library programs non-WhoFi | 0 |
| G95 | Total number of live, virtual, general interest, library programs | 0 |
| G96 | Total number of people attending live, virtual, general interest programs prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |
| G97 | Total number of people attending live, virtual, general interest programs non-WhoFi | 0 |
| G98 | Total number of people attending live, general interest, virtual library programs | 0 |
| G99 | Total number of live general interest library programs | 134 |
| G100 | Total number of people attending live general interest library programs | 2,015 |
| G101 | Total number of live, in-person, onsite library programs | 550 |
| G102 | Total number of live, in-person, offsite library programs | 94 |
| G103 | Total number of live, virtual library programs | 8 |
| G104 | Total number of people attending live, in-person, onsite library programs | 11,207 |
| G105 | Total number of people attending live, in-person, offsite library programs | 1,465 |
| G106 | Total number of people attending live, virtual library programs | 20 |
| G107 | Total number of live library programs | 652 |
| G108 | Total number of people attending live library programs | 12,692 |

Content Recordings and Patron Directed Activities

Program Content Recordings

A program content recording is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member.

The count of views of asynchronous program presentations for a period of THIRTY (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For recorded program presentations that are recordings of live, virtual program sessions, exclude live attendance; live attendance should have already been counted on lines G18, G29, G55, G78, or G95.

| | | |
|------|---|---|
| G109 | Total number of program content recordings from WhoFi. Prefilled and locked by the State Library | 0 |
| G110 | Total number of program content recordings non-WhoFi | 0 |
| G111 | Total number of program content recordings | 0 |
| G112 | Total number of views of program content recordings from WhoFi. Prefilled and locked by the State Library | 0 |
| G113 | Total number of views of program content recordings non-WhoFi | 0 |
| G114 | Total number of views of program content recordings | 0 |

Patron-Directed Activities

Below is a list of activities that are patron directed and sometimes known as passive, self-directed, or indirect programming. All answers are prefilled with 0. If you do not provide a listed service you can leave it as a 0. If you provide a service but are unsure of how many times it was used, answer with an estimate, or N/A. Otherwise provide the number of times each service is used ANNUALLY. Do not count the number of items created, only count the number of times a service is used. Do not include anything provided as a part of a library sponsored, in-person, program. These counts should be accounted for in the programming counts listed above. For example, do not count coloring sheets used as part of a live, in-person, program as an indirect activity.

| | | |
|------|---|-------|
| G115 | Total number of make and take kits provided | 620 |
| G116 | Total number of coloring sheets provided | 0 |
| G117 | Total number of scavenger hunt participants | 1,275 |
| G118 | Total number of trivia contest participants | 0 |
| G119 | Total use of library's maker space service | 0 |
| G120 | Total use of STEAM/STEM services | 0 |
| G121 | Total number of story-walk participants | 946 |
| G122 | Total number of reading log participants | 904 |

G123 List any other patron-directed activities, list one activity per box. To add more than one activity, click the "Add Activity" button.

| | |
|--|---------------------|
| Name of activity only, do not include a use count. | Teen Room Drawing |
| Name of activity only, do not include a use count. | Blackout Poetry |
| Name of activity only, do not include a use count. | Weekly Youth Craft |
| Name of activity only, do not include a use count. | Tween Poetry |
| Name of activity only, do not include a use count. | Spring Break Crafts |
| Name of activity only, do not include a use count. | Obstacle Course |
| Name of activity only, do not include a use count. | Santa Letters |
| Name of activity only, do not include a use count. | Tree Trim Crafts |
| Name of activity only, do not include a use count. | Pumpkin Naming |
| Name of activity only, do not include a use count. | Scary Story Contest |
| Name of activity only, do not include a use count. | Sticker Puzzle |

Section H - Library Buildings - Hours and Square Footage

Make sure to consider closures for all reasons when calculating number of hours and weeks open. For example, if your library is normally open for 52 weeks, but was closed for 20 weeks and open for 32 weeks in FY23, report 32 on line H02.

| | | |
|-----|---|-------|
| H01 | Total number of hours open to the public during FY23 (July 1, 2022 to June 30, 2023) at the main library only. Report actual number of hours open rather than scheduled hours open. | 3,111 |
|-----|---|-------|

| | | |
|-----|--|--------|
| H02 | Total number of weeks open to the public during FY23 (July 1, 2022 to June 30, 2023) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open. | 52 |
| H03 | Square footage of main library. Prefilled and locked by the State Library. | 47,000 |

Section H Totals

| | | |
|-----|---|--------|
| H08 | Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.) | 3,111 |
| H09 | Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.) | 52 |
| H10 | Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.) | 47,000 |

Signature Page

IMPORTANT - PLEASE READ: All libraries submitting an annual survey must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Follow the link below to electronically sign the form. Please do not fax or mail copies of this form to us.

[Signature Page](#)

CFPL Closings for 2024

Previously approved: Monday, January 1, 2023 (Paid holiday)

| | |
|------------------|---|
| January 15 | Martin Luther King, Jr. Day (Monday)—Staff will use floating holiday hours, if necessary. |
| March 31 | Easter (Sunday) |
| May 26 | Memorial Day weekend (Sunday) |
| May 27 | Memorial Day (Monday)— paid holiday |
| June 29 | Sturgis Falls (Saturday)—Library will be open 1-5 |
| July 4 | Independence Day (Thursday)— paid holiday |
| September 1 | Labor Day weekend (Sunday) |
| September 2 | Labor Day (Monday)— paid holiday |
| November 27 | Close at 5 p.m. (Wednesday) |
| November 28 | Thanksgiving Day (Thursday)— paid holiday |
| November 29 | Thanksgiving holiday (Friday)—Staff will use floating holiday hours, if necessary. |
| December 24 | In observance of Christmas (Tuesday) |
| December 25 | Christmas (Wednesday)— paid holiday |
| December 31 | Close at 5 p.m. (Tuesday) |
| January 1, 2025 | New Year's Day (Wednesday)— paid holiday |
| January 20, 2025 | Martin Luther King, Jr. Day (Monday)—Staff will use floating holiday hours, if necessary. |

**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.

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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.

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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

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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
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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

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COLLECTION DEVELOPMENT POLICY
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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