

AGENDA
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
October 2, 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. Strategic Planning Focus Group
 - b. Staffing Update
 - c. Staff Inservice Day Report
 - d. Miscellaneous
- X. Reports from Department Heads
 - a. Youth Librarian
- XI. Referred for Board Action
 - a. Approve revised personnel policies: CFD 2159.22 Severance Pay, CFD 2251.24 Insurance Benefits, and CFD 2257.24 Employee Wellness
 - b. Approve request for funds from Cedar Falls Community Foundation: Berg for E-materials 2024 (\$20,000)
- XII. Reports of Standing and Special Committees: Action appropriate to the reports

- a. Friends of the Library
- b. Finance: Meeting: No meeting needed in October
- c. Personnel
- d. Library Art

XIII. Unfinished business

XIV. New business

XV. Adjournment

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

Members present: Bessman Taylor, Cormaney, Edelnant, Graziano, Roelofse, Sulentic; Staff present: Daniels, Hosford, Pagel, Stern.

- I. President Sulentic called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Cormaney, Edelnant) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval
MOTION: (Edelnant, Bessman Taylor) to approve the minutes as presented. Passed.
- IV. Public Forum
None
- V. Board Training update
None
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Bills: Corrections/additions/deletions/approval
Assistant Daniels noted that there are two bill reports due to the end of one fiscal year, and the beginning of a new fiscal year.
MOTION: (Cormaney, Edelnant) to approve the August bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
None
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
None
- VIII. Usage Report
President Sulentic noted that the numbers look good. Member Bessman Taylor noted that in her household they are enjoying the library of things collection.
- IX. Director's Report
 - a. Strategic plan update and FY25 action plan

Director Stern went over the strategic plan, and then noted that if any of the members have any questions to let her know.

b. Library outreach events update

Director Stern discussed some of the recent outreach work that the library has done. She noted that employees went to two new student events held at UNI and Hawkeye Community College. Director Stern noted that 455 people visited the booth at Cedar Valley Pride Fest, and the library mascot was at the National Night Out event. She noted that the library will have a presence at the Downtown Block Party on September 21st.

c. Miscellaneous

Director Stern noted that the CFPL patron charged with 3rd degree harassment for leaving hate speech fliers in the library will be banned from the library for a period of time. Any press inquiries regarding the incident should be directed to Cedar Falls Public Safety or to information about the case at the Black Hawk County Courthouse. Director Stern noted that the library will be receiving more money from the Poock Estate soon. She noted that she had suggested some changes to what materials could be purchased using the money, and those changes must be approved before the funds can be distributed. Director Stern noted that there was an issue with the distribution of the Black Hawk County money, so a new contract will have to be created and signed.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Pagel noted that not a lot is planned for this month, and that she will probably miss the next few meetings. She then discussed some of the upcoming programs that will be happening this month.

b. Youth Librarian

Librarian Hosford noted that storytimes resumed this month and that Chuck E. Cheese will be at one of the storytimes. She noted that school visits will be starting up again soon. Librarian Hosford noted that a book discussion for parents will be started soon that will happen every other Sunday for a month and a half. She noted that there will also be a stuffy sleepover, and that registration is already full.

XI. Referred for Board Action

None

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

a. Friends of the Library

Member Edelnant noted that a brief meeting was held in August, and there was not much business discussed.

b. Finance: Meeting Wed., September 25 at 4 p.m. Can be via Zoom

Director Stern noted that she would like to use some of the funds for the purchase of e-materials. It was also discussed that the date listed might need to be changed from what is listed.

c. Personnel

None

d. Library Art

None

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Edelnant, Cormaney). Passed. Meeting adjourned at 4:28.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem

LIBRARY BILL REPORT

10/2/2024

FUND	VENDOR Name	ACCOUNT #	AMOUNT	DESCRIPTION 1	DESCRIPTION 2
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 11.39	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 18.99	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 19.20	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-24	\$ 24.75	ADULT CD BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 25.03	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 29.06	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 31.18	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 31.94	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 32.99	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 33.02	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 34.78	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 35.99	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 37.92	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 37.99	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 38.35	ADULT BOOKS (WORLD	LANGUAGE)
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 56.40	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 57.35	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 60.19	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 66.86	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 82.22	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 89.31	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 92.67	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 102.01	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 107.79	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 127.69	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 179.56	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 179.88	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 185.20	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 199.59	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 239.18	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 242.99	ADULT BOOKS	

GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 247.17	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 253.04	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 282.32	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 361.57	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 369.49	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 398.66	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 500.35	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 524.38	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 828.40	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 880.11	YOUTH BOOKS	
BAKER & TAYLOR BOOKS Total			<u>\$ 7,156.96</u>		
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-24	\$ 10.17	ADULT CD MUSIC	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-24	\$ 16.13	ADULT CD MUSIC	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-24	\$ 22.08	ADULT CD MUSIC	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 37.08	ADULT VIDEOS	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 90.95	ADULT VIDEOS	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 119.61	ADULT VIDEOS	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 178.43	ADULT VIDEOS	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 216.18	ADULT VIDEOS	
BAKER & TAYLOR ENTERTAINMENT Total			<u>\$ 690.63</u>		
GENERAL	CEDAR FALLS COMMUNITY SCHOOLS	89-20	\$ 65.00	ADULT BOOKS	ORIGINAL INV DATE:4/15/24
CEDAR FALLS COMMUNITY SCHOOLS Total			<u>\$ 65.00</u>		
GENERAL	CEDAR FALLS UTILITIES	85-01	\$ 6,167.69	LIBRARY UTILITIES	
CEDAR FALLS UTILITIES Total			<u>\$ 6,167.69</u>		
GENERAL	CENTER POINT LARGE PRINT	89-23	\$ 50.34	LARGE PRINT BOOKS (MEM	POOCK)
CENTER POINT LARGE PRINT Total			<u>\$ 50.34</u>		
GENERAL	COURIER COMMUNICATIONS	89-29	\$ 681.00	NEWSPAPER SUBSCRIPTION	10/6/24-10/5/25
COURIER COMMUNICATIONS Total			<u>\$ 681.00</u>		
GENERAL	GORDON FLESCH COMPANY	81-91	\$ 384.63	COPIER CONTRACT	40CF19
GENERAL	GORDON FLESCH COMPANY	81-91	\$ 1,623.28	COPIER CONTRACT	40CC24
GORDON FLESCH COMPANY Total			<u>\$ 2,007.91</u>		

GENERAL	GROUT MUSEUM DISTRICT	89-34	\$ 450.00	BERG 2RMB ADVENTURE PASS-	PASSES
	GROUT MUSEUM DISTRICT Total		<u>\$ 450.00</u>		
GENERAL	IFC STUDIOS	81-91	\$ 3,948.00	PREM.TIER HOSTING PACKAGE	9/1/24-8/31/25
	IFC STUDIOS Total		<u>\$ 3,948.00</u>		
GENERAL	MICROMARKETING, LLC	89-22	\$ 17.59	YOUTH BOOKS	
	MICROMARKETING, LLC Total		<u>\$ 17.59</u>		
GENERAL	MIDWEST TAPE, LLC	89-36	\$ 71.23	YOUTH VIDEOS	
GENERAL	MIDWEST TAPE, LLC	89-36	\$ 152.16	YOUTH VIDEOS	
GENERAL	MIDWEST TAPE, LLC	89-36	\$ 271.39	YOUTH VIDEOS	
	MIDWEST TAPE, LLC Total		<u>\$ 494.78</u>		
GENERAL	MOTION PICTURE LICENSING	72-76	\$ 281.10	SITE LICENSE RENEW 1 YEAR	11/01/24-10/31/25
	MOTION PICTURE LICENSING Total		<u>\$ 281.10</u>		
GENERAL	OFFICE EXPRESS OFFICE PRO	71-01	\$ 146.06	SHARPIES & LETTER-SIZE	PAPER
GENERAL	OFFICE EXPRESS OFFICE PRO	71-01	\$ 175.24	DOORSTOPS, BATTERIES, &	TAPE
	OFFICE EXPRESS OFFICE PRO Total		<u>\$ 321.30</u>		
GENERAL	OVERDRIVE, INC.	89-42	\$ 27.50	ADULT E-BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 47.50	ADULT AUDIO BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 47.50	ADULT AUDIO BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 84.99	ADULT AUDIO BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 87.50	ADULT E-BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 100.60	ADULT E-BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 111.96	ADULT AUDIO BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 117.63	ADULT E-BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 119.99	ADULT E-BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 119.99	ADULT E-BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 127.74	ADULT AUDIO BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 129.08	ADULT E-BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 132.88	ADULT AUDIO BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 182.40	ADULT E-BOOKS	
GENERAL	OVERDRIVE, INC.	89-42	\$ 297.03	ADULT E-BOOKS	

GENERAL	OVERDRIVE, INC.	89-42	\$ 340.49	ADULT AUDIO BOOKS	
	OVERDRIVE, INC. Total		<u>\$ 2,074.78</u>		
GENERAL	PLAYAWAY PRODUCTS	89-35	\$ 108.73	YOUTH PLAYAWAYS	
GENERAL	PLAYAWAY PRODUCTS	71-11	\$ 119.96	LANYARDS	
GENERAL	PLAYAWAY PRODUCTS	89-37	\$ 303.70	YOUNG ADULT PLAYAWAYS	
GENERAL	PLAYAWAY PRODUCTS	89-24	\$ 406.68	ADULT PLAYAWAYS	
	PLAYAWAY PRODUCTS Total		<u>\$ 939.07</u>		
GENERAL	QUADIENT FINANCE USA, INC	72-99	\$ 450.00	POSTAGE	
	QUADIENT FINANCE USA, INC Total		<u>\$ 450.00</u>		
GENERAL	QUADIENT, INC.	86-01	\$ 60.00	QUADIENT METER RENTAL	10/16/24-01/15/25
	QUADIENT, INC. Total		<u>\$ 60.00</u>		
GENERAL	SCHOOL LIBRARY JOURNAL	89-31	\$ 169.00	SCHOOL LIBRARY JOURNAL 1Y	SUB 07/24-06/25
	SCHOOL LIBRARY JOURNAL Total		<u>\$ 169.00</u>		
GENERAL	STOREY KENWORTHY	72-19	\$ 100.00	BUSINESS CARDS FOR	BANCROFT-SMITH
	STOREY KENWORTHY Total		<u>\$ 100.00</u>		
GENERAL	TELEVEND SERVICES, INC.	72-19	\$ 163.15	FAX CARD PRINTING	
	TELEVEND SERVICES, INC. Total		<u>\$ 163.15</u>		
GENERAL	VESTIS	86-01	\$ 23.55	LIBRARY MAT SERVICE	
GENERAL	VESTIS	86-01	\$ 23.55	LIBRARY MAT SERVICE	
	VESTIS Total		<u>\$ 47.10</u>		
	Total Vendor Payments		<u>\$ 26,335.40</u>		

FUND	VENDOR Name	ACCOUNT #	AMOUNT	DESCRIPTION 1	DESCRIPTION 2
GENERAL	US BANK	89-33	\$ 551.68	4IMPRINT	FOTL:OUTREACH-POWER CLIPS
			<u>\$ 551.68</u>	4IMPRINT Total	
GENERAL	US BANK	89-25	\$ 17.26	AMAZON	ADULT VIDEOS
GENERAL	US BANK	89-25	\$ 6.99	AMAZON	ADULT VIDEOS

GENERAL	US BANK	89-33	\$ 30.98	AMAZON	FOTL:COLAB-BOXES
GENERAL	US BANK	89-22	\$ 9.39	AMAZON	YOUTH BOOKS
GENERAL	US BANK	89-25	\$ 20.57	AMAZON	ADULT VIDEOS
GENERAL	US BANK	89-20	\$ 21.43	AMAZON	ADULT BOOKS
GENERAL	US BANK	89-25	\$ 13.54	AMAZON	ADULT VIDEOS
GENERAL	US BANK	89-25	\$ 12.70	AMAZON	ADULT VIDEOS
GENERAL	US BANK	89-19	\$ 78.10	AMAZON	ROTARY CUTTER & MATS
GENERAL	US BANK	89-21	\$ 9.95	AMAZON	YOUNG ADULT BOOKS
GENERAL	US BANK	89-38	\$ 31.26	AMAZON	YOUNG ADULT VIDEOS
GENERAL	US BANK	89-26	\$ 82.28	AMAZON	YOUNG ADULT VIDEO GAMES
GENERAL	US BANK	89-26	\$ 174.07	AMAZON	ADULT VIDEO GAMES
GENERAL	US BANK	89-26	\$ 43.47	AMAZON	YOUNG ADULT VIDEO GAMES
GENERAL	US BANK	89-34	\$ 4.39	AMAZON	BERG 2 RMB SLP '24-SEWING
GENERAL	US BANK	89-23	\$ 17.23	AMAZON	LRG PRNT BOOKS(MEM POOCK)
GENERAL	US BANK	89-20	\$ 78.61	AMAZON	ADULT BOOKS
GENERAL	US BANK	89-33	\$ 22.49	AMAZON	FOTL:YA-FURNITURE PAINT
GENERAL	US BANK	89-20	\$ 12.66	AMAZON	ADULT BOOKS
GENERAL	US BANK	89-25	\$ 37.94	AMAZON	ADULT VIDEOS
GENERAL	US BANK	89-20	\$ 31.19	AMAZON	ADULT BOOKS
GENERAL	US BANK	89-25	\$ 9.00	AMAZON	ADULT VIDEOS
GENERAL	US BANK	89-34	\$ 105.40	AMAZON	BERG 2RMB SLP'24-ESCAPE
GENERAL	US BANK	89-33	\$ 26.93	AMAZON	FOTL:YA-STICKERS
GENERAL	US BANK	89-33	\$ 29.24	AMAZON	FOTL:YOUTH-BOXES & CUPS
GENERAL	US BANK	89-22	\$ 26.99	AMAZON	YOUTH BOOKS
GENERAL	US BANK	89-22	\$ 10.99	AMAZON	YOUTH BOOKS
GENERAL	US BANK	89-25	\$ 15.34	AMAZON	ADULT VIDEOS
GENERAL	US BANK	89-22	\$ 23.73	AMAZON	YOUTH BOOKS
GENERAL	US BANK	89-47	\$ 14.99	AMAZON	BANJO STRAPS

\$ 1,019.11 AMAZON Total

GENERAL	US BANK	89-22	\$ 11.69	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-22	\$ 35.00	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-21	\$ 13.74	AMAZON.COM	YOUNG ADULT BOOKS
GENERAL	US BANK	89-22	\$ 14.00	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-20	\$ 14.66	AMAZON.COM	ADULT BOOKS
GENERAL	US BANK	89-22	\$ 6.99	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-25	\$ 20.95	AMAZON.COM	ADULT VIDEOS

GENERAL US BANK	89-20	\$ 11.99	AMAZON.COM	ADULT BOOKS
GENERAL US BANK	89-22	\$ 16.99	AMAZON.COM	YOUTH BOOKS
GENERAL US BANK	89-25	\$ 24.98	AMAZON.COM	ADULT VIDEOS
GENERAL US BANK	89-20	\$ 39.24	AMAZON.COM	ADULT BOOKS
GENERAL US BANK	89-22	\$ 139.80	AMAZON.COM	YOUTH BOOKS
GENERAL US BANK	89-24	\$ 52.91	AMAZON.COM	ADULT CD MUSIC
GENERAL US BANK	89-20	\$ 75.56	AMAZON.COM	ADULT BOOKS
GENERAL US BANK	89-22	\$ 37.76	AMAZON.COM	YOUTH BOOKS
GENERAL US BANK	89-24	\$ 13.99	AMAZON.COM	ADULT CD MUSIC
GENERAL US BANK	89-20	\$ 21.09	AMAZON.COM	ADULT BOOKS
GENERAL US BANK	89-20	\$ 23.73	AMAZON.COM	ADULT BOOKS
GENERAL US BANK	89-20	\$ 18.86	AMAZON.COM	ADULT BOOKS
GENERAL US BANK	89-22	\$ 31.24	AMAZON.COM	YOUTH BOOKS
GENERAL US BANK	89-36	\$ 28.64	AMAZON.COM	YOUTH VIDEOS
		<u>\$ 653.81</u>	AMAZON.COM Total	
GENERAL US BANK	89-19	\$ 231.49	AMERICAN BUTTON M	BUTTON SUPPLIES
		<u>\$ 231.49</u>	AMERICAN BUTTON M Total	
GENERAL US BANK	83-06	\$ 79.00	AMERICAN LIBRARY ASSOC	I STREAM REGISTRATION
		<u>\$ 79.00</u>	AMERICAN LIBRARY ASSOC Total	
GENERAL US BANK	89-21	\$ 15.11	AMZN MKTP US	YOUNG ADULT BOOKS
GENERAL US BANK	89-20	\$ 31.00	AMZN MKTP US	ADULT BOOKS
GENERAL US BANK	89-22	\$ 25.37	AMZN MKTP US	YOUTH BOOKS
		<u>\$ 71.48</u>	AMZN MKTP US Total	
GENERAL US BANK	89-33	\$ 65.91	DOMINO'S 1737	FOTL:YA-PIZZA
		<u>\$ 65.91</u>	DOMINO'S 1737 Total	
GENERAL US BANK	89-33	\$ 24.80	HY-VEE CEDAR FALLS 1052	FOTL:YA-LEMONADE & Q-TIPS
		<u>\$ 24.80</u>	HY-VEE CEDAR FALLS 1052 Total	
GENERAL US BANK	71-01	\$ 33.74	IN *POLK'S LOCK SERVICE	KEYS
		<u>\$ 33.74</u>	IN *POLK'S LOCK SERVICE Total	
GENERAL US BANK	81-91	\$ 99.00	INTUIT *QBOOKS ONLINE	QUICKBOOKS MONTHLY SUB.

		\$ <u>99.00</u> INTUIT *QBOOKS ONLINE Total	
GENERAL US BANK	81-91	\$ <u>480.00</u> MOBILE BEACON	1-YR HOTSPOT DATA (X4)
		<u>\$ 480.00</u> MOBILE BEACON Total	
GENERAL US BANK	89-33	\$ <u>50.00</u> SQ *CEDAR VALLEY PRIDE FE	FOTL:OUTREACH-PRIDE BOOTH
		<u>\$ 50.00</u> SQ *CEDAR VALLEY PRIDE FE Total	
GENERAL US BANK	83-06	\$ <u>25.00</u> STATE LIBRARY OF IOWA	ILA CONFERENCE REG.-QUINN
GENERAL US BANK	83-06	\$ <u>25.00</u> STATE LIBRARY OF IOWA	ILA CONFERENCE REG.
		<u>\$ 50.00</u> STATE LIBRARY OF IOWA Total	
GENERAL US BANK	89-19	\$ <u>87.49</u> WWW.MAKERBOT.COM	3D PRINTER BUILD PLATE
		<u>\$ 87.49</u> WWW.MAKERBOT.COM Total	
USBank Total		<u>\$ 3,497.51</u>	
Final Payment Total		<u>\$ 29,832.91</u>	

Katherine Parker Bryden

INVOICE

DATE: September 18, 2024

FOR: *Library program*

Bill To:

1060
\$150.00 89-33 FOTL: YA

Make all checks payable to Katherine Parker Bryden

THANK YOU FOR YOUR BUSINESS!



524 Main St.
Cedar Falls, IA 50613

Performance Agreement 2025

Nathan Boorman & Sean Kiefer

1060
300.00 89-33 FOTL: Youth

As per the agreement between Cedar Falls Public Library and Nathan Boorman & Sean Kiefer:

- One 45-60 minute Musical Storytime Performance on November 2, 2024, at 10:30 a.m.

Financial agreement between the host and Nathan Boorman & Sean Kiefer include the payment for the following:

- Fee of \$300

Performer Signature

Date

SSN

Performer Signature

Date

SSN

CFPL Youth Senior Librarian

Date

PHONE

319.268.5546

WEB

cedarfallslibrary.org



Your story starts **here**.



PAYMENT DUE BY: (Up to 60 days after last program)

500.00

THE CEDAR FALLS PUBLIC LIBRARY

NETWORK NIRVANA

QUANTITY	DETAILS	UNIT PRICE	LINE TOTAL
1	Season of the Spectral (2 Workshops)	500.00	500.00
1	(June-August At-Home Access)	Included	Included

1000
500.00 89-34 Berg 2 RMVB SLP '24

Discount	
Net Total	\$500.00
Tax	
USD TOTAL	\$500.00



255.00

PAYMENT DUE BY: (Up to 60 days after last program)

THE CEDAR FALLS PUBLIC LIBRARY

NETWORK NIRVANA

QUANTITY	DETAILS	UNIT PRICE	LINE TOTAL
1	Summer Teen Minecraft Program (1 Workshop)	255.00	255.00
	August Game Access (Included Free)		

1060
\$255.00 89-33 POTAL:YA

Discount	
Net Total	\$255.00
Tax	
USD TOTAL	\$255.00

Invoice

Waseskuk, Drew

Date: September 27, 2024
Invoice #: DW240927
Customer ID: CFPL

Bill To: Accounts Payable

Cedar Falls Public Library
524 Main ST
Cedar Falls, Ia 50613
319-268-5540

50.00 89-33 FOTL: Adult

Make all checks payable to Drew Waseskuk
Thank you for your business!

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

PAGE 1
ACCOUNTING PERIOD 12/2024

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	1,835.29	559,728.99	1,118.99-	100
*	PROPERTY TAXES	558,610.00	1,835.29	559,728.99	1,118.99-	100
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	1,118.33	10,907.93	3,907.93-	156
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	163.35	1,608.45	1,608.45-	0
101-1060-356.74-00	LIBRARY-LOST & PAID BOOKS	2,500.00	361.48	4,358.63	1,858.63-	174
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	750.00	.00	1,387.00	637.00-	185
101-1060-356.79-00	LIBRARY-OUTSIDE FUNDING	.00	.00	392.50	392.50-	0
101-1060-356.79-01	LIBRARY-ENDOWMENTS	92,000.00	.00	92,118.37	118.37-	100
101-1060-356.79-02	FRIENDS OF THE LIBRARY	30,000.00	308.23	33,107.95	3,107.95-	110
101-1060-356.81-00	LIBRARY-CO-LAB FEES	.00	11.50	289.85	289.85-	0
*	CHARGES FOR SERVICES	184,250.00	1,962.89	201,219.21	16,969.21-	109
**	GENERAL FUND	767,860.00	3,798.18	772,694.65	4,834.65-	101

REVENUE GUIDELINE
FOR FISCAL YEAR 2024
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ACCOUNTING PERIOD 12/2024

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
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		.00	.00	300,000.00	300,000.00-	0
USE OF MONEY & PROPERTY						
294-0000-361.01-00	CHECKING ACCT INTEREST	.00	172.48	1,226.90	1,226.90-	0
294-0000-361.03-00	CD/INVESTMENT INTEREST	.00	697.15	4,085.77	4,085.77-	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	USE OF MONEY & PROPERTY	.00	869.63	5,312.67	5,312.67-	0
**	LIBRARY RESERVE	.00	869.63	305,312.67	305,312.67-	0

REVENUE GUIDELINE
FOR FISCAL YEAR 2024
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ACCOUNTING PERIOD 12/2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		898,660.00	72,625.91	1,154,290.42	255,630.42-	128

EXPENDITURE GUIDELINE
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ACCOUNTING PERIOD 12/2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL		YTD ACTUAL	REMAINING BALANCE	% RECEIVED				
		REVISED BUDGET	MTD ACTUAL							
GENERAL FUND										
FINANCE & BUSINESS OPER.										
LIBRARY										
TRANSFERS										
101-1060-423.50-01	TRANSFERS TO GENERAL FUND	217,450.00	224,635.00	224,635.00	7,185.00-	103				
* TRANSFERS		217,450.00	224,635.00	224,635.00	7,185.00-	103				
PERSONAL SERVICES										
101-1060-423.61-01	FULL-TIME	700,000.00	56,854.15	722,150.44	22,150.44-	103				
101-1060-423.61-02	PART-TIME	390,270.00	31,169.49	381,638.02	8,631.98	98				
101-1060-423.62-01	PAYROLL	2,810.00	234.17	2,810.00	0.00	100				
101-1060-423.62-02	SEVERANCE	10,390.00	865.83	10,390.00	0.00	100				
101-1060-423.64-01	HEALTH INS. PREMIUMS	113,590.00	9,779.37	113,494.29	95.71	100				
101-1060-423.64-02	HEALTH INS. REIMBURSEMENT	2,200.00	250.55	1,126.86	1,073.14	51				
101-1060-423.64-03	LIFE INSURANCE	1,560.00	133.22	1,556.18	3.82	100				
101-1060-423.64-04	LTD INSURANCE	2,040.00	174.03	2,032.68	7.32	100				
101-1060-423.64-05	WORKMAN'S COMP. INS.	2,360.00	196.67	2,360.00	0.00	100				
101-1060-423.65-01	F.I.C.A.	84,180.00	6,601.01	82,757.53	1,422.47	98				
101-1060-423.66-01	I.P.E.R.S.	103,870.00	8,301.53	102,756.07	1,113.93	99				
* PERSONAL SERVICES		1,413,270.00	114,560.02	1,423,072.07	9,802.07-	99				
COMODITIES										
101-1060-423.71-01	OFFICE SUPPLIES	10,000.00	1,825.24	5,716.80	4,283.20	57				
101-1060-423.72-19	PRINTING	2,000.00	.00	.00	2,000.00	0				
101-1060-423.72-75	DISPLAY	2,050.00	.00	2,021.00	29.00	99				
101-1060-423.72-76	PUBLIC RELATIONS	3,300.00	.00	3,277.45	22.55	99				
101-1060-423.72-99	POSTAGE	15,350.00	1,186.33	11,982.54	3,367.46	78				
101-1060-423.73-06	BUILDING REPAIR	700.00	.00	.00	700.00	0				
* COMODITIES		33,400.00	3,011.57	22,997.79	10,402.21	69				
CONTRACTED SERVICES										
101-1060-423.81-01	PROFESSIONAL SERVICES	1,950.00	.00	195.00	1,755.00	10				
101-1060-423.81-12	COMPUTER SERVICES	84,620.00	7,051.67	84,620.00	0.00	100				
101-1060-423.81-91	LICENSES & SERVICE CONTRT	33,000.00	3,045.74	28,859.71	4,140.29	87				
101-1060-423.82-01	TELEPHONE	4,000.00	123.58	1,430.21	2,569.79	36				
101-1060-423.83-05	TRAVEL (FOOD/MILEAGE/LOD)	4,050.00	.00	3,316.62	733.38	82				
101-1060-423.83-06	EDUCATION	6,000.00	379.96	4,662.96	1,337.04	78				
101-1060-423.84-01	OPERATING INSURANCE	30,720.00	2,560.00	30,720.00	0.00	100				
101-1060-423.85-01	UTILITIES	90,750.00	13,264.26	64,695.68	26,054.32	71				
101-1060-423.86-01	REPAIR & MAINTENANCE	21,250.00	16,289.22	20,958.94	291.06	99				
101-1060-423.89-19	CO-LAB MATERIALS	150.00	.00	70.61	79.39	47				
101-1060-423.89-20	ADULT BOOKS	500.00	48.94	387.74	112.26	78				
101-1060-423.89-22	YOUTH BOOKS	.00	225.01	225.01	225.01-	0				
101-1060-423.89-24	ADULT AUDIO	50.00	.00	24.74	25.26	49				
101-1060-423.89-26	NON-PRINT RESOURCES	50.00	.00	20.00	30.00	40				
101-1060-423.89-33	FRIENDS SUPPORTED PROGRAM	30,000.00	902.46	33,134.47	3,134.47-	110				
101-1060-423.89-34	ENDOWMENT SUPPORTED PROG.	92,000.00	13,578.43	47,368.09	44,631.91	51				
* CONTRACTED SERVICES		399,090.00	57,469.27	320,689.78	78,400.22	80				
CAPITAL OUTLAY										
101-1060-423.92-01	STRUCTURE IMPROV & BLDGS	.00	.00	.00	0.00	0				
101-1060-423.93-01	EQUIPMENT	3,300.00	507.85	2,681.69	618.31	81				
* CAPITAL OUTLAY		3,300.00	507.85	2,681.69	618.31	81				
** LIBRARY		2,066,510.00	400,183.71	1,994,076.33	72,433.67	96				

EXPENDITURE GUIDELINE
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ACCOUNTING PERIOD 12/2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL		YTD ACTUAL	REMAINING BALANCE	% RECEIVED				
		REVISED BUDGET	MTD ACTUAL							
LIBRARY LEVY										
PERSONAL SERVICES										
101-1061-423.61-01	FULL-TIME	142,470.00	8,333.35	119,683.65	22,786.35	84				
101-1061-423.61-02	PART-TIME	20,190.00	1,019.00	13,482.02	6,707.98	67				
101-1061-423.62-01	PAYROLL	620.00	51.67	620.00	0.00	100				
101-1061-423.62-02	SEVERANCE	2,270.00	189.17	2,270.00	0.00	100				
101-1061-423.64-01	HEALTH INS. PREMIUMS	14,000.00	879.36	13,996.91	3.09	100				
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	247.14	72.86	77				
101-1061-423.64-04	LTD INSURANCE	420.00	21.84	323.93	96.07	77				
101-1061-423.64-05	WORKMAN'S COMP. INS.	330.00	27.50	330.00	0.00	100				
101-1061-423.65-01	F.I.C.A.	12,200.00	711.86	10,109.52	2,090.48	83				
101-1061-423.66-01	I.P.E.R.S.	15,060.00	882.84	12,442.67	2,617.33	83				
* PERSONAL SERVICES		208,340.00	12,133.24	173,505.84	34,834.16	83				
COMODITIES										
101-1061-423.71-11	TECHNICAL PROCESSING SUPP	57,500.00	2,660.26	29,740.83	27,759.17	52				
* COMODITIES		57,500.00	2,660.26	29,740.83	27,759.17	52				
CONTRACTED SERVICES										
101-1061-423.81-12	COMPUTER SERVICES	10,000.00	833.33	10,000.00	0.00	100				
101-1061-423.81-91	LICENSES & SERVICE CONTRT	66,000.00	1,375.00	65,830.94	169.06	100				
101-1061-423.81-92	TECHNOLOGY SERVICES	.00	.00	.00	0.00	0				
101-1061-423.83-06	EDUCATION	.00	.00	.00	0.00	0				
101-1061-423.89-19	CO-LAB MATERIALS	2,000.00	227.62	1,387.00	613.00	69				
101-1061-423.89-20	ADULT BOOKS	86,000.00	15,033.46	61,928.58	24,071.42	72				
101-1061-423.89-21	YOUNG ADULT BOOKS	30,000.00	3,456.68	19,897.56	10,102.44	66				
101-1061-423.89-22	YOUTH BOOKS	62,500.00	9,730.57	64,450.20	1,950.20-	103				
101-1061-423.89-23	LARGE PRINT BOOKS	12,000.00	1,090.33	7,033.11	4,966.89	59				
101-1061-423.89-24	ADULT AUDIO	13,500.00	774.70	5,283.39	8,216.61	39				
101-1061-423.89-25	ADULT VIDEO	50,000.00	1,448.58	8,421.75	41,578.25	17				
101-1061-423.89-26	NON-PRINT RESOURCES	41,000.00	3,254.95	34,368.01	6,631.99	84				
101-1061-423.89-29	NEWSPAPERS	2,800.00	780.00	2,580.90	219.10	92				
101-1061-423.89-31	PERIODICALS	7,300.00	24.98	5,765.80	1,534.20	79				
101-1061-423.89-35	YOUTH AUDIO	10,000.00	198.71	1,355.31	8,644.69	14				
101-1061-423.89-36	YOUTH VIDEO	15,000.00	944.49	5,716.11	9,283.89	38				
101-1061-423.89-37	YOUNG ADULT AUDIO	7,000.00	269.45	2,324.05	4,675.95	33				
101-1061-423.89-38	YOUNG ADULT VIDEO	5,000.00	680.54	743.52	4,256.48	15				
101-1061-423.89-42	ADULT E-MATERIALS	114,000.00	24,493.34	123,478.18	9,478.18-	108				
101-1061-423.89-44	YOUNG ADULT E-MATERIALS	12,000.00	11,156.92	18,854.58	6,854.58-	157				
101-1061-423.89-46	YOUTH E-MATERIALS	12,000.00	3,474.00	12,451.73	451.73-	104				
101-1061-423.89-47	LIBRARY OF THINGS	12,000.00	578.59	933.94	11,066.06	8				
* CONTRACTED SERVICES		570,100.00	79,826.24	452,804.66	117,295.34	79				
CAPITAL OUTLAY										
101-1061-423.92-01	STRUCTURE IMPROV & BLDGS	.00	.00	.00	0.00	0				
101-1061-423.93-01	EQUIPMENT	21,700.00	5,475.00	25,178.08	3,478.08-	116				
* CAPITAL OUTLAY		21,700.00	5,475.00	25,178.08	3,478.08-	116				
** LIBRARY LEVY		857,640.00	100,094.74	681,229.41	176,410.59	79				
*** FINANCE & BUSINESS OPER.		2,924,150.00	500,278.45	2,675,305.74	248,844.26	91				

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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	83.56	369.34	369.34-	0
* TRANSFERS		25,000.00	83.56	369.34	24,630.66	1
** ADMIN/LEGAL		25,000.00	83.56	369.34	24,630.66	1
*** ADMINISTRATIVE		25,000.00	83.56	369.34	24,630.66	1
**** GENERAL FUND		2,949,150.00	500,362.01	2,675,675.08	273,474.92	91

EXPENDITURE GUIDELINE
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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	20.00	125.00	34,875.00	0
*	CONTRACTED SERVICES	35,000.00	20.00	125.00	34,875.00	0
**	DATA PROCESSING	35,000.00	20.00	125.00	34,875.00	0
***	FINANCE & BUSINESS OPER.	35,000.00	20.00	125.00	34,875.00	0
****	DATA PROCESSING FUND	35,000.00	20.00	125.00	34,875.00	0

EXPENDITURE GUIDELINE
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ACCOUNTING PERIOD 12/2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		3,114,950.00	528,330.31	2,752,083.18	362,866.82	88

REVENUE GUIDELINE
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ACCOUNTING PERIOD 1/2025

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	.00	2,376.16	2,376.16	2,376.16-	0
*	PROPERTY TAXES	.00	2,376.16	2,376.16	2,376.16-	0
INTERGOVERNMENTAL						
101-1199-343.02-00	LIBRARY GRANTS	25,000.00	.00	.00	25,000.00	0
*	INTERGOVERNMENTAL	25,000.00	.00	.00	25,000.00	0
CHARGES FOR SERVICES						
101-1060-356.71-00	LIBRARY-COPY MACHINE	7,000.00	653.15	653.15	6,346.85	9
101-1060-356.72-00	LIBRARY-COUNTY TAX	32,000.00	.00	.00	32,000.00	0
101-1060-356.73-00	LIBRARY-FINES & FEES	.00	102.50	102.50	102.50-	0
101-1060-356.74-00	LIBRARY-LOST & PAID BOOKS	2,500.00	476.99	476.99	2,023.01	19
101-1060-356.75-00	LIBRARY-OPEN ACCESS FUNDS	20,000.00	.00	.00	20,000.00	0
101-1060-356.76-00	LIBRARY-REIMBURSEMENTS	.00	.00	.00	0.00	0
101-1060-356.78-00	LIBRARY-GIFTS & MEMORIALS	.00	.00	.00	0.00	0
101-1060-356.79-00	LIBRARY-OUTSIDE FUNDING	.00	409.00	409.00	409.00-	0
101-1060-356.79-01	LIBRARY-ENDOWMENTS	60,000.00	.00	.00	60,000.00	0
101-1060-356.79-02	FRIENDS OF THE LIBRARY	30,000.00	.00	.00	30,000.00	0
101-1060-356.81-00	LIBRARY-CO-LAB FEES	.00	71.60	71.60	71.60-	0
*	CHARGES FOR SERVICES	151,500.00	1,713.24	1,713.24	149,786.76	1
**	GENERAL FUND	176,500.00	4,089.40	4,089.40	172,410.60	2

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FOR FISCAL YEAR 2025
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ACCOUNTING PERIOD 1/2025

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	138.81	138.81	138.81-	0
294-0000-361.03-00	CD/INVESTMENT INTEREST	.00	625.04	625.04	625.04-	0
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*	USE OF MONEY & PROPERTY	.00	763.85	763.85	763.85-	0
**	LIBRARY RESERVE	.00	763.85	763.85	763.85-	0

REVENUE GUIDELINE
FOR FISCAL YEAR 2025
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ACCOUNTING PERIOD 1/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		305,430.00	5,503.25	5,503.25	299,926.75	2

EXPENDITURE GUIDELINE
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ACCOUNTING PERIOD 1/2025

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	301,270.00	.00	.00	301,270.00	0
* TRANSFERS		301,270.00	.00	.00	301,270.00	0
PERSONAL SERVICES						
101-1060-423.61-01	FULL-TIME	926,580.00	66,390.12	66,390.12	860,189.88	7
101-1060-423.61-02	PART-TIME	448,270.00	35,132.32	35,132.32	413,137.68	8
101-1060-423.62-01	PAYROLL	4,100.00	341.63	341.63	3,758.37	8
101-1060-423.62-02	SEVERANCE	15,100.00	1,258.37	1,258.37	13,841.63	8
101-1060-423.64-01	HEALTH INS. PREMIUMS	218,230.00	18,185.96	18,185.96	200,044.04	8
101-1060-423.64-02	HEALTH INS. REIMBURSEMENT	2,850.00	.00	.00	2,850.00	0
101-1060-423.64-03	LIFE INSURANCE	2,120.00	151.34	151.34	1,968.66	7
101-1060-423.64-04	LTD INSURANCE	2,780.00	197.75	197.75	2,582.25	7
101-1060-423.64-05	WORKMAN'S COMP. INS.	2,910.00	242.50	242.50	2,667.50	8
101-1060-423.65-01	F.I.C.A.	102,950.00	7,593.78	7,593.78	95,356.22	7
101-1060-423.66-01	I.P.E.R.S.	127,040.00	9,583.72	9,583.72	117,456.28	8
* PERSONAL SERVICES		1,852,930.00	139,077.49	139,077.49	1,713,852.51	8
COMODITIES						
101-1060-423.71-01	OFFICE SUPPLIES	10,000.00	.00	.00	10,000.00	0
101-1060-423.71-11	TECHNICAL PROCESSING SUPP	30,000.00	.00	.00	30,000.00	0
101-1060-423.72-19	PRINTING	2,000.00	.00	.00	2,000.00	0
101-1060-423.72-75	DISPLAY	2,000.00	.00	.00	2,000.00	0
101-1060-423.72-76	PUBLIC RELATIONS	1,200.00	.00	.00	1,200.00	0
101-1060-423.72-99	POSTAGE	17,500.00	.00	.00	17,500.00	0
101-1060-423.73-06	BUILDING REPAIR	4,000.00	.00	.00	4,000.00	0
* COMODITIES		66,700.00	.00	.00	66,700.00	0
CONTRACTED SERVICES						
101-1060-423.81-01	PROFESSIONAL SERVICES	5,000.00	.00	.00	5,000.00	0
101-1060-423.81-12	COMPUTER SERVICES	93,390.00	7,782.50	7,782.50	85,607.50	8
101-1060-423.81-91	LICENSES & SERVICE CONTRT	99,000.00	977.87	977.87	98,022.13	1
101-1060-423.82-01	TELEPHONE	4,000.00	123.59	123.59	3,876.41	3
101-1060-423.83-05	TRAVEL (FOOD/MILEAGE/LOD)	1,000.00	.00	.00	1,000.00	0
101-1060-423.83-06	EDUCATION	6,000.00	.00	.00	6,000.00	0
101-1060-423.84-01	OPERATING INSURANCE	27,310.00	2,275.87	2,275.87	25,034.13	8
101-1060-423.85-01	UTILITIES	112,500.00	.00	.00	112,500.00	0
101-1060-423.86-01	REPAIR & MAINTENANCE	7,000.00	134.26	134.26	6,865.74	2
101-1061-423.89-19	CO-LAB MATERIALS	2,000.00	.00	.00	2,000.00	0
101-1060-423.89-20	ADULT BOOKS	51,000.00	.00	.00	51,000.00	0
101-1060-423.89-21	YOUNG ADULT BOOKS	20,000.00	.00	.00	20,000.00	0
101-1060-423.89-22	YOUTH BOOKS	45,000.00	.00	.00	45,000.00	0
101-1060-423.89-23	LARGE PRINT BOOKS	6,500.00	.00	.00	6,500.00	0
101-1060-423.89-24	ADULT AUDIO	7,500.00	.00	.00	7,500.00	0
101-1060-423.89-25	ADULT VIDEO	17,000.00	.00	.00	17,000.00	0
101-1060-423.89-26	NON-PRINT RESOURCES	35,000.00	.00	.00	35,000.00	0
101-1060-423.89-29	NEWSPAPERS	3,000.00	.00	.00	3,000.00	0

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF JULY 2024

PAGE 2
ACCOUNTING PERIOD 1/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL		YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		REVISED BUDGET	MTD ACTUAL			
101-1060-423.89-31	PERIODICALS	8,000.00	.00	.00	8,000.00	0
101-1060-423.89-33	FRIENDS SUPPORTED PROGRAM	30,000.00	.00	.00	30,000.00	0
101-1060-423.89-34	ENDOWMENT SUPPORTED PROG.	60,000.00	1,200.00	1,200.00	58,800.00	2
101-1060-423.89-35	YOUTH AUDIO	2,000.00	.00	.00	2,000.00	0
101-1060-423.89-36	YOUTH VIDEO	2,000.00	.00	.00	2,000.00	0
101-1060-423.89-37	YOUNG ADULT AUDIO	3,000.00	.00	.00	3,000.00	0
101-1060-423.89-38	YOUNG ADULT VIDEO	2,000.00	.00	.00	2,000.00	0
101-1060-423.89-42	ADULT E-MATERIALS	50,000.00	.00	.00	50,000.00	0
101-1060-423.89-44	YOUNG ADULT E-MATERIALS	10,000.00	.00	.00	10,000.00	0
101-1060-423.89-46	YOUTH E-MATERIALS	13,000.00	.00	.00	13,000.00	0
101-1060-423.89-47	LIBRARY OF THINGS	1,000.00	.00	.00	1,000.00	0
* CONTRACTED SERVICES		723,200.00	12,494.09	12,494.09	710,705.91	2
** LIBRARY LEVY		2,944,100.00	151,571.58	151,571.58	2,792,528.42	5
*** FINANCE & BUSINESS OPER.		2,944,100.00	151,571.58	151,571.58	2,792,528.42	5

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF JULY 2024

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ACCOUNTING PERIOD 1/2025

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		2,969,100.00	151,571.58	151,571.58	2,817,528.42	5

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF JULY 2024

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ACCOUNTING PERIOD 1/2025

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	10.00	34,990.00	0
*	CONTRACTED SERVICES	35,000.00	10.00	10.00	34,990.00	0
**	DATA PROCESSING	35,000.00	10.00	10.00	34,990.00	0
***	FINANCE & BUSINESS OPER.	35,000.00	10.00	10.00	34,990.00	0
****	DATA PROCESSING FUND	35,000.00	10.00	10.00	34,990.00	0

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF JULY 2024

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ACCOUNTING PERIOD 1/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		3,133,030.00	154,505.10	154,505.10	2,978,524.90	5

REVENUE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF AUGUST 2024

PAGE 1
ACCOUNTING PERIOD 2/2025

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	.00	.00	2,376.16	2,376.16-	0
*	PROPERTY TAXES	.00	.00	2,376.16	2,376.16-	0
INTERGOVERNMENTAL						
101-1199-343.02-00	LIBRARY GRANTS	25,000.00	.00	.00	25,000.00	0
*	INTERGOVERNMENTAL	25,000.00	.00	.00	25,000.00	0
CHARGES FOR SERVICES						
101-1060-356.71-00	LIBRARY-COPY MACHINE	7,000.00	1,023.99	1,677.14	5,322.86	24
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	90.00	192.50	192.50-	0
101-1060-356.74-00	LIBRARY-LOST & PAID BOOKS	2,500.00	275.00	751.99	1,748.01	30
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	400.00	400.00	400.00-	0
101-1060-356.79-00	LIBRARY-OUTSIDE FUNDING	.00	.00	409.00	409.00-	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	2,475.11	2,475.11	27,524.89	8
101-1060-356.81-00	LIBRARY-CO-LAB FEES	.00	58.10	129.70	129.70-	0
*	CHARGES FOR SERVICES	151,500.00	4,322.20	6,035.44	145,464.56	4
**	GENERAL FUND	176,500.00	4,322.20	8,411.60	168,088.40	5

REVENUE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF AUGUST 2024

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ACCOUNTING PERIOD 2/2025

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	150.93	289.74	289.74-	0
294-0000-361.03-00	CD/INVESTMENT INTEREST	.00	915.32	1,540.36	1,540.36-	0
*	USE OF MONEY & PROPERTY	.00	1,066.25	1,830.10	1,830.10-	0
**	LIBRARY RESERVE	.00	1,066.25	1,830.10	1,830.10-	0

REVENUE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF AUGUST 2024

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ACCOUNTING PERIOD 2/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		305,430.00	11,813.45	17,316.70	288,113.30	6

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF AUGUST 2024

PAGE 1
ACCOUNTING PERIOD 2/2025

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	301,270.00	.00	.00	301,270.00	0
* TRANSFERS		301,270.00	.00	.00	301,270.00	0
PERSONAL SERVICES						
101-1060-423.61-01	FULL-TIME	926,580.00	68,518.11	134,908.23	791,671.77	15
101-1060-423.61-02	PART-TIME	448,270.00	36,386.33	71,518.65	376,751.35	16
101-1060-423.62-01	PAYROLL	4,100.00	341.67	683.30	3,416.70	17
101-1060-423.62-02	SEVERANCE	15,100.00	1,258.33	2,516.70	12,583.30	17
101-1060-423.64-01	HEALTH INS. PREMIUMS	218,230.00	18,185.81	36,371.77	181,858.23	17
101-1060-423.64-02	HEALTH INS. REIMBURSEMENT	2,850.00	10.52	10.52	2,839.48	0
101-1060-423.64-03	LIFE INSURANCE	2,120.00	161.41	312.75	1,807.25	15
101-1060-423.64-04	LTD INSURANCE	2,780.00	211.00	408.75	2,371.25	15
101-1060-423.64-05	WORKMAN'S COMP. INS.	2,910.00	242.50	485.00	2,425.00	17
101-1060-423.65-01	F.I.C.A.	102,950.00	7,853.44	15,447.22	87,502.78	15
101-1060-423.66-01	I.P.E.R.S.	127,040.00	9,902.92	19,486.64	107,553.36	15
* PERSONAL SERVICES		1,852,930.00	143,072.04	282,149.53	1,570,780.47	15
COMODITIES						
101-1060-423.71-01	OFFICE SUPPLIES	10,000.00	.00	.00	10,000.00	0
101-1060-423.71-11	TECHNICAL PROCESSING SUPP	30,000.00	.00	.00	30,000.00	0
101-1060-423.72-19	PRINTING	2,000.00	.00	.00	2,000.00	0
101-1060-423.72-75	DISPLAY	2,000.00	.00	.00	2,000.00	0
101-1060-423.72-76	PUBLIC RELATIONS	1,200.00	.00	.00	1,200.00	0
101-1060-423.72-99	POSTAGE	17,500.00	7,968.76	7,968.76	9,531.24	46
101-1060-423.73-06	BUILDING REPAIR	4,000.00	.00	.00	4,000.00	0
* COMODITIES		66,700.00	7,968.76	7,968.76	58,731.24	12
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	93,390.00	7,782.50	15,565.00	77,825.00	17
101-1060-423.81-91	LICENSES & SERVICE CONTRT	99,000.00	11,877.27	12,855.14	86,144.86	13
101-1060-423.82-01	TELEPHONE	4,000.00	123.59	247.18	3,752.82	6
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	317.00	317.00	5,683.00	5
101-1060-423.84-01	OPERATING INSURANCE	27,310.00	2,275.83	4,551.70	22,758.30	17
101-1060-423.85-01	UTILITIES	112,500.00	.00	.00	112,500.00	0
101-1060-423.86-01	REPAIR & MAINTENANCE	7,000.00	109.07	243.33	6,756.67	3
101-1061-423.89-19	CO-LAB MATERIALS	2,000.00	73.06	73.06	1,926.94	4
101-1060-423.89-20	ADULT BOOKS	51,000.00	3,404.70	3,404.70	47,595.30	7
101-1060-423.89-21	YOUNG ADULT BOOKS	20,000.00	870.68	870.68	19,129.32	4
101-1060-423.89-22	YOUTH BOOKS	45,000.00	2,167.58	2,167.58	42,832.42	5
101-1060-423.89-23	LARGE PRINT BOOKS	6,500.00	86.33	86.33	6,413.67	1
101-1060-423.89-24	ADULT AUDIO	7,500.00	833.50	833.50	6,666.50	11
101-1060-423.89-25	ADULT VIDEO	17,000.00	196.50	196.50	16,803.50	1
101-1060-423.89-26	NON-PRINT RESOURCES	35,000.00	20,655.11	20,655.11	14,344.89	59
101-1060-423.89-29	NEWSPAPERS	3,000.00	.00	.00	3,000.00	0

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
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ACCOUNTING PERIOD 2/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL		YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		REVISED BUDGET	MTD ACTUAL			
101-1060-423.89-31	PERIODICALS	8,000.00	166.45	166.45	7,833.55	2
101-1060-423.89-33	FRIENDS SUPPORTED PROGRAM	30,000.00	1,175.97	1,175.97	28,824.03	4
101-1060-423.89-34	ENDOWMENT SUPPORTED PROG.	60,000.00	6,379.34	7,579.34	52,420.66	13
101-1060-423.89-35	YOUTH AUDIO	2,000.00	18.14	18.14	1,981.86	1
101-1060-423.89-36	YOUTH VIDEO	2,000.00	751.99	751.99	1,248.01	38
101-1060-423.89-37	YOUNG ADULT AUDIO	3,000.00	39.56	39.56	2,960.44	1
101-1060-423.89-38	YOUNG ADULT VIDEO	2,000.00	53.90	53.90	1,946.10	3
101-1060-423.89-42	ADULT E-MATERIALS	50,000.00	14,327.91	14,327.91	35,672.09	29
101-1060-423.89-44	YOUNG ADULT E-MATERIALS	10,000.00	.00	.00	10,000.00	0
101-1060-423.89-46	YOUTH E-MATERIALS	13,000.00	799.00	799.00	12,201.00	6
101-1060-423.89-47	LIBRARY OF THINGS	1,000.00	.00	.00	1,000.00	0
* CONTRACTED SERVICES		723,200.00	74,484.98	86,979.07	636,220.93	12
** LIBRARY LEVY		2,944,100.00	225,525.78	377,097.36	2,567,002.64	13
*** FINANCE & BUSINESS OPER.		2,944,100.00	225,525.78	377,097.36	2,567,002.64	13

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF AUGUST 2024

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ACCOUNTING PERIOD 2/2025

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	9.96	9.96	9.96-	0
* TRANSFERS		25,000.00	9.96	9.96	24,990.04	0
** ADMIN/LEGAL		25,000.00	9.96	9.96	24,990.04	0
*** ADMINISTRATIVE		25,000.00	9.96	9.96	24,990.04	0
**** GENERAL FUND		2,969,100.00	225,535.74	377,107.32	2,591,992.68	13

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF AUGUST 2024

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ACCOUNTING PERIOD 2/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
LIBRARY RESERVE						
FINANCE & BUSINESS OPER.						
LIBRARY						
CONTRACTED SERVICES						
294-1060-423.89-23	LARGE PRINT BOOKS	.00	436.30	436.30	436.30-	0
*	CONTRACTED SERVICES	.00	436.30	436.30	436.30-	0
**	LIBRARY	.00	436.30	436.30	436.30-	0
***	FINANCE & BUSINESS OPER.	.00	436.30	436.30	436.30-	0
****	LIBRARY RESERVE	.00	436.30	436.30	436.30-	0

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FOR FISCAL YEAR 2025
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ACCOUNTING PERIOD 2/2025

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	20.00	34,980.00	0
*	CONTRACTED SERVICES	35,000.00	10.00	20.00	34,980.00	0
**	DATA PROCESSING	35,000.00	10.00	20.00	34,980.00	0
***	FINANCE & BUSINESS OPER.	35,000.00	10.00	20.00	34,980.00	0
****	DATA PROCESSING FUND	35,000.00	10.00	20.00	34,980.00	0

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
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ACCOUNTING PERIOD 2/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		3,133,030.00	228,969.27	383,474.37	2,749,555.63	12

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

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

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

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

ENC	Atrium Windows 2023		(\$17,500.00)
ENC	Library Automated Materials Handler		(\$103,000.00)
<hr/>			
			(\$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)
<hr/>			
			\$52,975.65 \$27,156.58 \$0.00
2025	31-Dec-24	\$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
<hr/>			

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

2010	Anticipated programming requests balance of \$10,000 budget		(\$358.88)		
2010	Unspent anticipated programming requests		\$358.88		
				(\$299.76)	\$27,960.34
					(\$15,641.12)
2011	31-Dec-10	\$399,417.36			
	Allocation for 2011	\$368,036.61	4%	\$14,721.46 (average of 12/31/07, 12/31/08, 12/31/09 FMV)	
May-11	Genealogy Month			(\$725.67)	
May-11	Young Adult Author-In-Residence			(\$6,400.38)	
May-11	Cedar Valley's Youth Read Project			(\$4,079.66)	
May-12	Murder Mystery 4			(\$2,031.35)	
2011	Anticipated programming requests balance of \$15,000 budget			(\$1,762.94)	
2011	Unspent anticipated programming requests			\$1,762.94	
				\$1,484.40	\$29,444.74
					(\$13,237.06)
2012	31-Dec-11	\$374,970.59			
	Allocation for 2012	\$356,638.57	4%	\$14,265.54 (average of 12/31/08, 12/31/09, 12/31/10 FMV)	
May-12	Cedar Valley's Youth Read Project			(\$4,520.00)	
Jun-13	Traveling Tales			(\$4,984.34)	
	<u>Other Library Programming/Projects (budgeted:</u>				
	<u>\$20,000)*</u>			(\$12,264.02)	
	Unspent anticipated programming requests			\$12,264.02	
Mar-12	*Adult Winter Crafts (part of other library programming)			(\$1,050.00)	
Mar-12	*Genealogy Month (part of other library programming)			(\$396.40)	
Nov-12	*Circulating E-readers (part of other library programming)			(\$4,489.58)	
Nov-12	*Adult Winter Crafts (part of other library programming)			(\$1,800.00)	
				(\$2,974.78)	\$26,469.97
					(\$17,240.32)
2013	31-Dec-12	\$406,434.22			
	Allocation for 2013	\$379,792.37	4%	\$15,191.69 (average of 12/31/09, 12/31/10, 12/31/11 FMV)	
May-13	Genealogy Month			(\$1,130.00)	
Jun-13	Cedar Valley's Youth Read Project			(\$3,515.00)	
May-13	Murder Mystery 5			(\$1,834.75)	
Jun-14	WCFSO Ensembles in Schools			(\$4,000.00)	

<u>Other Library Programming/Projects (budgeted:</u>			
<u>\$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:</u>			
<u>\$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:</u>			
<u>\$25,000)*</u>			(\$17,900.96)
Unspent anticipated programming requests			\$17,900.96 unspent

Apr-15	*Bridge to Reading 2015 (part of other library programming)		(\$2,716.00)
Sep-15	*Author: Bill Dedman (part of other library programming)		(\$2,383.04)
Jan-17	*WCF Symphony & Lollipop Concert (part of other library programming)		(\$2,000.00)
			(\$22,475.72) \$8,378.78 (\$38,937.85)
2016	31-Dec-15	\$436,067.00	
	Allocation for 2016	\$438,490.07	4%
Mar-16	Murder Mystery 2016		(\$2,312.48)
CANCEL	Youth Nooks		(\$2,600.00)
	Canceled Youth Nooks		\$2,600.00
Jan-17	SummerFest 2016		(\$2,432.37)
Jan-17	WCF Symphony & Lollipop Concert		(\$2,000.00) spent
			\$10,794.75 \$19,173.53 (\$6,744.85)
2017	31-Dec-16	\$451,378.20	
	Allocation for 2017	\$448,367.66	4%
Apr-18	LitCon 2017		(\$2,902.04)
	Miscellaneous (budgeted: \$10,000)*		(\$3,216.21) unspent
	*Unspent Miscellaneous		\$3,216.21 unspent
Apr-18	*WCF Symphony & Lollipop Concert (\$2,000-Part of Miscellaneous)		(\$2,000.00) spent
	*Traveling Tales 2017 (\$2,000-Part of Miscellaneous)		(\$710.07) spent
	*Laser Tag 2017 (\$3,500-Part of Miscellaneous)		(\$2,175.00) spent
	*Bridge to Reading (\$2,000-Part of Miscellaneous)		(\$1,898.72) spent
			\$8,248.88 \$27,422.41 (\$9,685.83)
2018	31-Dec-17	\$490,729.89	
	Allocation for 2018	\$447,742.00	4%
	LitCon 2018		(\$12,684.47) spent
	Murder Mystery 2018		(\$2,100.00) spent
	Miscellaneous (budgeted: \$10,000)*		(\$7,001.58) unspent
	*Unspent Miscellaneous		\$7,001.58 unspent

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

				(\$15,296.54)	\$30,668.65	(\$34,464.00)
2022	31-Dec-21	\$586,789.86				
	Allocation for 2022	\$493,312.74	4%	\$19,732.51 (average of 12/31/18, 12/31/19, 12/31/20 FMV)		
	Cedar Valley's Youth Read 2022			(\$10,000.00) spent		
	Bridge to Reading 2022			(\$3,402.00) spent		
					\$6,330.51	\$36,999.16
						(\$13,402.00)
2023	31-Dec-22	\$435,675.96				
	Allocation for 2023	\$541,108.68	4%	\$21,644.35 (average of 12/31/19, 12/31/20, 12/31/21 FMV)		
	Bridge to Reading 2023			(\$3,421.00) spent		
	Cedar Valley Children's Book Festival			(\$7,452.66) spent		
ENC	Drive-up Book Return Replacement 2023			(\$3,100.00)		
					\$7,670.69	\$44,669.84
						(\$13,973.66)
2024	31-Dec-23	\$497,041.15				
	Allocation for 2024	\$518,524.76	4%	\$20,740.99 (average of 12/31/20, 12/31/21, 12/31/22 FMV)		
ENC	20th Anniversary 2024			\$5,000.00		
ENC	Adventure Pass 2024			(\$2,000.00)		
ENC	Bridge to Reading 2024			(\$4,000.00)		
ENC	Prenatal Programs 2024			(\$6,500.00)		
					\$13,240.99	\$57,910.83
						(\$7,500.00)
2025	31-Dec-24					
	Allocation for 2025	\$506,502.32	4%	\$20,260.09 (average of 12/31/21, 12/31/22, 12/31/23 FMV)		
					\$20,260.09	\$78,170.93
						\$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)	Total	Expended
					Annual	Underspent / (Overspent)	
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%
PLAN	Young Adult Author Visit		(\$15,000.00)
CANCEL	Young Adult Author Visit		\$15,000.00
Jun-13	Newpaper 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%
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)
2015	31-Dec-14	\$1,486,222.92
	Allocation for 2015	\$1,349,753.21
ENC	Meeting Room AV Upgrade (revised)	4% \$53,990.13 (average of 12/31/11, 12/31/12, 12/31/13 FMV)
Jan-17	Children's Literature Festival 2015	(\$17,000.00)
Jun-15	Cedar Valley's Youth Read 2015	(\$6,200.29)
	Audio Visual Collection Enhancement (year 2 of 5)	(\$6,075.00)
		(\$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)	
	Audio Visual Collection Enhancement (per year for 5 years, year 4 of 5)				(\$11,821.65) spent	
	Jun-17 Murder Mystery 2017				(\$2,103.00) spent	
	Apr-17 Children's Book Festival 2017				(\$8,862.82) spent	
	Apr-17 Garth Stein (author, Book Club Bonanza)				(\$8,000.00) reimbursed	
	Apr-17 Cedar Valley Youth Reads 2017				(\$4,300.24) spent	
	Apr-17 SLP 2017				(\$25,000.00) reimbursed	
	MakerSpace Equipment				(\$10,216.46) spent	
	Apr-18 Library Furniture				(\$20,000.00) reimbursed	
	Apr-18 Ematerials				(\$9,980.15) spent	
	Miscellaneous (budgeted: \$5,000)*				(\$2,395.03) unspent	
	*Unspent Miscellaneous				\$2,395.03 unspent	
	*Virtual Reality Equipment (\$3,000-Part of Miscellaneous)				(\$1,604.97) spent	
	Apr-18 *Bridge to Reading (\$1,000-Part of Miscellaneous)				(\$1,000.00) spent	
					(\$44,379.17)	\$17,744.36
						-\$102,889.29
2018	31-Dec-17		\$1,676,829.14			

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

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

				\$24,875.49	\$37,237.25	(\$37,122.59)
2021	31-Dec-20	\$1,714,066.54				
	Allocation for 2021	\$1,589,127.56	4%	\$63,565.10 (average of 12/31/17, 12/31/18, 12/31/19 FMV)		
	2021 Summer Library Program	(\$14,625.46) spent				
	Storywalk 2021	(\$8,292.34) spent				
	Youth Browsing Bins	(\$62,994.60) spent				
				(\$22,347.30)	\$14,889.95	(\$85,912.40)
2022	31-Dec-21	\$1,853,298.98				
	Allocation for 2022	\$1,601,540.03	4%	\$64,061.60 (average of 12/31/18, 12/31/19, 12/31/20 FMV)		
	Adventure Pass 2022	(\$2,107.90) spent				
	Summer Library Program 2022	(\$18,870.54) spent				
	SummerFest 2022	(\$4,012.20) spent				
	Library Branding	(\$45,000.00) spent				
				(\$5,929.04)	\$8,960.91	(\$69,990.64)
2023	31-Dec-22	\$1,409,285.61				
	Allocation for 2023	\$1,727,755.68	4%	\$69,110.23 (average of 12/31/19, 12/31/20, 12/31/21 FMV)		
	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)
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	Midwest French Creole Program 2024	(\$1,750.00)
ENC	Summer Library Program 2024	(\$24,000.00)
		\$26,248.56 \$40,574.99 (\$36,750.00)

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)
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\$64,964.49	\$105,539.48	\$0.00
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Mentioned in Long Range Financial Plan		Year	Amount				
PLAN	planning stage; no written request						
REQ	request has been written and submitted to Finance Committee, Library Board, Foundation Board for approval						
ENC	request has been approved by Library Board and Foundation Board						

Budget Year	Date	Fair Market Value	Percent to Spend	Earned/ (Expended)	Underspent / (Overspent) Annual	Total Underspent / (Overspent)	Expended
2012	2/15/2012 (original deposit)	\$43,841.56					
	8/8/2012 (additional deposit)			\$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)			\$171.43			
	Distribution for 2013			(\$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
2022	31-Dec-21	\$71,159.63	4%	\$2,846.39		\$0.00
					\$2,846.39	\$23,784.36
2023	31-Dec-22	\$57,142.55	4%	\$2,285.70		\$0.00
					\$2,285.70	\$26,070.06
2024	31-Dec-23	\$64,763.54	4%	\$2,590.54		\$0.00
					\$2,590.54	\$28,660.61
2025	31-Dec-24		4%	\$0.00		
					\$0.00	\$28,660.61

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			
2022	31-Dec-21	\$78,575.26		\$78,575.26	\$70,468.56	\$70,468.56	\$0.00
	Dolly Parton's Imagination Library			(\$10,000.00) spent			
	Youth Browsing Bins			(\$41,996.40) spent			
2023	31-Dec-22	\$16,277.34		\$16,277.34	\$26,578.86	\$97,047.42	(\$51,996.40)
	Redfern Display Case			(\$2,500.00) spent			
2024	31-Dec-23	\$17,418.76		\$17,418.76	\$13,777.34	\$110,824.76	(\$2,500.00)
2025	31-Dec-24			\$0.00	\$17,418.76	\$128,243.52	\$0.00
					\$0.00	\$128,243.52	\$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				

	24-Jul	24-Aug	FY25
Customer Count	19,376	17,048	36,424
Hours Open	276	278	554
Total Circulation	43,135	39,153	82,288
Adult	13,623	12,488	26,111
Young Adult	2,368	1,954	4,322
Youth	18,108	16,115	34,223
Interlibrary Loan (cf to other)	186	153	339
<i>Interlibrary Loan (other to cf)</i>	131	155	286
CFPL @UNI	19	19	38
WPL	1,240	1,172	2,412
Library of Things	138	123	261
Total Physical Circulation	34,099	30,557	64,656
Overdrive	6,653	6,339	12,992
Hoopla	1,472	1,462	2,934
Freegal Downloadable Music	911	795	1,706
Total eresource Circulation	9,036	8,596	17,632
County	4,692	4,200	8,892
Open Access	2,645	2,344	4,989
Reference Service	478	513	991
Reference Desk	135	252	387
Youth Desk	307	226	533
YA Desk	0	0	0
Circulation	36	35	71
Titles Added	549	562	1,111
Items Added	646	686	1,332
Items Withdrawn	679	535	1,214
Meeting Room Use	27	38	65
Conference Room	13	7	20
Meeting Room	7	12	19
Co-Lab Room	7	19	26
YA/Youth Area	0	0	0
Youth Programs			
Events/Programs	43	29	72
Event Attendance	2,650	697	3,347
Outreach Services	2	1	3
Outreach Attendance	149	30	179
Teacher Units	0	13	13

Adult Programs			
Outreach Services	5	2	7
Outreach Attendance	33	591	624
Library Attendance	649	134	783
Library Activities	19	13	32
Young Adult Programs			
Library Attendance	55	41	96
Library Activities	10	5	15
Computer Usage	2,070	1,989	4,059
Netbook/iPad Circulation	4	3	7

	23-Aug	24-Aug	24-Jul
Customer Count	16,066	17,048	19,376
Hours Open	283	278	276
Total Circulation	37,737	39,153	43,135
Adult	12,835	12,488	13,623
Young Adult	1,877	1,954	2,368
Youth	15,208	16,115	18,108
Interlibrary Loan (cf to other)	203	153	186
<i>Interlibrary Loan (other to cf)</i>	117	155	131
CFPL @UNI	11	19	19
WPL	1,325	1,172	1,240
<i>Library of Things</i>	89	123	138
Physical Circulation	29,920	30,557	34,099
Overdrive	5,716	6,339	6,653
Hoopla	1,107	1,462	1,472
Freegal Downloadable Music	994	795	911
eresources Circulation	7,817	8,596	9,036
County	379	4,200	4,692
Open Access	5,190	2,344	2,645
Reference Service	544	513	478
Reference Desk	254	252	135
Youth Desk	258	226	307
YA Desk	0	0	0
Circulation	32	35	36
Titles Added	577	562	549
Items Added	786	686	646
Items Withdrawn	849	535	679
Meeting Room Use	30	38	27
Conference Room	10	7	13
Meeting Room	9	12	7
Co-Lab Room	11	19	7
YA/Youth Area	0	0	0
Youth Programs			
Events/Programs	22	29	43
Event Attendance	439	697	2,650
Outreach Services	1	1	2
Outreach Attendance	19	30	149
Teacher Units	14	13	0

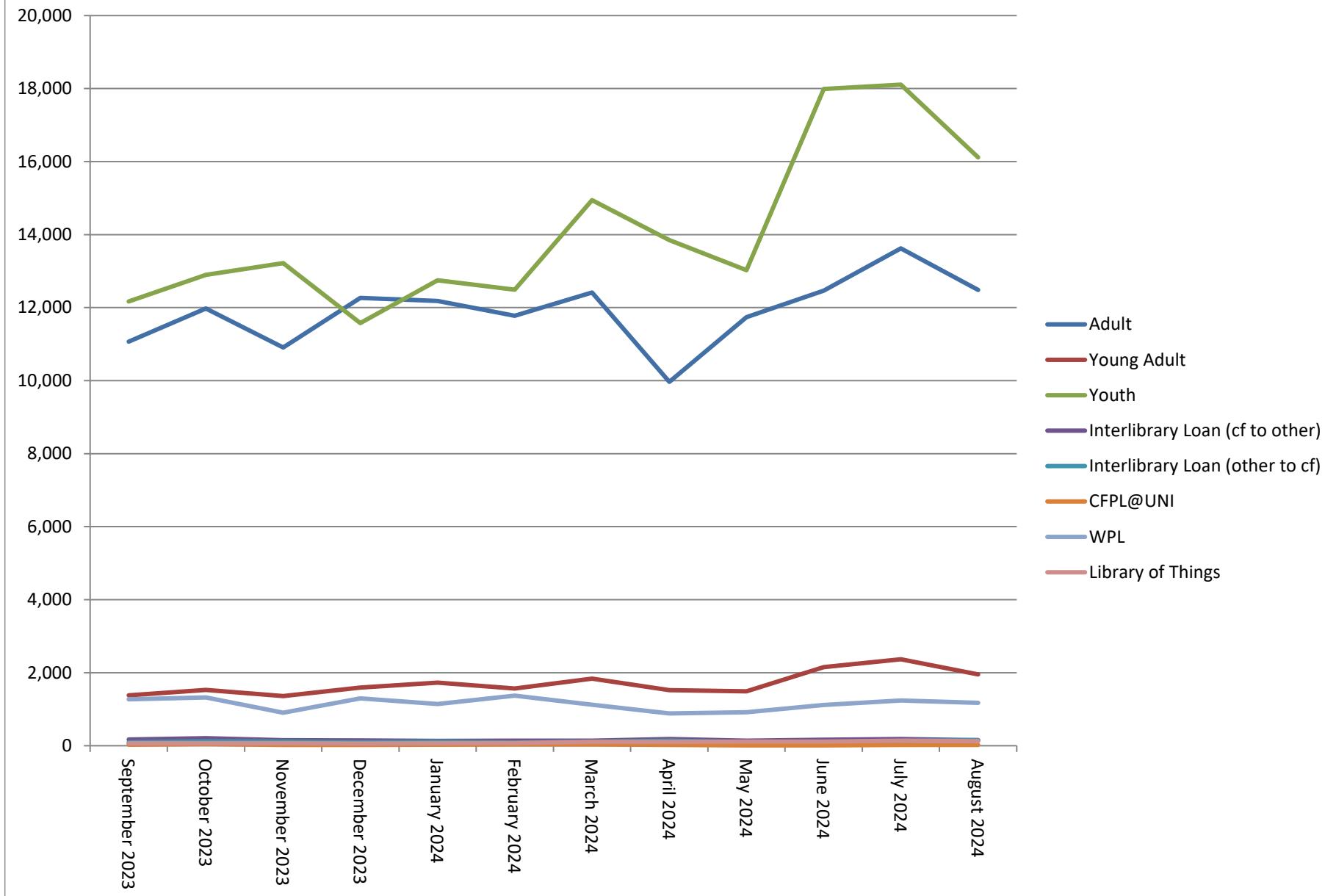
Adult Programs			
Outreach Services	7	2	5
Outreach Attendance	821	591	33
Library Attendance	58	134	649
Library Activities	10	13	19
Young Adult Programs			
Library Attendance	101	41	55
Library Activities	9	5	10
Computer Usage	2,023	1,989	2,070
Netbook/iPad Circulation	0	3	4

		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

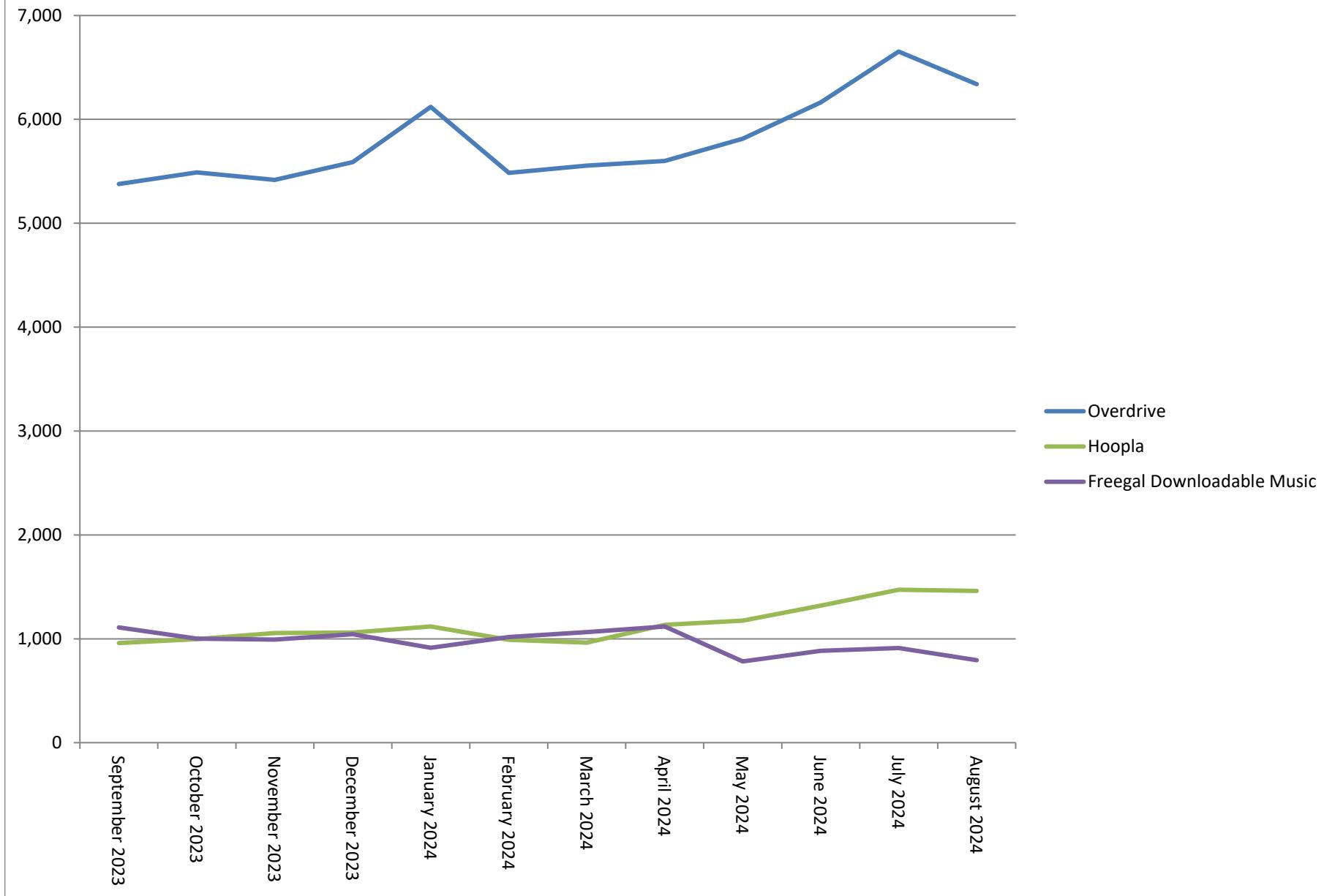
		Blank Park Zoo	Botanical of Des Moines	Grout Museum District	Science Center of Iowa	
2024	April	6	5	4	4	
	May	10	2	5	2	
	June	19	5	9	5	
	July	20	6	18	10	
	August	16	5	13	7	

Date	Day of Week	Patron Count	
		Curbside	Building
9/1/2024	Sunday		
9/2/2024	Monday		
9/3/2024	Tuesday	0	609
9/4/2024	Wednesday	0	661
9/5/2024	Thursday	0	409
9/6/2024	Friday	0	597
9/7/2024	Saturday	0	542
9/8/2024	Sunday	335	
9/9/2024	Monday	0	583
9/10/2024	Tuesday	0	464
9/11/2024	Wednesday	0	572
9/12/2024	Thursday	0	416
9/13/2024	Friday	0	421
9/14/2024	Saturday	0	492
9/15/2024	Sunday	295	
9/16/2024	Monday	0	659
9/17/2024	Tuesday	0	506
9/18/2024	Wednesday	0	666
9/19/2024	Thursday	0	344
9/20/2024	Friday		
9/21/2024	Saturday	0	749
9/22/2024	Sunday	271	
9/23/2024	Monday	0	622
9/24/2024	Tuesday	0	582
9/25/2024	Wednesday	0	634
9/26/2024	Thursday	0	410
9/27/2024	Friday		
9/28/2024	Saturday		
9/29/2024	Sunday		
9/30/2024	Monday		
Total		0	11,839

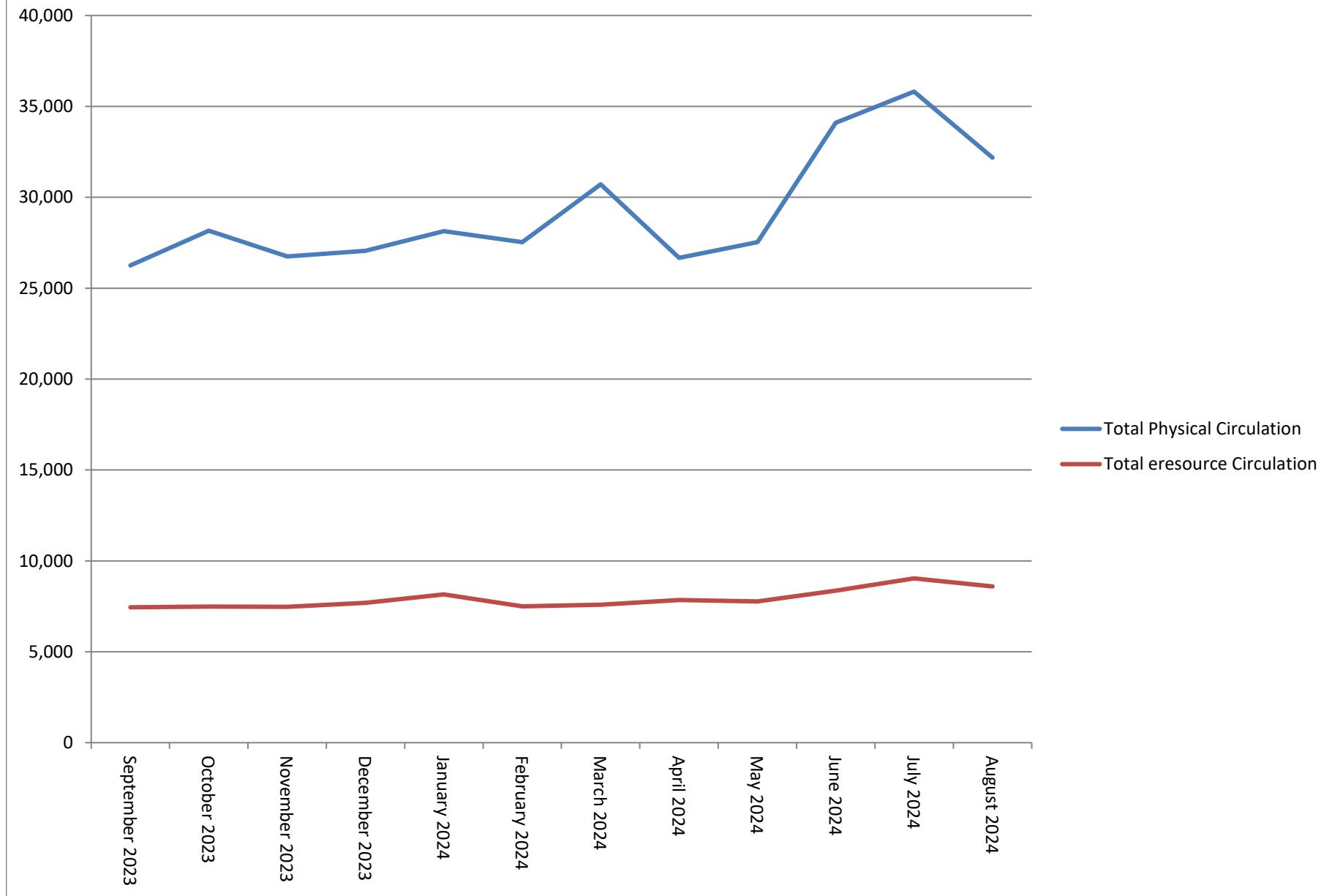
Physical Collection



eResource Collection



Physical VS eResource



CFD 2159: Personnel Policy – Severance Pay

Approved September 16, 2024~~March 7, 2022~~ by the Cedar Falls City Council
~~Received and Filed August 21, 2023 by the Cedar Falls City Council~~

POLICY:

It is the Policy of the City of Cedar Falls to provide severance pay to qualifying terminating employees in accordance with the below guidelines.

PROCEDURES:

1. **General Guidance.**
 - A. Employees hired on or before July 1, 1983, have the sick leave severance program they elected in writing and filed with the Financial Services Division. Non-union employees hired on or before July 1, 1983, have the option to elect the formula set forth in Comment #2 by filing a written election with the Financial Services Division no later than June 30, 2004.
 - B. Full-time employees hired after July 1, 1983, and before July 1, 1989, will be paid for unused sick leave remaining as of their termination date using the following formula:
 - 1). 0 – 720 hours remaining: No severance pay
 - 2). More than 720 hours but equal to or less than 1440 hours remaining: 100% payment for the hours remaining over 720 hours up to a maximum of 1440 hours
 - 3). More than 1440 hours remaining: 50% payment for the remaining hours
 - 4). Example: 400 hours remaining equals No severance pay
 - 5). Example: 1200 hours remaining equals 480 hours of severance pay: $(1200 - 720 = 480 \times 100\% = 480)$
 - 6). Example: 2000 hours remaining equals 1000 hours of severance pay: $(50\% \times 2000 = 1000)$
 - C. A “day” of unused sick leave for 8-hour ~~work-day~~workday employees is equal to 8 hours for purposes of this policy.
 - D. A “day” of unused sick leave for less than 8-hour ~~work-day~~workday employees is equal to the hours normally worked for purposes of this policy.
 - E. A “day” of unused sick leave for more than ~~8-hour~~8-hour work day employees is equal to 8 hours for purposes of this policy. This would include eligible ~~24-hour~~24-hour shift employees.
 - F. Employees hired after July 1, 1989 are not eligible for any sick leave severance benefits to be paid to them in cash. However, effective July 1, 2004, employees hired after July 1, 1989 who are non-union, and who have given timely written notice of resignation or retirement in accordance with *CFD 2113: Termination of Employment* and *CFD 2114: Retirement*, shall

be eligible to use any sick leave accruals remaining after application of the formula set forth in Paragraph B for future medical insurance premiums for the employee and, if eligible, the employee's spouse and/or children. For purposes of this policy the term "medical insurance" shall include group health and prescription coverage, but not dental, vision, or any other coverage. Also for purposes of this policy, initial and continued eligibility for payment of future medical insurance premiums for the employee's spouse and children is determined in the same way as eligibility for coverage is determined according to the terms of the City's group medical insurance policy in effect at the time eligibility is being determined. Any payments for medical insurance premiums shall be made in accordance with any IRS publications and regulations in effect at the time of the employee's severance. Any payments or reimbursements shall be made in accordance with the Finance Policies of the Financial Services Division.

- 1). Employees shall be required to show reasonable proof of medical insurance as required by the Financial Services Division in order to be reimbursed.

F.G. Part-time employees shall be eligible for sick leave severance calculated in accordance with the formula set forth in Paragraph B above, but such eligible part-time employees shall be paid for remaining sick leave in a lump sum cash payment, and not payment for medical insurance premiums.

G.H. Any sick leave casual day that was earned within one year of termination shall be forfeited upon termination. Employees are not eligible for any sick leave casual day benefits effective July 1, 2004.

H.I. Employees who have completed the probationary period shall receive their accrued vacation time benefits on the basis of the number of days accrued on a pro-rata basis of time worked during the fiscal year. However, new employees will not receive accrued vacation benefits if they leave City employment prior to their one-year anniversary (see also *CFD 2256: Vacations*).

J. Employees who have completed the probationary period shall receive any accrued floating holiday pay on the basis of the number of days accrued on a pro-rata basis of time worked during the fiscal year.

H.K. Employees who have earned wellness paid-time-off (PTO) in accordance with *CFD 2257: Employee Wellness*, shall be paid for any unused wellness PTO balance.

J.L. Non-exempt employees shall receive compensation for any unused, accrued compensatory time.

K.M. Any benefit time off which is used in excess of that which is earned or accrued at the time of termination shall be paid back to the City by deduction from the final paycheck or will be billed to the terminating employee and shall be paid back to the City no later than 10 days from receipt of final paycheck.

L.N. All severance benefits of an eligible employee or former employee that have been earned but not used at the time of the employee or former employee's death shall be paid to

the employee's estate.

M.O. Employees may elect to split their severance payment between two tax years or have it held in escrow for payment of benefits as allowed by Federal law and in accordance with any plans which may be implemented by the City.

N.P. Benefit plan termination options will be discussed with the Financial Services Division during the employee's pre-departure meeting.

O.Q. Employees may receive a severance estimate once per calendar year upon request to the Financial Services Division.

P.R. Employees whose status changes from part-time to full-time shall be credited with the sick days earned while part-time. Employees whose status changes from full-time to part-time shall be paid in a lump sum under the formula in Paragraph B above if eligible, and such payment shall include sick days earned while working full-time. Employees whose status changes from union member to non-union member shall be credited with sick days earned while a union member.

Q. Employees shall be required to show reasonable proof of medical insurance as required by the Financial Services Division in order to be reimbursed.

ADOPTED / AMENDED: 3/22/04, 6/1/15, 7/18/16, 3/1/19, 1/6/20, 3/7/22, 9/16/24

CFD 2251: Personnel Policy – Insurance Benefits

Approved ~~January 6, 2020~~ July 1, 2024 by the Cedar Falls City Council
~~Received and Filed August 21, 2023 by the Cedar Falls City Council~~

POLICY:

It is the Policy of the City of Cedar Falls to provide eligible employees with certain insurance benefits. For specific details of benefits, employees are referred to the insurance plan documents. Provisions in plan documents take precedence over any statements in this policy.

PROCEDURES:

1. Health Insurance.

- A. Health insurance is available to all full-time employees and their dependents, including spouse, (as defined by plan documents).
- B. The City may pay a portion of the premium and the employee will pay, via payroll deduction authorized by the employee in writing, the remainder of the premium. If, for any pay period, there are insufficient wages due and payable to the employee to cover the premium to be withheld, the employee must submit to the City, not later than the employees' normal payday, the amount of premium owed by the employee. If the premiums for such health insurance are increased, or decreased, the City reserves the right to alter the share of premium cost to be paid by employees.
- C. Prescription drug insurance is offered to employees covered by the health insurance plan.
- D. Health and prescription drug deductibles and co-insurance payments for dependents will be paid by the employee.
- E. Employee's health and prescription drug deductibles and co-insurance payments may be reimbursed pursuant to a §105 Plan and as determined by City Council and the collective bargaining process.

2. Life Insurance.

- A. The City will purchase life insurance for eligible full-time employees which, in the event of the death of an employee while employed by the City, will provide a benefit of one times the employee's annual base wage.
- B. The City will pay the premium for eligible employees; however, the City reserves the right to alter or discontinue this benefit.
- C. Collective bargaining agreements govern this benefit for employees covered by the bargaining unit.

3. Accidental Death and Dismemberment Insurance.

- A. The City will purchase Accidental Death Insurance and Accidental Dismemberment Insurance for eligible full-time employees.
- B. The City will pay the premium for eligible employees; however, the City reserves the right to alter or discontinue this benefit.

4. Long Term Disability Insurance.

- A. The City will purchase long term disability insurance for eligible full-time employees which, in the event the employee is disabled from working, and otherwise qualifies for benefits, will pay a monthly benefit of a percentage of their monthly earnings subject to a maximum monthly benefit as provided for in the plan document.
- B. The City will pay the premium for eligible employees; however, the City reserves the right to alter or discontinue this benefit.

5. Dental Insurance.

- A. Dental insurance is available to all full-time employees and their dependents (as defined by plan documents), when required minimum participation has been met.
- B. The employee shall pay the full cost of the premium via payroll deduction authorized by the employee in writing.
- C. If, for any pay period, there are insufficient wages due and payable to the employee to cover the premium to be withheld, the employee must submit to the City, not later than the employees' normal payday, the amount of premium owed by the employee.
- D. If the premiums for such dental insurance are increased, or decreased, the employee's premium will change to the new amount. Deductibles and co-insurance payments for the employee and dependents shall be paid by the employee.

6. Effective Dates of Coverage.

- A. Coverage of an employee under the health insurance program shall commence thirty-one (31) days after the employee begins employment with the City.
- B. Coverage under life insurance and accidental death and dismemberment commences with the date of hire.
- C. Coverage under long-term disability insurance begins the first of the month following the date of hire.
- D. Coverage under life insurance, accidental death and dismemberment insurance and long-term disability insurance shall terminate upon date of termination of City employment.
- E. Health insurance coverage terminates upon the last day of the month in which employee terminates employment with the City.

F. Termination within the meaning of this section does not terminate any benefit any employees may have under the law or as a retiree of the City.

7. Retirees Coverage.

A. Retirees and their dependents, including spouse, are eligible to continue participating in the City's group plans as defined by the plan documents.

B. Retirees shall pay the full group benefit rate as determined by the City.

A-C. Nothing in this Article shall be construed as preventing retired employees from voluntarily continuing in force, at their own expense, an existing contract for both the employees and their families for which they are qualified by law.

B-D. Effective July 1, 2020, retirees will no longer be eligible for medical and prescription drug insurance and dental insurance coverage on the City's group plans upon reaching the age of 65 or becoming eligible for Medicare, whichever occurs first.

8. Scope of City Responsibility.

A. The City reserves the right to alter, modify or discontinue any of these insurance benefits at its sole discretion.

B. Employees should review insurance plan documents for full details concerning participation, coverage, limitations and filing of claims. It is the employee's responsibility to file claims properly and promptly.

C. The City is not responsible for or liable for the payment of any insurance benefits. The City's responsibility is limited to the payment of the necessary portion of premiums to purchase the insurance described in section (1) through (4). It has no liability for the failure or refusal of the insurance carrier to honor an employee's claim or to pay benefits and no such action on the part of the insurance carrier shall be attributable to the City.

D. No dispute arising under or relating to Insurance Benefits shall be subject to the Grievance Procedures, except an allegation that the City has failed to pay any portion of the premium required to purchase the insurance coverage.

9. Health and Prescription Coverage Continuation

A. Pursuant to Iowa Code Section 509A.13C, the City permits continuation of existing coverage or reenrollment in previously existing health coverage for the surviving spouse and each surviving child of an eligible peace officer or fire fighter. An "eligible peace officer or firefighter" means a peace officer, as defined in Iowa Code Section 801.4, or a fire fighter, as defined in Iowa Code Section 411.1, to which a line of duty death benefit is payable pursuant to Iowa Code Section 411.6(15), or, for such peace officer or firefighter who is an active service member at the time of death, to which an accidental death benefit is payable pursuant to Iowa Code Section 411.6(9). The City shall also permit continuation of existing coverage

for the surviving spouse and each surviving child of an eligible peace officer or fire fighter until such time as the determination is made as to whether to provide a line of duty benefit or accidental death benefit. See plan document for more information.

- 1). To request continuation of coverage or reenrollment, eligible dependent(s), including spouse, must provide written notification to the City within thirty (30) days of the date of death of the eligible peace officer or fire fighter as defined above, or within thirty (30) days of the date on which a determination is made as to whether a line of duty or accidental death benefit is payable, whichever is later. Coverage continuation for eligible dependent(s), including spouse, of an eligible peace officer or fire fighter as defined above shall continue until the eligible spouse or dependent's death, eligible spouse's date of remarriage, Medicare eligibility at age 65, dependent child has reached the age of 26, or until coverage is voluntarily ended by the eligible spouse and/or dependent. If coverage is ended or initially foregone, eligible dependent(s), including spouse, are not allowed to enroll in the plan again at any time in the future. See plan document for more information.
- 2). Cost for coverage continuation for eligible dependent(s), including spouse, of an eligible peace officer or fire fighter as defined above shall be the employee rate as determined by the City for the first 36 months of coverage, and the full group benefit rate following the first 36 months of coverage. The City reserves the right to alter this offering and/or the City-defined rates and/or the payment terms.
- 3). The first payment (which shall include payment for all months following the date of death of an eligible peace officer or fire fighter) must be received by the City within forty-five (45) days of the date the surviving dependent(s) elected to continue coverage pursuant to Iowa Code Section 509A.13C. Each subsequent payment is due by the first day of the month for which coverage is intended and shall be considered timely if received within thirty (30) days of the due date. If payment is not received in a timely manner, coverage shall terminate retroactive to the last day of the month for which coverage was paid.

9.10. Workers' Compensation Benefits and City's Lien Against Third Parties.

- A. The City shall have the right to a lien or a credit for all workers' compensation benefits paid to an employee that are the result of a third party's actions.
- B. Iowa law provides that the City is entitled to a credit or lien for any and all workers' compensation benefits against any payment received by an employee from a third party or its insurance carrier.
- C. If an employee receives any payments from a third party or their insurance carrier for injuries sustained while in the course of employment for the City, the employee must obtain written approval from the City prior to settlement of the claim with the third party.
- D. Employees who are contacted by a third party or its insurance company in order to negotiate a settlement of their claim must inform their supervisor, Department Director (or City Administrator if a director) and the City Attorney immediately.

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ADOPTED / AMENDED: 1/23/12, 6/1/15, 3/1/19, 1/6/20, 7/1/24

CFD 2257: Personnel Policy – Employee Wellness

Approved March 1, 2019~~September 16, 2024~~ by the Cedar Falls City Council
~~Received and Filed August 21, 2023 by the Cedar Falls City Council~~

POLICY:

It is the policy of the City of Cedar Falls to support a wellness/wellbeing program with related activities for full-time and year-round permanent part-time employees, reserves/volunteers, elected officials, and retirees enrolled in the City's health plan. The City recognizes that effectively serving the community depends in part upon the wellbeing of the above individuals.

PROCEDURES:

1. General Guidance.

A. The City has authorized the formation of a City wellness committee whose mission is to provide opportunities and programs for employees to engage in activities that promote wellness and wellbeing.

1). Eligible employees who complete wellness programs and activities have the opportunity to earn various incentives and rewards including paid-time-off (PTO) based on the then current fiscal year's wellness guidelines set by the wellness committee and approved by the City Administrator.

a. Eligible employees must participate in and complete all the wellness requirements determined by the wellness committee within the same fiscal year to be eligible to earn PTO.

b. Eligible employees hired after the fiscal year begins are eligible to participate in wellness programs and activities immediately upon hire. However, such employees will not be eligible to earn PTO until after completion of all wellness requirements determined by the wellness committee for the entirety of the next fiscal year after hire.

c. Ffull-time employees are eligible to earn up to eight (8) hours of PTO. Full-time pPublic safety employees assigned to a 6-3 shift are eligible to earn up to 8.25 hours. Full-time pPublic safety employees assigned to a 24-hour shift are eligible to earn up to 24 hours.

d. Permanent part-time employees who work 20 hours or more per week on a consistent year-round basis are eligible to earn PTO under this policy on a pro rata basis, based upon the number of normal hours worked in a pay period.

e. Earned PTO under this policy will be added to eligible employees' accrual balance at the start of the fiscal year on July 1st. Eligible employees must take the earned PTO on or after the date the fiscal year begins through the last day of the same fiscal year. Unused PTO will be forfeited without exception.

B. Certain individuals may be offered reduced rates on annual membership fees to the Cedar Falls Recreation Center and passes to other City-sponsored fitness activities. Such reduced rates must be approved on an annual basis. These individuals are as follows:

- 1). Full-time employees (individual and family).
- 2). Elected officials (individual and family).
- 3). Police Reserves who have served the City for at least one year with no break in service and who meet departmental work requirements (individual and family).
- 4). Permanent Part-time employees who work 20 hours or more per week year-round (individual and family).
- 5). Retirees enrolled in the City's health plan in good standing (individual only unless family members are also enrolled in the retiree's health plan in which case family is also eligible).

C. Reduced rates on influenza immunizations and health screenings may be offered from time to time to these eligible individuals.

ADOPTED / AMENDED: 3/1/19, 9/16/24

Request for funds from the Cedar Falls Community Foundation

Name of staff member requesting funds: Kelly Stern

Title of the project: E-materials 2024 (Berg)

Amount requested (Please be as specific as you can, listing individual costs and the total needed for the project.):

For the purchase of e-materials, mostly from Libby.

Total	\$20,000
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Description of the project (up to 10,000 characters):

Since the beginning of FY25, it has been evident that requests for e-materials far exceed our budget for this year, even if we focus only on the highest in-demand items. Additionally, pricing for e-materials, especially for e-audio, continue to rise. In order to provide access to some of the most-requested materials, we would like to use Berg funds this year.

Anticipated project dates: Through 2025

Email your completed form to Kelly at director@cedarfallslibrary.org. Please submit it as a Word doc rather than a .pdf.