

AGENDA
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
May 1, 2024 4:00 PM
Cedar Falls Public Library
Conference Room

- I. Call to order
- II. Agenda: Corrections/additions/deletions/approval
- III. Minutes: Corrections and approval
- IV. Public Forum
- V. Board Training update
- VI. Communication from Officers: Action appropriate to the communications
- VII. Bills: Corrections/additions/deletions/approval
 - a. General Fund, Levy Fund, Grant Funds
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
- VIII. Usage Report
- IX. Director's Report
 - a. Staffing update
 - b. Construction update
 - c. Miscellaneous
- X. Reports from Department Heads
 - a. Public Services Librarian
 - b. Youth Librarian
- XI. Referred for Board Action
 - a. Approve revisions to the Co-Lab policy
 - b. Approve filling 15 hrs/wk library shelver position
 - c. Approve the process for determining the Library Director's compensation for FY25
- XII. Reports of Standing and Special Committees: Action appropriate to the reports
 - a. Friends of the Library

- b. Finance: No meeting needed in May
- c. Personnel
- d. Library Art

XIII. Unfinished business

XIV. New business

XV. Adjournment

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
April 3, 2024 4:00 PM
Cedar Falls Public Library
Conference Room

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

- I. President Sulentic called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval
Director Stern noted that the FOTL meeting is actually on the 10th, so the date will need to be changed on the agenda.
MOTION: (Blair-Broeker, Bessman Taylor) to approve the agenda as amended. Passed.
- III. Minutes: Corrections and approval
MOTION: (Blair-Broeker, Green) to approve the minutes as presented. Passed.
- IV. Public Forum
Director Stern introduced Isaac Mata. He will be working as an intern at City Hall.
- V. Board Training update
None
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Bills: Corrections/additions/deletions/approval
Assistant Daniels noted that there are three invoices that were added after the report that need to be voted on as well.
MOTION: (Blair-Broeker, Bessman Taylor) to approve the March bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
President Sulentic noted that the funds appear to be doing well.
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
Assistant Daniels noted that he turned in the annual amendment form, so the reports will be adjusted soon.
- VIII. Usage Report
President Sulentic noted that the numbers look pretty good for February. Member Blair-Broeker noted that the number of checkouts look low for the number of patrons that came to the library. Assistant Daniels noted that there is a reason for this, and that the numbers will be

adjusted up for the next packet. He noted that this is due to not receiving some of the information he needed until today.

IX. Director's Report

a. Redfern Display Case update

Director Stern noted that the new installation is complete, and urged everyone to take a look at it when they have time.

b. New Cedar Falls Community Foundation funding requests

Director Stern discussed the two funding requests that are included in the packet.

c. Miscellaneous

Director Stern noted that she is working with Shirt Shack to set up an online store so employees can order a fleece or sweatshirt with the new library branding on it. She noted that she will send out the link once she has it. Director Stern noted that Cindy Wells and Billie Bailey went to the Capitol with two elected officials today. She noted they went to talk to the legislators about the effects of removing the levy in HF 718. Director Stern noted that they also discussed this issue during a Steele Report as well.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Pagel noted that staff members seem to be happy with the new ILS, and the majority of patrons are as well. She noted that Assistant Meier is hosting a series of gardening classes that started yesterday, and 51 patrons attended. Librarian Pagel noted that they will happen every Tuesday in April.

b. Youth Librarian

It was noted that Cedar Valley's Youth Read event is at the end of the month with the public session happening on the 24th. Director Stern noted that Barnes & Noble will be at the event selling books so patrons can get them signed.

XI. Referred for Board Action

a. Approve serving wine or beer at the Friends of the Library's annual meeting Wednesday, April 10 at 4:30 p.m.

MOTION: (Green, Blair-Broeker) to approve serving wine or beer at the Friends of the Library's annual meeting Wednesday, April 10 at 4:30 p.m. Passed.

b. Approve filling 25 hrs/wk library assistant position

Director Stern noted that this opening is due to the staff member moving soon.

MOTION: (Bessman Taylor, Blair-Broeker) to approve filling 25 hrs/wk library assistant position. Passed.

c. Approve Cedar Falls Community Foundation funding request for 20th Anniversary Celebration 2024 (\$5,000, Ray)

MOTION: (Blair-Broeker, Bessman Taylor) to approve Cedar Falls Community Foundation funding request for 20th Anniversary Celebration 2024 (\$5,000, Ray). Passed.

d. Approve Cedar Falls Community Foundation funding request for Music Garden 2025 (\$30,000, Building)

MOTION: (Blair-Broeker, Green) to approve Cedar Falls Community Foundation funding request for Music Garden 2025 (\$30,000, Building). Passed.

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

a. Friends of the Library

Director Stern noted that they will be meeting on April 10th.

b. Finance: No meeting needed in April

None

c. Personnel

Member Roelofse noted that the annual evaluation survey has been sent out, and they would like for everyone to respond prior to Sunday.

d. Library Art

Member Green noted that there is nothing to report other than the new installation has been completed.

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Blair-Broeker, Green). Passed. Meeting adjourned at 4:23.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem

LIBRARY BILL REPORT
5/1/2024

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	89-21	\$ 11.39	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 14.40	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 16.14	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 18.24	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 22.20	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-24	\$ 24.75	ADULT CD BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 25.56	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 29.41	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 32.95	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 34.17	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 34.17	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 37.05	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 38.99	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 39.00	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 46.11	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 49.33	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$ 50.52	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 52.06	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 52.30	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 54.07	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 65.53	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$ 67.23	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$ 79.29	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$ 88.99	ADULT BOOKS	

LEVY	BAKER & TAYLOR BOOKS	89-21	\$	91.12	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	100.82	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	104.30	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	122.94	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	128.98	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	130.54	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-23	\$	134.96	LARGE PRINT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	168.00	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	208.55	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	217.54	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-34	\$	257.14	RAY 2 RMB BRIDGE TO	READING-YOUTH BOOKS
GENERAL	BAKER & TAYLOR BOOKS	89-34	\$	271.44	RAY 2 RMB BRIDGE TO	READING-YOUTH BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	307.73	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	315.52	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	331.29	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	346.03	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-34	\$	373.62	RAY 2 RMB BRIDGE TO	READING-YOUTH BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	413.34	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	418.10	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	434.50	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	455.35	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$	526.49	YOUNG ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	566.67	YOUTH BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-20	\$	824.15	ADULT BOOKS	
LEVY	BAKER & TAYLOR BOOKS	89-21	\$	965.19	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-34	\$	1,172.12	BERG 2 RMB SLP '24-YOUTH	BOOKS
LEVY	BAKER & TAYLOR BOOKS	89-22	\$	<u>1,208.38</u>	YOUTH BOOKS	
	BAKER & TAYLOR BOOKS Total			<u>\$ 11,612.83</u>		
LEVY	BAKER & TAYLOR ENTERTAINMENT Total	89-25	\$	9.79	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT Total	89-24	\$	11.83	ADULT CD MUSIC	
LEVY	BAKER & TAYLOR ENTERTAINMENT Total	89-24	\$	11.89	ADULT CD MUSIC	
LEVY	BAKER & TAYLOR ENTERTAINMENT Total	89-25	\$	18.19	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT Total	89-25	\$	73.47	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT Total	89-25	\$	83.96	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT Total	89-25	\$	88.16	ADULT VIDEOS	
LEVY	BAKER & TAYLOR ENTERTAINMENT Total	89-25	\$	<u>114.05</u>	ADULT VIDEOS	

	BAKER & TAYLOR ENTERTAINMENT Total		<u>\$ 411.34</u>		
LEVY	BRODART CO.	71-11	<u>\$ 511.96</u>	5.25X8.5" & 6X9.5" BOOK	COVERS & 16" BOOK ROLL
	BRODART CO. Total		<u>\$ 511.96</u>		
GENERAL	CEDAR FALLS UTILITIES	85-01	<u>\$ 2,764.54</u>	LIBRARY UTILITIES	
	CEDAR FALLS UTILITIES Total		<u>\$ 2,764.54</u>		
LEVY	CENTER POINT LARGE PRINT	89-23	<u>\$ 49.14</u>	LARGE PRINT BOOKS	
	CENTER POINT LARGE PRINT Total		<u>\$ 49.14</u>		
LEVY	EBSCO INFORMATION SERVICE	89-31	<u>\$ 3.30</u>	IOWAN PRICE ADJUSTMENT	
	EBSCO INFORMATION SERVICE Total		<u>\$ 3.30</u>		
GENERAL	FRIENDS OF THE GRIMES PUB	89-34	<u>\$ 225.00</u>	RAY 2 RMB ADVENTURE PASS-	TIXKEEPER SOFTWARE
	FRIENDS OF THE GRIMES PUB Total		<u>\$ 225.00</u>		
GENERAL	GORDON FLESCH COMPANY INC	81-91	<u>\$ 977.87</u>	COPIER CONTRACT	020-1483981-000
	GORDON FLESCH COMPANY INC Total		<u>\$ 977.87</u>		
GENERAL	JP PARTY RENTALS LLC	89-34	<u>\$ 1,131.62</u>	RAY 2 RMB ANNIVERSARY-	RENTAL FEE REMAINDER
	JP PARTY RENTALS LLC Total		<u>\$ 1,131.62</u>		
GENERAL	KOREAN SPIRIT & CULTURE P	89-33	<u>\$ 225.00</u>	FOTL:ADULT-KITS FOR	LANTERN CRAFT
	KOREAN SPIRIT & CULTURE P Total		<u>\$ 225.00</u>		
GENERAL	LAKESHORE LEARNING	31-21	<u>\$ 137.49</u>	STEM ACTIVITY KITS (IEEE	STEM)
GENERAL	LAKESHORE LEARNING	89-33	<u>\$ 503.69</u>	FOTL:ADULT-CABINET AND	BASKETS
GENERAL	LAKESHORE LEARNING	89-33	<u>\$ 918.85</u>	FOTL:ADULT-PLAY KITCHEN	
	LAKESHORE LEARNING Total		<u>\$ 1,560.03</u>		
LEVY	LIBRARY IDEAS, LLC	89-22	<u>\$ 954.37</u>	YOUTH BOOKS	
	LIBRARY IDEAS, LLC Total		<u>\$ 954.37</u>		
GENERAL	LOVE, SAGE	89-33	<u>\$ 150.00</u>	FOTL:ADULT-TRAVEL FEE FOR	PRESENTER
	LOVE, SAGE Total		<u>\$ 150.00</u>		

GENERAL	MAKE IT UP! FACEPAINTING	89-34	\$ 300.00	RAY 2RMB 20TH ANIVERSARY-	FACE PAINTING
	MAKE IT UP! FACEPAINTING Total		<u>\$ 300.00</u>		
LEVY	MIDWEST TAPE, LLC	89-36	\$ 170.92	YOUTH VIDEOS	
LEVY	MIDWEST TAPE, LLC	89-36	\$ 209.90	YOUTH VIDEOS	
LEVY	MIDWEST TAPE, LLC	89-36	\$ 268.34	YOUTH VIDEOS	
	MIDWEST TAPE, LLC Total		<u>\$ 649.16</u>		
LEVY	MINNESOTA HISTORICAL SOCI	89-26	\$ 11.50	MICROFILM	
	MINNESOTA HISTORICAL SOCI Total		<u>\$ 11.50</u>		
GENERAL	OFFICE EXPRESS OFFICE PRO	71-01	\$ 391.12	BATTERIES, ENVELOPES,WITE	OUT, POST-ITS, SHARPIES
	OFFICE EXPRESS OFFICE PRO Total		<u>\$ 391.12</u>		
LEVY	OVERDRIVE, INC.	89-44	\$ 45.00	YOUNG ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 47.50	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 54.50	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 62.50	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 65.00	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 65.00	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 71.08	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 82.50	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 83.00	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 95.00	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 114.82	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 117.99	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 133.37	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 145.87	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 196.34	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 209.98	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 224.97	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 225.48	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 255.67	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 260.98	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 263.59	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 272.14	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 300.06	ADULT E-BOOKS	

LEVY	OVERDRIVE, INC.	89-42	\$ 312.48	ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-44	\$ 319.57	YOUNG ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 379.33	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-42	\$ 395.88	ADULT AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-46	\$ 400.81	YOUTH AUDIO BOOKS	
LEVY	OVERDRIVE, INC.	89-44	\$ 430.17	YOUNG ADULT E-BOOKS	
LEVY	OVERDRIVE, INC.	89-46	\$ 650.75	YOUTH E-BOOKS	
	OVERDRIVE, INC. Total		<u>\$ 6,281.33</u>		
LEVY	PLAYAWAY PRODUCTS	89-35	\$ 44.99	YOUTH PLAYAWAYS	
LEVY	PLAYAWAY PRODUCTS	89-24	\$ 67.49	ADULT PLAYAWAYS	
LEVY	PLAYAWAY PRODUCTS	89-36	\$ 74.99	YOUTH LAUNCHPADS	
LEVY	PLAYAWAY PRODUCTS	89-37	\$ 209.97	YOUNG ADULT PLAYAWAYS	
	PLAYAWAY PRODUCTS Total		<u>\$ 397.44</u>		
GENERAL	QUADIANT FINANCE USA, INC	72-99	\$ 300.00	POSTAGE	
	QUADIANT FINANCE USA, INC Total		<u>\$ 300.00</u>		
GENERAL	SECRETARY, STATE OF IOWA	83-06	\$ 30.00	NOTARY APPLICATION FEE-	M BANCROFT-SMITHE
GENERAL	SECRETARY, STATE OF IOWA	83-06	\$ 30.00	NOTARY APPLICATION FEE-	T MEYER
GENERAL	SECRETARY, STATE OF IOWA	83-06	\$ 30.00	NOTARY APPLICATION FEE-	C RIDER
	SECRETARY, STATE OF IOWA Total		<u>\$ 90.00</u>		
GENERAL	STOREY KENWORTHY	71-01	\$ 138.80	B&W CFPL WINDOW ENVELOPES	
GENERAL	STOREY KENWORTHY	89-34	\$ 337.00	BERG 2RMB BRANDNG ROLOUT-	CARDS & ENVELOPES
	STOREY KENWORTHY Total		<u>\$ 475.80</u>		
GENERAL	WATERLOO PUBLIC LIBRARY	89-20	\$ 12.99	ADULT BOOKS (LOST BOOK)	
	WATERLOO PUBLIC LIBRARY Total		<u>\$ 12.99</u>		
	Total Vendor Payments		<u>\$ 29,533.44</u>		

FUND	VENDOR NAME	ACCOUNT #	AMOUNT	DESCRIPTION 1	DESCRIPTION 2
GENERAL	US BANK	31-21	\$ 10.99	AMAZON.COM	YOUTH BOOKS (IEEE STEM)
LEVY	US BANK	89-22	\$ 13.49	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-33	\$ 24.28	AMAZON.COM	FOTL:YOUTH-CLAY

LEVY	US BANK	89-22	\$	283.05	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-25	\$	56.57	AMAZON.COM	ADULT VIDEOS
LEVY	US BANK	89-22	\$	36.98	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-33	\$	84.00	AMAZON.COM	FOTL:YOUTH-GAMING CHAIRS
GENERAL	US BANK	72-01	\$	32.91	AMAZON.COM	REGULAR & DECAF COFFEE
LEVY	US BANK	89-22	\$	23.96	AMAZON.COM	YOUTH BOOKS
LEVY	US BANK	89-21	\$	25.98	AMAZON.COM	YOUNG ADULT BOOKS
LEVY	US BANK	89-21	\$	25.98	AMAZON.COM	YOUNG ADULT BOOKS
			\$	<u>618.19</u>	AMAZON.COM Total	
GENERAL	US BANK	89-33	\$	122.05	AMZN MKTP US	FOTL:ADULT-CHESS SET,CUBE
GENERAL	US BANK	89-33	\$	412.99	AMZN MKTP US	FOTL:OUTREACH-PRIZES FOR
LEVY	US BANK	89-20	\$	21.16	AMZN MKTP US	ADULT BOOKS
LEVY	US BANK	89-24	\$	29.99	AMZN MKTP US	ADULT CD MUSIC
LEVY	US BANK	89-20	\$	155.27	AMZN MKTP US	ADULT BOOKS
LEVY	US BANK	89-26	\$	139.95	AMZN MKTP US	YOUNG ADULT VIDEO GAMES
GENERAL	US BANK	89-33	\$	58.82	AMZN MKTP US	FOTL:YOUTH-ROCKS, PAINT,
GENERAL	US BANK	89-33	\$	214.12	AMZN MKTP US	FOTL:OUTREACH-ANNIV PRIZE
GENERAL	US BANK	89-33	\$	290.00	AMZN MKTP US	FOTL:YA-CHAIRS
GENERAL	US BANK	89-33	\$	29.99	AMZN MKTP US	FOTL:YA-MINI FIGURES
GENERAL	US BANK	89-33	\$	61.40	AMZN MKTP US	FOTL:COLAB-GLUE REFILLS
GENERAL	US BANK	89-33	\$	175.94	AMZN MKTP US	FOTL:ADULT-VACUUM, TOY
LEVY	US BANK	89-20	\$	9.38	AMZN MKTP US	ADULT BOOKS
GENERAL	US BANK	31-21	\$	52.69	AMZN MKTP US	BACKPACK & BINOCULARS
GENERAL	US BANK	89-33	\$	27.58	AMZN MKTP US	FOTL:YA-CHAIR COVERS
LEVY	US BANK	89-20	\$	29.84	AMZN MKTP US	ADULT BOOKS
GENERAL	US BANK	89-33	\$	44.52	AMZN MKTP US	FOTL:COLAB-ELMER'S GLUE
GENERAL	US BANK	89-33	\$	98.54	AMZN MKTP US	FOL:YUTH-WATERCOLOR PAPER
GENERAL	US BANK	89-33	\$	137.06	AMZN MKTP US	FOTL:YOUTH-PLAY SETS,
GENERAL	US BANK	89-33	\$	19.99	AMZN MKTP US	FOTL:YOUTH-CAMERA FILM
GENERAL	US BANK	71-01	\$	28.77	AMZN MKTP US	CLOCK
GENERAL	US BANK	89-33	\$	169.98	AMZN MKTP US	FOTL:YOUTH-STORAGE BOX
LEVY	US BANK	89-22	\$	18.35	AMZN MKTP US	YOUTH BOOKS
GENERAL	US BANK	71-01	\$	7.69	AMZN MKTP US	ID BADGE HOLDERS
GENERAL	US BANK	89-33	\$	146.28	AMZN MKTP US	FOTL:YA-CHESS BOARD &
GENERAL	US BANK	71-01	\$	44.75	AMZN MKTP US	MICROFIBER CLOTHS
GENERAL	US BANK	89-33	\$	10.44	AMZN MKTP US	FOTL:ADULT-LOTR PINS

GENERAL	US BANK	89-33	\$ 135.11	AMZN MKTP US	FOTL:YOUTH-PUZZLES, CLOCK
GENERAL	US BANK	89-33	\$ 139.96	AMZN MKTP US	FOTL:YOUTH-SEAT CUSHIONS
GENERAL	US BANK	89-33	\$ 64.45	AMZN MKTP US	FOTL:YOUTH-YOUTH BOOKS
GENERAL	US BANK	71-01	\$ 34.90	AMZN MKTP US	EARPHONES
GENERAL	US BANK	89-33	\$ 71.76	AMZN MKTP US	FOTL:YA-SLUSH SYRUPS
GENERAL	US BANK	89-33	\$ 15.66	AMZN MKTP US	FOTL:ADULT-LOTR PINS
GENERAL	US BANK	89-33	\$ 26.57	AMZN MKTP US	FOTL:YOUTH-SURGE PROTCTOR
GENERAL	US BANK	86-01	\$ 49.94	AMZN MKTP US	PURELL SANITIZER
GENERAL	US BANK	89-33	\$ 118.97	AMZN MKTP US	FOTL:ADULT-LOTR GAME &
GENERAL	US BANK	89-33	\$ 71.96	AMZN MKTP US	FOTL:YOUTH-ART SMOCKS
			<u>\$ 3,286.82</u>	AMZN MKTP US Total	
GENERAL	US BANK	89-33	\$ 2.99	CASEYS #3045	FOTL:YA-BAG OF ICE
GENERAL	US BANK	89-33	\$ 5.99	CASEYS #3045	FOTL:YA-ICE
			<u>\$ 8.98</u>	CASEYS #3045 Total	
GENERAL	US BANK	89-33	\$ 50.16	HY-VEE CEDAR FALLS 1052	FOL:ADULT-SNACKS & DRINKS
GENERAL	US BANK	89-33	\$ 80.44	HY-VEE CEDAR FALLS 1052	FOTL:YA-RAMEN INGREDIENTS
GENERAL	US BANK	89-33	\$ 108.75	HY-VEE CEDAR FALLS 1052	FOTL:YA-SNACKS & SODA
			<u>\$ 239.35</u>	HY-VEE CEDAR FALLS 1052 Total	
GENERAL	US BANK	81-91	\$ 90.00	INTUIT *QBOOKS ONLINE	QUICKBOOKS MONTHLY SUB.
			<u>\$ 90.00</u>	INTUIT *QBOOKS ONLINE Total	
GENERAL	US BANK	89-33	\$ 30.98	MARTIN BROTHERS	FOTL:YOUTH-POPCORN & OIL
			<u>\$ 30.98</u>	MARTIN BROTHERS Total	
GENERAL	US BANK	89-33	\$ 26.24	MENARDS CEDAR FALLS IA	FOTL:YA-SEED GROWING SUP.
			<u>\$ 26.24</u>	MENARDS CEDAR FALLS IA Total	
LEVY	US BANK	81-91	\$ 600.00	MOBILE BEACON	1YR HOTSPT DATA SERVICE(X5
			<u>\$ 600.00</u>	MOBILE BEACON Total	
GENERAL	US BANK	89-34	\$ 150.00	PAYPAL *HAPPYFACESE	BERG 2RMB SLP '24-DEPOSIT
			<u>\$ 150.00</u>	PAYPAL *HAPPYFACESE Total	
GENERAL	US BANK	89-33	\$ 249.00	SP RUGGABLE.COM	FOTL:YA-RUG

			<u>\$ 249.00</u>	SP RUGGABLE.COM Total	
GENERAL	US BANK	89-33	<u>\$ 309.94</u>	SP SEWINGPARTSONLINE	FOTL:COLAB-EXTENDER FOR
			<u>\$ 309.94</u>	SP SEWINGPARTSONLINE Total	
GENERAL	US BANK	71-01	<u>\$ 5.08</u>	TEA CELLAR	OFFICE SUPPLIES
			<u>\$ 5.08</u>	TEA CELLAR Total	
GENERAL	US BANK	83-06	<u>\$ 100.00</u>	UNI EVENTS SOC/EMOT CONF.	REG:ANGEL/NEDWICK
			<u>\$ 100.00</u>	UNI EVENTS SOC/EMOT CONF. Total	
GENERAL	US BANK	89-33	<u>\$ 59.00</u>	WALMART.COM 8009666546	FOTL:YOUTH-CAMERA
			<u>\$ 59.00</u>	WALMART.COM 8009666546 Total	
	USBank Total		<u>\$ 5,773.58</u>		
	Final Payment Total		<u><u>\$ 35,307.02</u></u>		

REVENUE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF MARCH 2024

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	13,485.01	313,312.07	245,297.93	56
*	PROPERTY TAXES	558,610.00	13,485.01	313,312.07	245,297.93	56
INTERGOVERNMENTAL						
101-1199-343.02-00	LIBRARY GRANTS	25,000.00	.00	11,746.45	13,253.55	47
*	INTERGOVERNMENTAL	25,000.00	.00	11,746.45	13,253.55	47
CHARGES FOR SERVICES						
101-1060-356.71-00	LIBRARY-COPY MACHINE	7,000.00	905.15	7,063.15	63.15-	101
101-1060-356.72-00	LIBRARY-COUNTY TAX	32,000.00	.00	34,139.00	2,139.00-	107
101-1060-356.73-00	LIBRARY-FINES & FEES	.00	31.05-	1,285.45	1,285.45-	0
101-1060-356.74-00	LIBRARY-LOST & PAID BOOKS	2,500.00	475.37	3,146.01	646.01-	126
101-1060-356.75-00	LIBRARY-OPEN ACCESS FUNDS	20,000.00	.00	22,909.53	2,909.53-	115
101-1060-356.76-00	LIBRARY-REIMBURSEMENTS	.00	.00	.00	0.00	0
101-1060-356.78-00	LIBRARY-GIFTS & MEMORIALS	.00	14.00	1,362.00	1,362.00-	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	92,118.37	32,118.37-	154
101-1060-356.79-02	FRIENDS OF THE LIBRARY	30,000.00	1,906.10	17,944.36	12,055.64	60
101-1060-356.81-00	LIBRARY-CO-LAB FEES	.00	42.95	219.80	219.80-	0
*	CHARGES FOR SERVICES	151,500.00	3,312.52	180,580.17	29,080.17-	119
**	GENERAL FUND	735,110.00	16,797.53	505,638.69	229,471.31	69

REVENUE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF MARCH 2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
LIBRARY RESERVE						
294-0000-356.78-00	LIBRARY-GIFTS & MEMORIALS	.00	.00	300,000.00	300,000.00-	0
		.00	.00	300,000.00	300,000.00-	0
USE OF MONEY & PROPERTY						
294-0000-361.01-00	CHECKING ACCT INTEREST	.00	176.12	605.54	605.54-	0
294-0000-361.03-00	CD/INVESTMENT INTEREST	.00	461.54	1,648.34	1,648.34-	0
*	USE OF MONEY & PROPERTY	.00	637.66	2,253.88	2,253.88-	0
**	LIBRARY RESERVE	.00	637.66	302,253.88	302,253.88-	0

REVENUE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF MARCH 2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		865,910.00	18,635.19	814,742.57	51,167.43	94

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF MARCH 2024

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	56,168.95	523,983.16	119,256.84	81
101-1060-423.61-02	PART-TIME	452,370.00	31,298.52	273,308.52	179,061.48	60
101-1060-423.62-01	PAYROLL	2,810.00	234.17	2,107.49	702.51	75
101-1060-423.62-02	SEVERANCE	10,390.00	865.83	7,792.51	2,597.49	75
101-1060-423.64-01	HEALTH INS. PREMIUMS	108,490.00	9,779.42	84,156.07	24,333.93	78
101-1060-423.64-02	HEALTH INS. REIMBURSEMENT	2,200.00	8.26	472.43	1,727.57	21
101-1060-423.64-03	LIFE INSURANCE	1,450.00	133.23	1,156.49	293.51	80
101-1060-423.64-04	LTD INSURANCE	1,910.00	174.02	1,510.61	399.39	79
101-1060-423.64-05	WORKMAN'S COMP. INS.	2,360.00	196.67	1,769.99	590.01	75
101-1060-423.65-01	F.I.C.A.	84,180.00	6,569.67	59,736.54	24,443.46	71
101-1060-423.66-01	I.P.E.R.S.	103,870.00	8,256.95	73,875.15	29,994.85	71
*	PERSONAL SERVICES	1,413,270.00	113,685.69	1,029,868.96	383,401.04	71
COMODITIES						
101-1060-423.71-01	OFFICE SUPPLIES	10,000.00	1,178.38	3,039.40	6,960.60	30
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	3,277.45	2,077.45-	273
101-1060-423.72-99	POSTAGE	17,500.00	314.56	10,163.33	7,336.67	58
101-1060-423.73-06	BUILDING REPAIR	4,000.00	.00	.00	4,000.00	0
*	COMODITIES	36,700.00	1,492.94	18,501.18	18,198.82	50
CONTRACTED SERVICES						
101-1060-423.81-01	PROFESSIONAL SERVICES	5,000.00	.00	195.00	4,805.00	4
101-1060-423.81-12	COMPUTER SERVICES	84,620.00	7,051.67	63,464.99	21,155.01	75
101-1060-423.81-91	LICENSES & SERVICE CONTRT	33,000.00	2,640.49	23,736.32	9,263.68	72
101-1060-423.82-01	TELEPHONE	4,000.00	201.54	1,138.04	2,861.96	28
101-1060-423.83-05	TRAVEL (FOOD/MILEAGE/LOD)	1,000.00	.00	2,120.71	1,120.71-	212
101-1060-423.83-06	EDUCATION	6,000.00	2,074.00	4,093.00	1,907.00	68
101-1060-423.84-01	OPERATING INSURANCE	30,720.00	2,560.00	23,040.00	7,680.00	75
101-1060-423.85-01	UTILITIES	105,000.00	6,010.43	44,145.44	60,854.56	42
101-1060-423.86-01	REPAIR & MAINTENANCE	7,000.00	191.37	3,985.76	3,014.24	57
101-1060-423.89-19	CO-LAB MATERIALS	.00	.00	70.61	70.61-	0
101-1060-423.89-20	ADULT BOOKS	.00	11.99	307.86	307.86-	0
101-1060-423.89-22	YOUTH BOOKS	.00	.00	.00	0.00	0
101-1060-423.89-24	ADULT AUDIO	.00	.00	24.74	24.74-	0
101-1060-423.89-26	NON-PRINT RESOURCES	.00	.00	20.00	20.00-	0
101-1060-423.89-33	FRIENDS SUPPORTED PROGRAM	30,000.00	1,741.35	17,766.84	12,233.16	59
101-1060-423.89-34	ENDOWMENT SUPPORTED PROG.	60,000.00	8,772.55	22,829.82	37,170.18	38
*	CONTRACTED SERVICES	366,340.00	31,255.39	206,939.13	159,400.87	56
CAPITAL OUTLAY						
101-1060-423.92-01	STRUCTURE IMPROV & BLDGS	.00	.00	.00	0.00	0
101-1060-423.93-01	EQUIPMENT	.00	359.98	2,173.84	2,173.84-	0
*	CAPITAL OUTLAY	.00	359.98	2,173.84	2,173.84-	0
**	LIBRARY	2,033,760.00	146,794.00	1,257,483.11	776,276.89	62

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF MARCH 2024

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	8,201.42	90,174.17	81,795.83	52
101-1061-423.61-02	PART-TIME	20,190.00	1,193.04	10,113.49	10,076.51	50
101-1061-423.62-01	PAYROLL	620.00	51.67	464.99	155.01	75
101-1061-423.62-02	SEVERANCE	2,270.00	189.17	1,702.49	567.51	75
101-1061-423.64-01	HEALTH INS. PREMIUMS	12,000.00	879.36	11,358.83	641.17	95
101-1061-423.64-02	HEALTH INS. REIMBURSEMENT	460.00	.00	.00	460.00	0
101-1061-423.64-03	LIFE INSURANCE	320.00	16.65	197.19	122.81	62
101-1061-423.64-04	LTD INSURANCE	420.00	21.84	258.41	161.59	62
101-1061-423.64-05	WORKMAN'S COMP. INS.	330.00	27.50	247.50	82.50	75
101-1061-423.65-01	F.I.C.A.	12,200.00	715.10	7,605.12	4,594.88	62
101-1061-423.66-01	I.P.E.R.S.	15,060.00	886.81	9,368.79	5,691.21	62
*	PERSONAL SERVICES	235,840.00	12,182.56	131,490.98	104,349.02	62
COMODITIES						
101-1061-423.71-11	TECHNICAL PROCESSING SUPP	30,000.00	5,750.10	25,931.81	4,068.19	86
*	COMODITIES	30,000.00	5,750.10	25,931.81	4,068.19	86
CONTRACTED SERVICES						
101-1061-423.81-12	COMPUTER SERVICES	10,000.00	833.33	7,500.01	2,499.99	75
101-1061-423.81-91	LICENSES & SERVICE CONTRT	66,000.00	.00	56,069.07	9,930.93	85
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	790.71	1,052.83	947.17	53
101-1061-423.89-20	ADULT BOOKS	52,500.00	4,232.52	39,324.17	13,175.83	75
101-1061-423.89-21	YOUNG ADULT BOOKS	18,000.00	1,216.50	13,955.28	4,044.72	78
101-1061-423.89-22	YOUTH BOOKS	48,000.00	7,673.57	41,663.14	6,336.86	87
101-1061-423.89-23	LARGE PRINT BOOKS	6,000.00	339.73	5,200.41	799.59	87
101-1061-423.89-24	ADULT AUDIO	8,000.00	550.45	3,963.77	4,036.23	50
101-1061-423.89-25	ADULT VIDEO	41,000.00	501.44	5,811.50	35,188.50	14
101-1061-423.89-26	NON-PRINT RESOURCES	29,000.00	2,244.46	30,709.88	1,709.88-	106
101-1061-423.89-29	NEWSPAPERS	2,300.00	.00	1,800.90	499.10	78
101-1061-423.89-31	PERIODICALS	7,300.00	.00	5,726.52	1,573.48	78
101-1061-423.89-35	YOUTH AUDIO	8,800.00	20.34	1,021.62	7,778.38	12
101-1061-423.89-36	YOUTH VIDEO	10,500.00	86.98	3,249.52	7,250.48	31
101-1061-423.89-37	YOUNG ADULT AUDIO	2,000.00	.00	1,827.06	172.94	91
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	3,690.24	51,008.03	11,008.03-	128
101-1061-423.89-44	YOUNG ADULT E-MATERIALS	2,500.00	1,171.19	5,759.33	3,259.33-	230
101-1061-423.89-46	YOUTH E-MATERIALS	6,700.00	766.88	7,578.27	878.27-	113
101-1061-423.89-47	LIBRARY OF THINGS	2,500.00	.00	355.35	2,144.65	14
*	CONTRACTED SERVICES	364,100.00	24,118.34	283,639.64	80,460.36	78
CAPITAL OUTLAY						
101-1061-423.92-01	STRUCTURE IMPROV & BLDGS	.00	.00	.00	0.00	0
101-1061-423.93-01	EQUIPMENT	.00	1,594.80	2,700.59	2,700.59-	0
*	CAPITAL OUTLAY	.00	1,594.80	2,700.59	2,700.59-	0
**	LIBRARY LEVY	629,940.00	43,645.80	443,763.02	186,176.98	70
***	FINANCE & BUSINESS OPER.	2,663,700.00	190,439.80	1,701,246.13	962,453.87	64

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF MARCH 2024

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	75.64	75.64-	0
*	TRANSFERS	25,000.00	.00	75.64	24,924.36	0
**	ADMIN/LEGAL	25,000.00	.00	75.64	24,924.36	0
***	ADMINISTRATIVE	25,000.00	.00	75.64	24,924.36	0
****	GENERAL FUND	2,688,700.00	190,439.80	1,701,321.77	987,378.23	63

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2024
 FOR THE MONTH OF MARCH 2024

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	95.00	34,905.00	0
*	CONTRACTED SERVICES	35,000.00	10.00	95.00	34,905.00	0
**	DATA PROCESSING	35,000.00	10.00	95.00	34,905.00	0
***	FINANCE & BUSINESS OPER.	35,000.00	10.00	95.00	34,905.00	0
****	DATA PROCESSING FUND	35,000.00	10.00	95.00	34,905.00	0

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2024
FOR THE MONTH OF MARCH 2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		2,854,500.00	195,426.67	1,738,484.91	1,116,015.09	61

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

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

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

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

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

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

2024 31-Dec-23 \$1,245,699.06
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

2025 31-Dec-24
Allocation for 2025 \$1,241,626.47 4% **\$49,665.06 (average of 12/31/21, 12/31/22, 12/31/23 FMV)**

\$49,665.06 \$76,821.63 \$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			

PLAN	planning stage; no written request							
REQ	request has been written and submitted to Finance Committee, Library Board, Foundation Board for approval							
ENC	request has been approved by Library Board and Foundation Board							

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

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

May-12	*Kent Nerbum Visit (part of other library programming)	(\$2,500.00)
Nov-12	*Drum Program (part of other library programming)	(\$1,475.00)
May-13	*Youth Programming Enhancements (part of other library programming)	(\$3,000.00)

(\$1,063.22) \$74,254.83 (\$46,864.26)

2013	31-Dec-12	\$1,351,861.27		
	Allocation for 2013	\$1,226,532.66	4%	\$49,061.31 (average of 12/31/09, 12/31/10, 12/31/11 FMV)
PLAN	Young Adult Author Visit			(\$15,000.00)
CANCEL	Young Adult Author Visit			\$15,000.00
Jun-13	Newspaper Preservation			(\$1,148.67)
Oct-13	Audio Visual Collection Enhancement			(\$29,945.43)
Oct-13	Audio Visual Area Remodel			(\$13,302.00)
	<u>Other Library Programming/Projects (budgeted: \$32,000)*</u>			(\$12,312.36)
	Unspent anticipated programming requests			\$12,312.36
Jun-13	*Cinco de Mayo (part of other library programming)			(\$1,153.00)
Nov-13	*Summer Library Programs (part of other library programming)			(\$8,082.00)
Nov-13	*Circulating E-readers (part of other library programming)			(\$4,427.40)
Nov-13	*Chasing4Life (part of other library programming)			(\$6,025.24)

(\$15,022.43) \$59,232.39 (\$64,083.74)

2014	31-Dec-13	\$1,460,435.78		
	Allocation for 2014	\$1,291,732.57	4%	\$51,669.30 (average of 12/31/10, 12/31/11, 12/31/12 FMV)
Jun-17	Audio Visual Collection Enhancement (per year for 5 years, year 1 of 5)			(\$1,000.00) spent
Jun-14	Cinco de Mayo			(\$1,376.50)
	Traveling Tales			(\$3,894.33)
Apr-15	Summer Library Programs			(\$14,601.06)
	<u>Other Library Programming/Projects (budgeted: \$20,000)*</u>			(\$4,418.96)
	Unspent anticipated programming requests			\$4,418.96

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

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

	Allocation for 2018	\$1,475,399.34	4%	\$59,015.97 (average of 12/31/14, 12/31/15, 12/31/16 FMV)			
	Audio Visual Collection Enhancement (per year for 5 years, year 5 of 5)			(\$8,178.35) spent			
Apr-18	SLP 2018			(\$22,227.76) spent			
Apr-18	Children's Book Festival			(\$7,796.79) spent			
	Co-Lab Construction			(\$20,000.00) reimbursed			
Apr-18	Library Furniture			(\$18,048.67) spent			
	Ematerials 2018			(\$10,000.00) spent			
						(\$27,235.60)	(\$9,491.24) (\$86,251.57)
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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)
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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)
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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)
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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		
	Library Branding			(\$45,000.00)		spent		
				(\$5,929.04)		\$8,960.91		(\$69,990.64)
<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)	
	Adventure Pass 2023			(\$2,373.00)		spent		
	Cedar Valley's Youth Read 2023			(\$10,553.49)		spent		
	Summer Library Program 2023			(\$20,818.22)		spent		
ENC	Branding Rollout 2023			(\$30,000.00)				
				\$5,365.52		\$14,326.43		(\$63,744.71)
<hr/>								
2024	31-Dec-23			\$1,609,751.97				
	Allocation for 2024			\$1,574,964.06	4%	\$62,998.56	(average of 12/31/20, 12/31/21, 12/31/22 FMV)	

ENC Cedar Valley's Youth Read 2024 (\$11,000.00)
 ENC Summer Library Program 2024 (\$24,000.00)

\$27,998.56 \$42,324.99 (\$35,000.00)

2025 31-Dec-24

Allocation for 2025

\$1,624,112.19 4% **\$64,964.49 (average of 12/31/21, 12/31/22, 12/31/23 FMV)**

\$64,964.49 \$107,289.48 \$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	\$64,763.54	4%	\$2,590.54		
				\$2,590.54	\$28,660.61	\$0.00
2025	31-Dec-24		4%	\$0.00		
				\$0.00	\$28,660.61	\$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	\$17,418.76		\$17,418.76			
					\$17,418.76	\$130,743.52	\$0.00
2025	31-Dec-24			\$0.00			
					\$0.00	\$130,743.52	\$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-Nov	23-Dec	24-Jan	24-Feb	24-Mar	FY24
Customer Count	13,188	13,482	12,962	14,550	16,152	130,583
Hours Open	250	258	238	261	269	2,341
Total Circulation	32,957	33,127	34,808	33,327	36,762	314,116
Adult	10,910	12,267	12,180	11,780	12,415	108,697
Young Adult	1,360	1,593	1,727	1,565	1,840	14,892
Youth	13,220	11,577	12,750	12,489	14,946	121,575
Interlibrary Loan (cf to other)	148	147	132	136	135	1,410
<i>Interlibrary Loan (other to cf)</i>	110	91	111	84	115	941
<i>CFPL@UNI</i>	21	22	30	36	33	228
WPL	907	1,297	1,141	1,372	1,125	11,052
Library of Things	67	61	70	72	104	692
Total Physical Circulation	25,490	25,437	26,657	25,834	29,201	245,164
<i>Overdrive</i>	5,418	5,588	6,120	5,484	5,555	50,466
<i>Hoopla</i>	1,056	1,059	1,118	991	963	9,163
<i>Freegal Downloadable Music</i>	993	1,043	913	1,018	1,043	9,323
Total Resource Circulation	7,467	7,690	8,151	7,493	7,561	68,952
County	335	256	390	241		2,534
Open Access	4,602	4,635	5,379	4,026		38,701
Reference Service	455	383	459	431	454	4,161
Reference Desk	192	135	208	134	158	1,711
Youth Desk	221	215	226	270	260	2,165
YA Desk	0	0	0	0	0	0
Circulation	42	33	25	27	36	285
Titles Added	740	853	611	773	747	6,699
Items Added	833	985	682	872	858	7,892
Items Withdrawn	622	1,106	663	843	674	6,508
Meeting Room Use	47	47	32	32	47	337
Conference Room	16	14	11	9	15	108
Meeting Room	9	11	10	6	13	88
Co-Lab Room	22	22	11	17	19	141
YA/Youth Area	0	0	0	0	0	0
Youth Programs						
Events/Programs	46	35	29	42	40	347
Event Attendance	852	1,309	893	984	1,296	10,041
Outreach Services	1	1	2	2	2	18
Outreach Attendance	22	28	32	35	158	497
Teacher Units	18	18	25	17	9	171

Adult Programs						
Outreach Services	4	4	5	5	5	48
Outreach Attendance	15	32	34	21	32	1,053
Library Attendance	121	117	94	253	163	1,056
Library Activities	9	10	9	14	12	107
Young Adult Programs						
Library Attendance	36	41	39	21	108	590
Library Activities	11	11	11	8	11	93
Computer Usage	1,854	2,150	2,146	2,452	2,439	18,186
Netbook/iPad Circulation	2	8	4	1	7	52

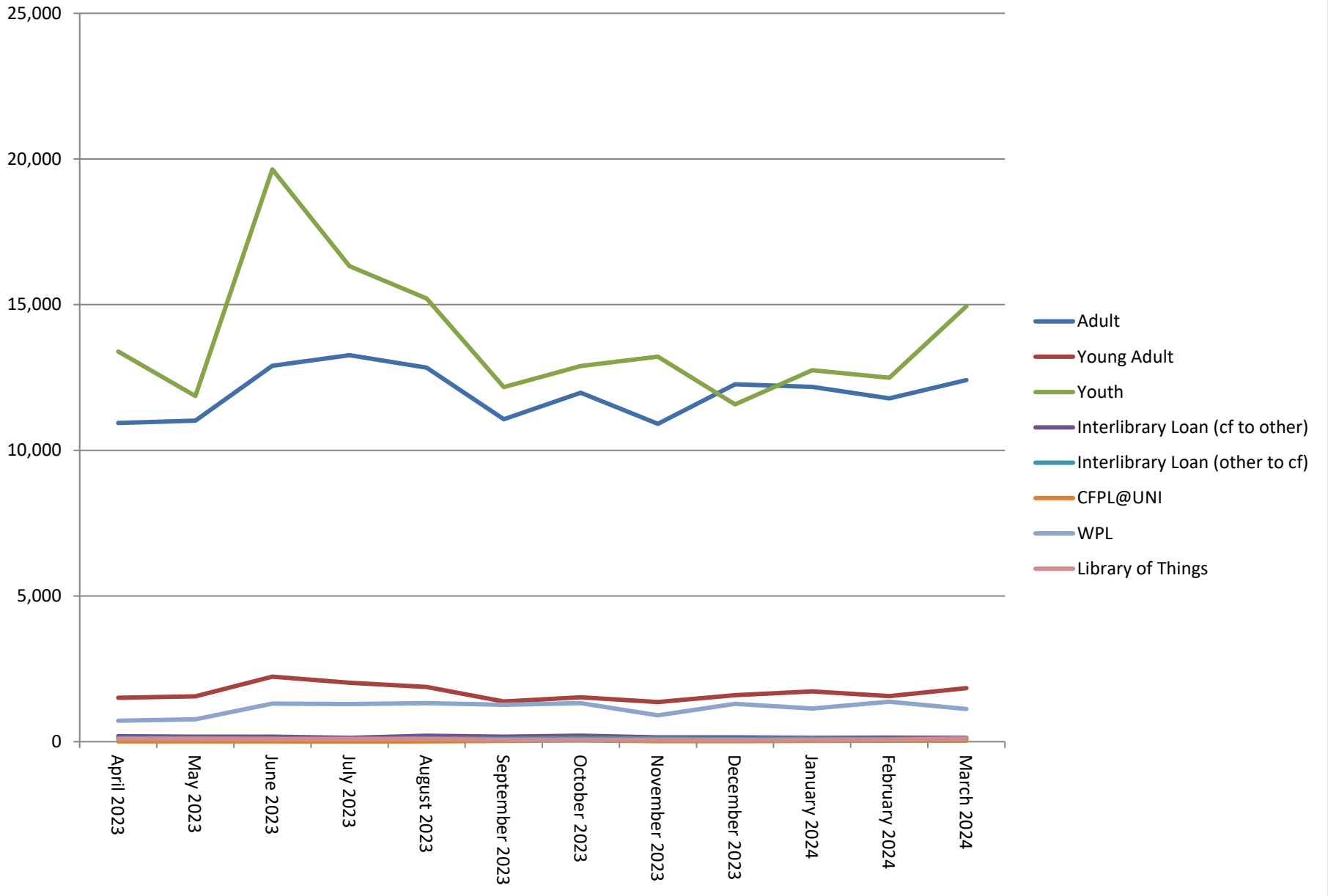
	23-Mar	24-Mar	24-Feb
Customer Count	14,855	16,152	14,550
Hours Open	278	269	261
Total Circulation	37,124	36,762	33,303
Adult	12,843	12,415	11,780
Young Adult	1,898	1,840	1,565
Youth	15,164	14,946	12,489
Interlibrary Loan (cf to other)	204	135	136
<i>Interlibrary Loan (other to cf)</i>	133	115	84
<i>CFPL@UNI</i>	10	33	36
WPL	917	1,125	1,372
<i>Library of Things</i>	86	104	72
Physical Circulation	29,905	29,201	25,834
<i>Overdrive</i>	5,322	5,555	5,460
<i>Hoopla</i>	753	963	991
<i>Freegal Downloadable Music</i>	1,144	1,043	1,018
Resources Circulation	7,219	7,561	7,469
County	387		241
Open Access	5,251		4,026
Reference Service	572	454	431
Reference Desk	224	158	134
Youth Desk	305	260	270
YA Desk	0	0	0
Circulation	43	36	27
Titles Added	609	747	773
Items Added	683	858	872
Items Withdrawn	317	674	843
Meeting Room Use	33	47	32
Conference Room	15	15	9
Meeting Room	5	13	6
Co-Lab Room	13	19	17
YA/Youth Area	0	0	0
Youth Programs			
Events/Programs	40	40	42
Event Attendance	1,575	1,296	984
Outreach Services	0	2	2
Outreach Attendance	0	158	35
Teacher Units	21	9	17

Adult Programs			
Outreach Services	5	5	5
Outreach Attendance	36	32	21
Library Attendance	183	163	253
Library Activities	6	12	14
Young Adult Programs			
Library Attendance	30	108	21
Library Activities	12	11	8
Computer Usage	1,231	2,439	2,452
Netbook/iPad Circulation	1	7	1

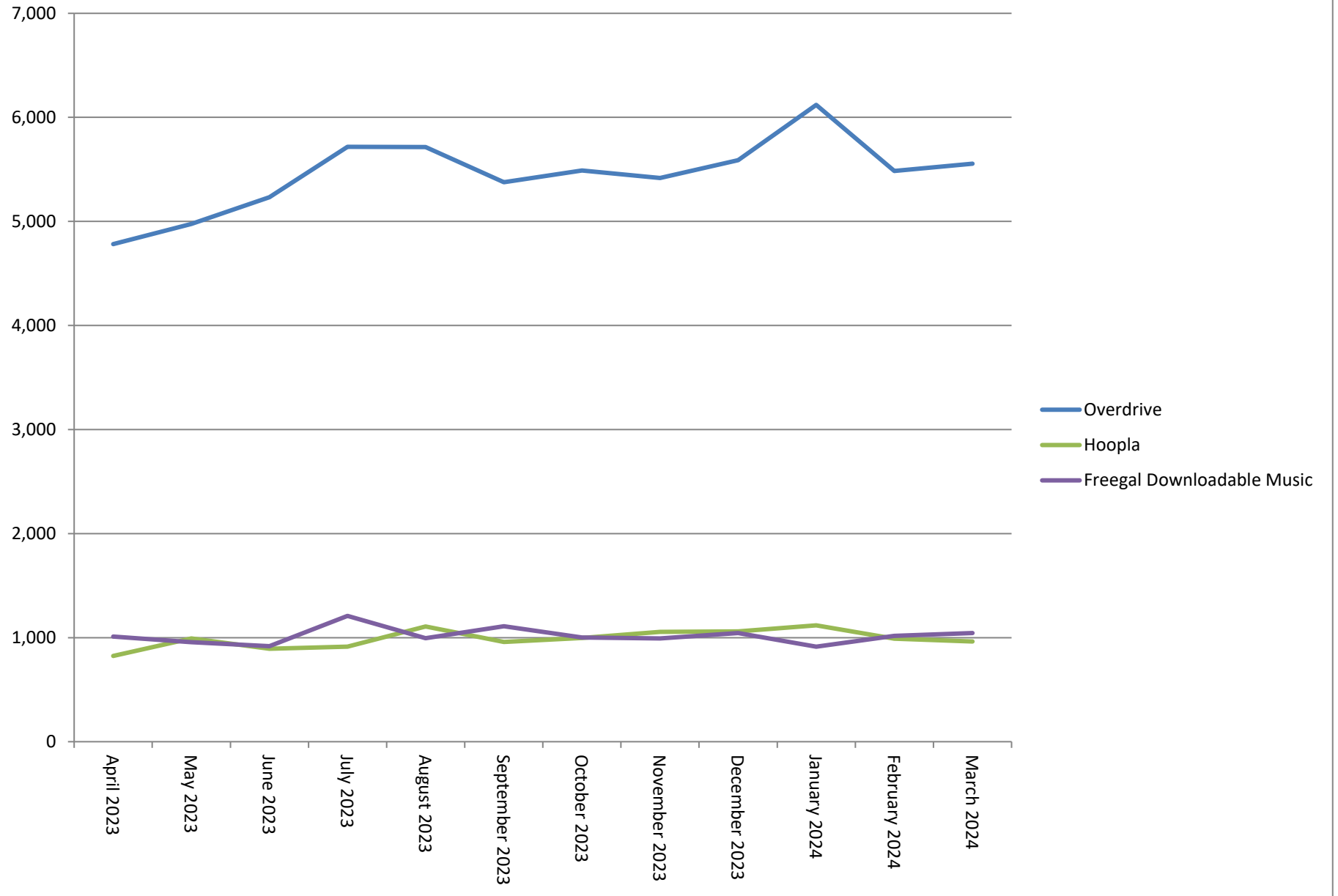
		African American Museum	Blank Park Zoo	Botanical of Des Moines	Figge Art Museum	Grout Museum District	Quad Cities Fun Bundle	Science Center of Iowa
2021	November		3			2		2
	December			1		3		2
2022	January			1		2		
	February					3		2
	March		5	3	3	4	4	
	April		3			3		2
	May		10	3	1		4	3
	June		16	7	1	2	3	3
	July		16	4		8	2	6
	August		16	2		1	4	4
	September		8	4	1		4	3
	October		9	2		2	2	3
	November		1			4		1
	December					3		
2023	January		2	1	1	2	1	2
	February		1	3				2
	March		7	6	5	3	3	7
	April		8	8		2		6
	May		13	6		1	1	3
	June		18	6		2	1	4
	July		19	5		4	6	5
	August		19	4		6	6	5
	September		13	5		1	1	5
	October		4			1	2	2
	November		2	1	1		1	1
	December		2	2		1	1	2
2024	January					1		2
	February		2					2
	March		7	6		4	3	3

Date	Day of Week	Patron Count	
		Curbside	Building
4/1/2024	Monday	0	663
4/2/2024	Tuesday	0	568
4/3/2024	Wednesday	0	578
4/4/2024	Thursday	0	441
4/5/2024	Friday	0	576
4/6/2024	Saturday	1	627
4/7/2024	Sunday		204
4/8/2024	Monday	0	558
4/9/2024	Tuesday	0	494
4/10/2024	Wednesday	0	639
4/11/2024	Thursday	0	359
4/12/2024	Friday	0	537
4/13/2024	Saturday	0	611
4/14/2024	Sunday		203
4/15/2024	Monday	0	533
4/16/2024	Tuesday	0	448
4/17/2024	Wednesday	0	669
4/18/2024	Thursday	0	438
4/19/2024	Friday	0	728
4/20/2024	Saturday	0	566
4/21/2024	Sunday		244
4/22/2024	Monday	0	542
4/23/2024	Tuesday	0	518
4/24/2024	Wednesday	0	656
4/25/2024	Thursday	0	613
4/26/2024	Friday		
4/27/2024	Saturday		
4/28/2024	Sunday		
4/29/2024	Monday		
4/30/2024	Tuesday		
Total		1	13,013

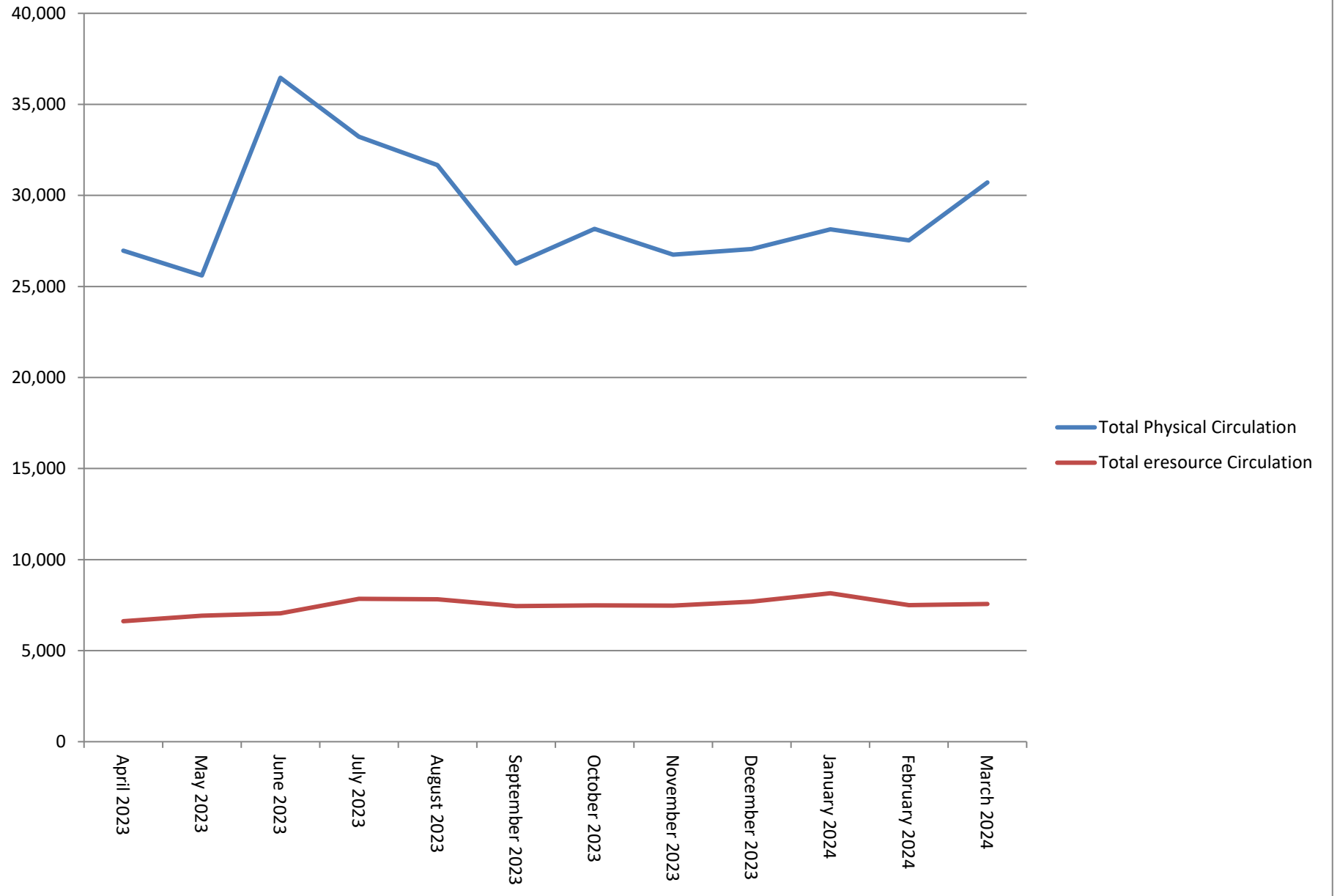
Physical Collection



eResource Collection



Physical VS eResource



Cedar Falls Public Library COLLABORATIVE LABORATORY (CO-LAB) POLICY

Cedar Falls Public Library's Collaborative Laboratory (Co-Lab) is located on the second floor of the Library.

Registration

Cedar Falls Public Library patrons who are cardholders age 18 or older may use the Co-Lab during open lab hours (staffed by library personnel) and by reservation. Patron accounts must be in good standing in order to use the Co-Lab. ~~Outside of open lab hours and library programs, M~~minors may use the Co-Lab ~~during open lab hours but must have with~~ a responsible adult (18 years old or older) who is a registered Co-Lab user with them at all times while using the Co-Lab. A completed Co-Lab User Agreement will be required prior to use of the Co-Lab equipment. In order to complete a User Agreement, a valid Cedar Falls Public Library card and valid photo identification must be presented to library staff.

~~During library programs staffed by library personnel, no user agreement is required, regardless of the patron's age.~~

A User Agreement form is attached at the end of this Policy.

Reservations

~~See Cedar Falls Public Library Co-Lab Reservations Policy.~~

~~A Reservation Form is attached at the end of this Policy.~~

General Use Policies

Use of the Co-Lab is subject to this policy, the User Agreement, and all other applicable library policies. Written policies are available at the reference desk and are also available on the Library's website. Failure to abide by all applicable policies, procedures, and staff direction will result in suspension or loss of Co-Lab use privileges.

All equipment available in the Co-Lab must remain in the Co-Lab. The Co-Lab computers and equipment located in and adjacent to the Co-Lab are intended for patrons utilizing the specialized Co-Lab software programs, and are designated as such. The library reserves the right to reassign patrons to other computers in the library if they are not utilizing the Co-Lab computers or equipment for their intended purpose.

Users of the Co-Lab agree to abide by any and all applicable copyright laws and licensing agreements. Furthermore, users agree not to use the Co-Lab in violation of any local, state, or federal ordinances, regulations, or laws.

Library staff will assist patrons using the Co-Lab to the extent that time, other duties, and patron demands will allow. Scheduled library events take priority over all other Co-Lab use.

The Co-Lab closes 30 minutes before the library closes. All work and clean-up in the Co-Lab must be completed no later than 30 minutes before the Library closes. Equipment, programs, projects, etc., cannot be left running or suspended while the Co-Lab is closed.

The library assumes no responsibility for patron projects, whether completed or not. Neither the Library Board, staff, nor the City of Cedar Falls will be responsible for the property of individuals or organizations using the Co-Lab, or take responsibility for storage of materials.

Cedar Falls Public Library COLLABORATIVE LABORATORY (CO-LAB) POLICY

The library reserves the right to charge patrons for consumable items and supplies used in the Co-Lab. If such charges are paid in full, any project worked on by a patron becomes the property of the patron. If the library provides consumable items and supplies free of charge, any project worked on by a patron becomes the property of the patron.

The Co-Lab may not be used for any commercial purpose.

The library reserves the right to prohibit or restrict the use of the Co-Lab by any person if such use would threaten the safety or welfare of Library patrons, guests, or staff.

Safety

Some of the equipment located in the Co-Lab may contain aspects, parts, or components that could cause injury to the user. Patrons should use common sense when operating all Co-Lab equipment and using all Co-Lab materials to prevent injury.

The library is not responsible for loss or damage to the person or property of individuals or organizations using the Co-Lab. Patrons assume the risk of any injury while using the Co-Lab and agree to release, indemnify and hold the library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Co-Lab, including the equipment, tools, and materials located there. Users also agree to be responsible for any damage to the Co-Lab or Co-Lab equipment that they cause.

Food and Beverages

Covered beverages are allowed inside the Co-Lab. **Food is allowed in the Co-Lab only with prior approval of library staff. No food is allowed within the Co-Lab with the exception of library-sponsored events. Food and beverages are not permitted where noted.**

Library address, endorsement

No organization, without the permission of the Library Director, may list the address of the Cedar Falls Public Library as its official address. Groups may not use the Cedar Falls Public Library name or logo in any way that implies Library endorsement or sponsorship of any non-sponsored activities.

Reservations

The Co-Lab is a space for Library sponsored or co-sponsored programs and conferences which meet the Library's civic, informational, educational, cultural, and recreational goals. When not in use for library activities, the Co-Lab is available to individuals and groups. **Co-Lab reservations may not be made more than three (3) months in advance.** The Library Board neither approves nor disapproves of content, topics, subject matter, or points-of-view of individuals or groups using the Co-Lab.

Co-Lab Reservation

In order to reserve the Co-Lab outside of open lab hours for the use of maker equipment, materials, and supplies, the reserving patron must be 18 years old or older and be a Cedar Falls Library cardholder. Groups reserving the Co-Lab are welcome to bring in their own tools, equipment, and supplies.

Reservations can be made any time library staff or registered Co-Lab users are not using the space. Use of the Co-Lab under reservation is subject to the Cedar Falls Public Library Collaborative Laboratory (Co-Lab) Policy.

Cedar Falls Public Library
COLLABORATIVE LABORATORY (CO-LAB) POLICY

Co-Lab Group Reservation (with Co-Lab equipment)

Any patron reserving the Co-Lab space and equipment for a group agrees to take responsibility for all members of the patron's group during the reserved time.

The reserving patron must complete a User Agreement prior to use of the Co-Lab unless a User Agreement is already on file with the library. Other members of the patron's group are not required to complete a User Agreement unless the reserving patron does not agree to take responsibility for all members of the patron's group.

How to Reserve the Co-Lab

Reservation forms to reserve the Co-Lab may be obtained and submitted at the reference desk on the second floor of the library, or via the Library's website. The reservation form requires the individual or group name, title of the program, any special equipment needed, the number of people expected, name and phone number of the patron responsible for the reservation, the exact times of arrival and departure, and whether or not the reserving patron has a completed Co-Lab User Agreement on file with the Library.

Reservation forms and the User Agreement are attached at the end of this policy.

Regulations

The Co-Lab is available for use from when the library opens to 30 minutes before it closes, and only when Library programming has not been scheduled. Users are responsible for their own set up and breakdown. Clean-up must be completed 30 minutes before the library closes. The Co-Lab must be returned to its original condition immediately after use. **No personal belongings may be stored in the Co-Lab overnight.** All individuals and groups must take reasonable precautions to avoid damage to equipment, furnishings, floor cover, and other library property. The Library reserves the right to require a damage deposit from groups. Groups should check in at the reference desk before setting up and notify the reference desk when leaving.

The Library reserves the right to refuse reservations. The library does not page or take telephone calls for groups or individuals in meetings at the Co-Lab.

Meeting Space Reservation

If the meeting room and conference room are already reserved, the Co-Lab may be offered as a meeting space at staff discretion, so long as the Meeting Room Policy is followed. The projector, laptop, and chairs/tables may be used in the Co-Lab for a meeting. Maker equipment, materials, and supplies may not be used. **When used as a meeting space, Co-Lab reservations are subject to the limited number of reservations specified in the Meeting Room Policy. When used for maker activities, the limit on the number of reservations will not apply.**

NOTE: The reserving party must complete an APPLICATION FOR USE OF LIBRARY MEETING ROOM (the meeting room application)

**Cedar Falls Public Library
COLLABORATIVE LABORATORY (CO-LAB) POLICY**

CO-LAB USER AGREEMENT

Name: _____ Date: _____
Address: _____ Phone No.: _____
Library Card Number: _____

I, _____ (full name), have read the Cedar Falls Public Library Collaborative Laboratory (Co-Lab) Policy and this User Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to use of the Co-Lab. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

I agree that by signing this Agreement and/or utilizing the Co-Lab, I acknowledge that substantial benefits are to be enjoyed by such use and I also acknowledge that use of the Co-Lab involves risk of harm, including personal injury, property damage, and even death, which I fully assume. I accept as sufficient the level of care and supervision provided by the Library for the Co-Lab, and if I am signing this User Agreement for my minor child or ward, that permission is hereby given for my minor child or ward to use the Co-Lab, and that I or the adult that I assign to supervise my minor child or ward are responsible for the safety of my minor child or ward while using the Co-Lab.

I and my spouse/partner, heirs, legal representatives and assigns hereby absolve, release, and covenant not to sue the Library, the City of Cedar Falls, and their respective employees, elected and appointed officials, and their officers, volunteers, insurers and administrators ("Releasees") from all claims, actions, causes of action, demands, and rights whatsoever, currently known or unknown, which may arise in connection with or which is in any way related to the use of the Co-Lab by me or my child or ward.

I also agree to defend, indemnify, and hold harmless the Releasees from and against any claim, loss, or damage whatsoever, including attorney fees and expenses, that arise out of or are in any way related to the use of the Co-Lab by me or my minor child or ward.

I also understand and agree that I am financially responsible for any and all damage done to Co-Lab equipment which is caused by me or my minor child or ward. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions.

Cedar Falls Public Library
COLLABORATIVE LABORATORY (CO-LAB) POLICY

I agree to pay for any and all material fees involved in my or my minor child or ward's use of the Co-Lab. Material fees are available at the Reference Desk.

The above applies every time I or my minor child or ward uses the Co-Lab.

Signature: _____ Date: _____

Minor Child/Ward Full Name (if applicable): _____

Parent/Guardian Information (applicable only for minors)

Parent or Legal Guardian Full Name: _____

Parent/Guardian Library Card Number: _____

Parent or Legal Guardian Signature: _____

Date: _____

Staff Initials: _____

Additional minor children or wards covered by this agreement (full names):

**Cedar Falls Public Library
COLLABORATIVE LABORATORY (CO-LAB) POLICY**

RESERVATION FOR USE OF LIBRARY CO-LAB (Individual and Group Use)

Name of Responsible Individual: _____

Name of Group: _____

~~Name of Program: _____~~

~~Address of Responsible Individual: _____~~

Email Address: _____ Phone: _____

Anticipated Attendance: _____

Date(s) of Reservation(s): _____

Day(s) of the Week: _____

Start Time: _____ End Time: _____

Equipment Needs:

User Agreement on File? YES NO (***signed user agreement is required for Co-Lab use***)

I have read the Collaborative Laboratory (Co-Lab) Policy and Collaborative Laboratory (Co-Lab) Reservation Policy and agree to abide by them and all other referenced policies.

Signature: _____

Today's Date: _____

Approved? YES NO

Staff Initials: _____

Policy Reviewed/Revised: 06/05/2019, 10/5/2022