

AGENDA
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
February 5, 2025 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, Grant Funds
 - b. Financial Reports (General, Grants, Foundation Funds)
- VIII. Usage Report
- IX. Director's Report
 - a. Staffing update
 - b. Board vacancy
 - c. Budget requests update
 - d. Miscellaneous
- X. Reports from Department Heads
 - a. Public Services Librarian
 - b. Youth Librarian
- XI. Referred for Board Action
 - a. Approve filling 29-hour library assistant position in reference and all related vacancies from internal transfers
- XII. Reports of Standing and Special Committees: Action appropriate to the reports
 - a. Friends of the Library

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

XIII. Unfinished business

XIV. New business

XV. Adjournment



MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
January 8, 2025 4:00 PM
Cedar Falls Public Library
Conference Room



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

- I. President Sulentic called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Green, Blair-Broeker) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval
MOTION: (Blair-Broeker, Graziano) to approve the agenda as presented. Passed.
- IV. Public Forum
None
- V. Board Training update
None
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Bills: Corrections/additions/deletions/approval
President Sulentic inquired about the amount of the utility bill since it seemed low. Assistant Daniels noted that it was a relatively mild month. Director Stern noted that we were open less than in October.
MOTION: (Blair-Broeker, Bessman Taylor) to approve the December bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
None
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
President Sulentic inquired about if the information for the Foundation funds had been updated yet. Assistant Daniels noted that it had not been updated yet since the information from USBank has not been received at this time.
- VIII. Usage Report
President Sulentic noted that the numbers look good. Director Stern noted that they look good even with being open for less time.

IX. Director's Report

a. Conflict of Interest forms

Director Stern thanked everyone for signing.

b. 2025 Foundation requests

Director Stern noted that some of the requests have tiers to them as was done last year. She noted that the highest amount will be requested, but that amount will only be spent if it is available.

c. Annual report to City Council Monday, Jan. 13 at 5 p.m.

Director Stern noted that the presentation will happen in the meeting room, and she will give a building tour after the presentation.

d. Miscellaneous

Director Stern noted that she will be starting annual evaluations soon, and her evaluation is due to Director Rodenbeck by March. She noted that since there is now a board vacancy, she will be reviewing any applications that are on file and will start the process for filling the vacancy.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Pagel noted that she ran a report to determine the most circulated books in 2024 and then noted the 10 most circulated books. She then discussed some upcoming programs.

Librarian Pagel noted that she is working on the replacement of the AMH, and it will hopefully be replaced by April.

b. Youth Librarian

Librarian Hosford noted that over 100 people attended the New Year's Eve party, and that the department is back to regularly scheduled programs. She then noted some of the upcoming programs which included a program in conjunction with the Cedar Bend Humane Society, and the rescheduled tea party. Librarian Hosford discussed a potential CAPS program.

XI. Referred for Board Action

a. Grant Requests for funds from the Cedar Falls Community Foundation

i. Approve CFPL Foundation Financial Plan for Calendar Year 2025

Member Blair-Broeker inquired if the date was correct. Assistant Daniels noted that it was as the balances as of the end of 2024 had not been received yet.

MOTION: (Blair-Broeker, Chadwick) to approve CFPL Foundation Financial Plan for Calendar Year 2025. Passed.

ii. Approve Cedar Valley's Youth Read 2025 (Berg)

MOTION: (Green, Blair-Broeker) to approve Cedar Valley's Youth Read 2025 (Berg). Passed.

iii. Approve Children's Book Festival/Fable's Birthday 2025 (Berg)

MOTION: (Blair-Broeker, Chadwick) to approve Children's Book Festival/Fable's Birthday 2025 (Berg). Passed.

iv. Approve Summer Library Program 2025 (Berg)

MOTION: (Chadwick, Blair-Broeker) to approve Summer Library Program 2025 (Berg). Passed.

v. Approve Adventure Pass 2025 (Ray)

President Sulentic inquired if the number of passes that have been purchased are meeting the needs of patrons. Bekah noted that the number of passes is meeting the number of patrons requesting them.

MOTION: (Chadwick, Bessman Taylor) to approve Adventure Pass 2025 (Ray). Passed.

vi. Approve Bridge to Reading 2025 (Ray)

MOTION: (Blair-Broeker, Graziano) to approve Bridge to Reading 2025 (Ray). Passed.

vii. Approve Nature Quest 2025 (Ray)

MOTION: (Chadwick, Roelofse) to approve Nature Quest 2025 (Ray). Passed.

XII. Youth Service Desk 2025

Director Stern noted that no approval is needed. She noted that there is enough in the FOTL fund, so work will begin on installing a new desk soon.

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

a. Friends of the Library

President Sulentic noted that someone will be needed for this position.

b. Finance: Meeting: No meeting needed in January

None

c. Personnel

Member Bessman Taylor presented Director Stern with her 15-year pin.

d. Library Art

Member Green noted that there was nothing to share currently.

XIV. Unfinished business

None

XV. New business

None

XVI. Adjournment

Motion to adjourn (Blair-Broeker, Roelofse). Passed. Meeting adjourned at 4:26.

Respectfully submitted,

Timothy Daniels, Secretary Pro-Tem

LIBRARY BILL REPORT
2/5/2025

FUND	VENDOR NAME	ACCOUNT #	AMOUNT	DESCRIPTION 1	DESCRIPTION 2
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 11.40	ADULT BOOKS (WL)	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 11.99	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 19.20	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 21.77	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 30.95	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 35.88	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 35.99	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 37.99	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 40.43	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 46.20	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 54.92	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 58.60	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 60.04	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 65.99	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 71.66	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 72.26	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 72.33	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 74.12	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 75.87	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 76.19	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 79.13	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 89.87	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 98.13	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 100.97	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 103.29	ADULT BOOKS (WL)	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 118.97	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 129.56	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 130.07	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 137.57	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 168.75	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 172.88	YOUNG ADULT BOOKS	

GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 193.77	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 214.13	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 282.88	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 305.48	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 347.54	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 352.33	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 473.38	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 506.21	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 519.01	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 606.85	ADULT BOOKS	
	BAKER & TAYLOR BOOKS Total		<u>\$ 6,104.55</u>		
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 24.48	ADULT VIDEOS	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 55.97	ADULT VIDEOS	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 73.47	ADULT VIDEOS	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 151.13	ADULT VIDEOS	
	BAKER & TAYLOR ENTERTAINMENT Total		<u>\$ 305.05</u>		
GENERAL	BLACKHAWK HOTEL	89-34	\$ 635.04	BERG 2 RMB CVYR-HOTEL	STAY FOR AUTHOR
	BLACKHAWK HOTEL Total		<u>\$ 635.04</u>		
GENERAL	CEDAR FALLS UTILITIES	85-01	\$ 4,545.06	LIBRARY UTILITIES	
	CEDAR FALLS UTILITIES Total		<u>\$ 4,545.06</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	DEMCO, INC	89-33	\$ 97.95	FOTL:YOUTH-BOOKPLATES	FOR CVYR AUTHOR
	DEMCO, INC Total		<u>\$ 97.95</u>		
GENERAL	EBSCO INFORMATION SERVICE	89-26	\$ 1,738.00	NOVELIST SELECT 1-YR SUB.	02/01/25-01/31/26
	EBSCO INFORMATION SERVICE Total		<u>\$ 1,738.00</u>		
GENERAL	GORDON FLESCH COMPANY	81-91	\$ 14.41	COPIER CONTRACT OVERAGES	40CC24
GENERAL	GORDON FLESCH COMPANY	81-91	\$ 36.20	COPIER CONTRACT OVERAGES	40CC24
GENERAL	GORDON FLESCH COMPANY	81-91	\$ 54.02	COPIER CONTRACT OVERAGES	40CC24
GENERAL	GORDON FLESCH COMPANY	81-91	<u>\$ 166.53</u>	COPIER CONTRACT OVERAGES	40CC24

GORDON FLESCH COMPANY Total			<u>\$ 271.16</u>		
GENERAL	GORDON FLESCH COMPANY INC	81-91	<u>\$ 811.64</u>	COPIER CONTRACT	40CC24
GORDON FLESCH COMPANY INC Total			<u>\$ 811.64</u>		
GENERAL	HAWKEYE ALARM & SIGNAL CO	86-01	<u>\$ 600.00</u>	ANNUAL ALARM MONITORING	INVOICE
HAWKEYE ALARM & SIGNAL CO Total			<u>\$ 600.00</u>		
GENERAL	MIDWEST TAPE, LLC	89-36	<u>\$ 22.49</u>	YOUTH VIDEOS	
MIDWEST TAPE, LLC Total			<u>\$ 22.49</u>		
GENERAL	MYRTHILL, GHENET	89-34	<u>\$ 9,375.00</u>	BERG 2 RMB CVYR-AUTHOR	FEE
MYRTHILL, GHENET Total			<u>\$ 9,375.00</u>		
GENERAL	OFFICE EXPRESS OFFICE PRO	71-01	<u>\$ 59.88</u>	X-ACTO BLADES & LEDGER-	SIZE PAPER (3 REAMS)
GENERAL	OFFICE EXPRESS OFFICE PRO	71-01	<u>\$ 590.70</u>	RUBBER BANDS, STICKY NOTE	WHITEBOARD EASEL
OFFICE EXPRESS OFFICE PRO Total			<u>\$ 650.58</u>		
GENERAL	OVERDRIVE, INC.	89-44	\$ 25.99	YOUNG ADULT AUDIO BOOKS	
GENERAL	OVERDRIVE, INC.	89-34	\$ 27.50	BERG 2 RMB E-MATERIALS-	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	89-34	\$ 42.09	BERG 2 RMB E-MATERIALS-	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	89-44	\$ 45.00	YOUNG ADULT E-BOOKS	
GENERAL	OVERDRIVE, INC.	89-34	\$ 55.00	BERG 2 RMB E-MATERIALS-	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	89-34	\$ 60.00	BERG 2 RMB E-MATERIALS-	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	89-34	\$ 74.99	BERG 2 RMB E-MATERIALS-	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	89-34	\$ 85.50	BERG 2 RMB E-MATERIALS-	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	89-34	\$ 85.50	BERG 2 RMB E-MATERIALS-	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	89-34	\$ 87.50	BERG 2 RMB E-MATERIALS-	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	89-34	\$ 120.00	BERG 2 RMB E-MATERIALS-	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	89-34	\$ 130.80	BERG 2 RMB E-MATERIALS-	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	89-34	\$ 150.43	BERG 2 RMB E-MATERIALS-	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	89-34	\$ 161.91	BERG 2 RMB E-MATERIALS-	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	89-34	\$ 181.82	BERG 2 RMB E-MATERIALS-	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	89-34	\$ 211.72	BERG 2 RMB E-MATERIALS-	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	89-46	\$ 222.74	YOUTH E-BOOKS	
GENERAL	OVERDRIVE, INC.	89-34	\$ 242.67	BERG 2 RMB E-MATERIALS-	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	89-46	\$ 295.29	YOUTH E-BOOKS	

GENERAL	OVERDRIVE, INC.	89-34	\$ 309.71	BERG 2 RMB E-MATERIALS-	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	89-34	\$ 314.45	BERG 2 RMB E-MATERIALS-	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	89-46	\$ 369.20	YOUTH AUDIO BOOKS	
GENERAL	OVERDRIVE, INC.	89-34	\$ 369.84	BERG 2 RMB E-MATERIALS-	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	89-46	\$ 436.98	YOUTH AUDIO BOOKS	
	OVERDRIVE, INC. Total		<u>\$ 4,106.63</u>		

GENERAL	PLAYAWAY PRODUCTS	89-24	\$ 48.74	ADULT PLAYAWAYS
GENERAL	PLAYAWAY PRODUCTS	89-24	\$ 56.24	ADULT PLAYAWAYS
GENERAL	PLAYAWAY PRODUCTS	89-37	\$ 59.99	YOUNG ADULT PLAYAWAYS
GENERAL	PLAYAWAY PRODUCTS	89-35	\$ 97.48	YOUTH PLAYAWAYS
GENERAL	PLAYAWAY PRODUCTS	71-11	\$ 259.80	LAUNCHPAD POWER ADAPTERS
GENERAL	PLAYAWAY PRODUCTS	89-24	\$ 468.67	ADULT PLAYAWAYS
	PLAYAWAY PRODUCTS Total		<u>\$ 990.92</u>	

GENERAL	QUADIENT FINANCE USA, INC	72-99	\$ 450.00	POSTAGE
	QUADIENT FINANCE USA, INC Total		<u>\$ 450.00</u>	

GENERAL	SCOTT COUNTY LIBRARY SYST	89-20	\$ 24.00	ADULT BOOKS (MISSING ILL	BOOK)
	SCOTT COUNTY LIBRARY SYST Total		<u>\$ 24.00</u>		

GENERAL	ULINE, INC.	71-11	\$ 159.52	COURIER TOTES
	ULINE, INC. Total		<u>\$ 159.52</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>\$ 30,985.03</u>	
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FUND	VENDOR NAME	ACCOUNT #	AMOUNT	DESCRIPTION 1	DESCRIPTION 2
GENERAL	US BANK	71-01	\$ 47.95	AMAZON MKTPLACE PMTS	4" TAPE DISPENSER
GENERAL	US BANK	89-22	\$ 19.99	AMAZON MKTPLACE PMTS	YOUTH BOOKS
GENERAL	US BANK	89-33	\$ 4.96	AMAZON MKTPLACE PMTS	FOTL:YA-COTTON SWABS
GENERAL	US BANK	89-33	\$ 36.98	AMAZON MKTPLACE PMTS	FOTL:YOUTH-WOODEN DOCTOR
GENERAL	US BANK	89-33	\$ 241.98	AMAZON MKTPLACE PMTS	FOTL:YOUTH-COFFEE PODS,

GENERAL	US BANK	89-33	\$	150.41	AMAZON MKTPLACE PMTS	FOTL:ADULT-MARSHMALLOWS,
GENERAL	US BANK	89-33	\$	15.99	AMAZON MKTPLACE PMTS	FOTL:YA-PATCHES
GENERAL	US BANK	89-33	\$	49.99	AMAZON MKTPLACE PMTS	FOTL:YA-MARKERS
GENERAL	US BANK	89-33	\$	21.96	AMAZON MKTPLACE PMTS	FOTL:YA-SKETCHBOOK &
GENERAL	US BANK	89-36	\$	33.98	AMAZON MKTPLACE PMTS	YOUTH VIDEOS
GENERAL	US BANK	89-33	\$	21.73	AMAZON MKTPLACE PMTS	FOTL:YOUTH-PAPER PLATES
GENERAL	US BANK	89-33	\$	9.93	AMAZON MKTPLACE PMTS	FOTL:YOUTH-CANDY CANES &
GENERAL	US BANK	71-01	\$	14.65	AMAZON MKTPLACE PMTS	SPONGES
GENERAL	US BANK	89-33	\$	21.97	AMAZON MKTPLACE PMTS	FOTL:YOUTH-YO-YOS &
GENERAL	US BANK	89-33	\$	62.68	AMAZON MKTPLACE PMTS	FOTL:YOUTH-DOLL CASE
GENERAL	US BANK	89-22	\$	17.10	AMAZON MKTPLACE PMTS	YOUTH BOOKS
GENERAL	US BANK	93-01	\$	18.29	AMAZON MKTPLACE PMTS	CHARGING STATION
GENERAL	US BANK	89-36	\$	30.47	AMAZON MKTPLACE PMTS	YOUTH VIDEOS
GENERAL	US BANK	89-36	\$	23.96	AMAZON MKTPLACE PMTS	YOUTH VIDEOS
GENERAL	US BANK	89-22	\$	20.90	AMAZON MKTPLACE PMTS	YOUTH BOOKS
GENERAL	US BANK	89-22	\$	(17.10)	AMAZON MKTPLACE PMTS	REFUND ON YOUTH BOOKS
			\$	848.77	AMAZON MKTPLACE PMTS Total	
GENERAL	US BANK	89-22	\$	7.67	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-25	\$	37.45	AMAZON.COM	ADULT VIDEOS
GENERAL	US BANK	89-21	\$	16.94	AMAZON.COM	YOUNG ADULT BOOKS
GENERAL	US BANK	89-22	\$	17.94	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-22	\$	8.99	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-25	\$	11.99	AMAZON.COM	ADULT VIDEOS
GENERAL	US BANK	89-21	\$	20.00	AMAZON.COM	YOUNG ADULT BOOKS
GENERAL	US BANK	89-25	\$	50.94	AMAZON.COM	ADULT VIDEOS
GENERAL	US BANK	89-22	\$	16.99	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-21	\$	22.53	AMAZON.COM	YOUNG ADULT BOOKS
GENERAL	US BANK	89-21	\$	34.86	AMAZON.COM	YOUNG ADULT BOOKS
GENERAL	US BANK	89-20	\$	31.50	AMAZON.COM	ADULT BOOKS
GENERAL	US BANK	89-20	\$	72.40	AMAZON.COM	ADULT BOOKS
GENERAL	US BANK	89-21	\$	19.71	AMAZON.COM	YOUNG ADULT BOOKS
GENERAL	US BANK	71-01	\$	19.97	AMAZON.COM	PLASTIC ZIP BAGS
GENERAL	US BANK	89-22	\$	31.58	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-25	\$	46.49	AMAZON.COM	ADULT VIDEOS
GENERAL	US BANK	89-22	\$	17.47	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-20	\$	36.57	AMAZON.COM	ADULT BOOKS

GENERAL	US BANK	89-22	\$	43.15	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-22	\$	8.99	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	93-01	\$	820.75	AMAZON.COM	MEETING OWL CAMERA
GENERAL	US BANK	89-22	\$	20.22	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-22	\$	61.56	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	86-01	\$	74.94	AMAZON.COM	DISINFECTANT WIPES
GENERAL	US BANK	89-22	\$	14.39	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-22	\$	10.40	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-20	\$	23.24	AMAZON.COM	ADULT BOOKS
GENERAL	US BANK	89-23	\$	26.60	AMAZON.COM	LP BOOKS (MEM POOCK)
GENERAL	US BANK	89-20	\$	56.31	AMAZON.COM	ADULT BOOKS
GENERAL	US BANK	89-22	\$	6.96	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-22	\$	17.09	AMAZON.COM	YOUTH BOOKS
GENERAL	US BANK	89-20	\$	13.60	AMAZON.COM	ADULT BOOKS
GENERAL	US BANK	89-21	\$	17.00	AMAZON.COM	YOUNG ADULT BOOKS
GENERAL	US BANK	89-20	\$	29.96	AMAZON.COM	ADULT BOOKS
GENERAL	US BANK	89-21	\$	32.00	AMAZON.COM	YOUNG ADULT BOOKS
			\$	<u>1,799.15</u>	AMAZON.COM Total	
GENERAL	US BANK	89-36	\$	(14.99)	AMZN MKTP US	RETURN OF YOUTH VIDEOS
GENERAL	US BANK	89-22	\$	16.69	AMZN MKTP US	YOUTH BOOKS
GENERAL	US BANK	89-36	\$	14.99	AMZN MKTP US	YOUTH VIDEOS
GENERAL	US BANK	89-20	\$	17.99	AMZN MKTP US	ADULT BOOKS
GENERAL	US BANK	89-22	\$	24.00	AMZN MKTP US	YOUTH BOOKS
GENERAL	US BANK	89-22	\$	22.91	AMZN MKTP US	YOUTH BOOKS
			\$	<u>81.59</u>	AMZN MKTP US Total	
GENERAL	US BANK	89-33	\$	(1.80)	CHICAGO BOOKS & JOURNALS	FOTL:YOUTH-TAX REFUND ON
GENERAL	US BANK	89-20	\$	23.70	CHICAGO BOOKS & JOURNALS	ADULT BOOKS
			\$	<u>21.90</u>	CHICAGO BOOKS & JOURNALS Total	
GENERAL	US BANK	89-33	\$	8.98	HOBBY-LOBBY #0135	FOTL:COLAB-SHELLS
			\$	<u>8.98</u>	HOBBY-LOBBY #0135 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	89-33	<u>\$ 95.90</u>	MICHAELS STORES 1246	FOTL:YA-CANDLE MAKING
			<u>\$ 95.90</u>	MICHAELS STORES 1246 Total	
GENERAL	US BANK	81-91	<u>\$ 240.00</u>	MOBILE BEACON	1-YR HOTSPOT DATA (X2)
			<u>\$ 240.00</u>	MOBILE BEACON Total	
GENERAL	US BANK	83-05	<u>\$ 17.76</u>	PALMERS DELI & MARKET	LUNCH-ILA BOARD MEETING
			<u>\$ 17.76</u>	PALMERS DELI & MARKET Total	
GENERAL	US BANK	31-21	<u>\$ 163.90</u>	SCHOOL DATEBOOKS	HORIZON HYDROCAR
			<u>\$ 163.90</u>	SCHOOL DATEBOOKS Total	
GENERAL	US BANK	83-06	\$ 35.00	SLIS.UIOWA.EDU	CONFERENCE REGISTRATION
GENERAL	US BANK	83-06	\$ 35.00	SLIS.UIOWA.EDU	CONFERENCE REGISTRATION
			<u>\$ 70.00</u>	SLIS.UIOWA.EDU Total	
GENERAL	US BANK	89-33	<u>\$ 140.00</u>	SP AUNT FLOW	FOTL:ADULT-CARTRIDGE PADS
			<u>\$ 140.00</u>	SP AUNT FLOW Total	
GENERAL	US BANK	72-99	<u>\$ 43.80</u>	USPS PO 1814940913	STAMPS
			<u>\$ 43.80</u>	USPS PO 1814940913 Total	
GENERAL	US BANK	89-33	\$ 28.89	WM SUPERCENTER #753	FOTL:YOUTH-CRACKERS &
GENERAL	US BANK	89-33	\$ 70.63	WM SUPERCENTER #753	FOTL:YOUTH-GRAHAM CRACKER
			<u>\$ 99.52</u>	WM SUPERCENTER #753 Total	
GENERAL	US BANK	89-19	<u>\$ 27.99</u>	WWW.MAKERBOT.COM	3D PRINTER FILAMENT (RED)
			<u>\$ 27.99</u>	WWW.MAKERBOT.COM Total	
USBank Total			<u>\$ 3,758.26</u>		
Fina Payment Total			<u><u>\$ 34,743.29</u></u>		

INVOICE



Invoice No:

Empathy Studios, LLC

Issued Date: 1/06/25

Due Date: 2/10/25

\$ 749.00 101-1060-423.83-06

BILL TO:

Name: Kelly Stern

Email: director@cedarfallslibrary.org

Company: Cedar Falls Public Library (Iowa)

ITEM	PRICE
2025 Annual Library Membership - 50 Staff	\$ 1,249.00 USD

TERMS AND CONDITIONS:

Click [HERE](#) to download. Purchasing this annual membership constitutes your agreement to abide by these Terms and Conditions.

Renewal Discount	\$ 500.00 USD
------------------	---------------

TOTAL DUE \$ 749.00 USD

Thank you for your membership over the past year(s). Although our prices have increased, we're happy to keep your membership price the same. *To receive your discounts, please submit your payment on or before 2/10/25.*

Thank you for being awesome members!



Invoice

Page 1 of 3

SHIP TO : Cedar Falls Public Library
524 Main St
Cedar Falls IA 50613-2830
US

\$ 3,467.25 101-1060-423.89-26

BILL TO : Cedar Falls Public Library
524 Main St
Cedar Falls IA 50613-2830
US

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SUMMARY TOTALS FOR INVOICE NUMBER:

DATE : **01-Feb-2025**

INVOICE DUE DATE : **03-Mar-2025**

SUB-TOTAL :	\$ 3,467.25
SHIPPING & HANDLING :	\$ 0.00
TAX :	\$ 0.00
INVOICE TOTAL :	\$ 3,467.25
PAYMENTS/CREDITS:	\$ 0.00
AMOUNT DUE (USD):	\$ 3,467.25



Invoice

Page 2 of 3

BILL TO :

Cedar Falls Public Library
524 Main St
Cedar Falls IA 50613-2830
US

SHIP TO :

Cedar Falls Public Library
524 Main St
Cedar Falls IA 50613-2830
US

	INVOICE DATE 01-Feb-2025
	PAYMENT DUE DATE 03-Mar-2025

Description	Item	Order Details	Qty.	Cust PO Item Number	Tax	List Price	Dscnt	Net Price
Syndetics Unbound Base Package	SYNUNB OUND	01-FEB-25 - 31-JAN-26	1		N	3,467.25		3,467.25

FOR CHANGES TO YOUR INVOICE: Please do not write changes (address, contact person, purchase order number, etc.) directly on your invoice. Rather, if any changes are required, please contact Customer Service at www.proquest.com/go/contactsupport. If you have any questions, please let us know.



Invoice

Page 3 of 3

BILL TO :

Cedar Falls Public Library
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US

SHIP TO :

Cedar Falls Public Library
524 Main St
Cedar Falls IA 50613-2830
US

	INVOICE DATE 01-Feb-2025
	PAYMENT DUE DATE 03-Mar-2025

OTHER WAYS TO PAY:

You may wire transfer funds directly to our depository bank account: Bank of America, Rockville, MD 20852, ABA routing no. 026009593, for the account of ProQuest LLC, account no. 446011658131. ACH payments should be directed to ABA routing no. 052001633 for the account of ProQuest LLC, account no. 446011658131. When remitting payment, please identify the invoice(s) you are paying and email details to cashoffice@proquest.com. For payment questions, please contact us at 1-734-761-4700.

SUB-TOTAL : \$ 3,467.25

SHIPPING & HANDLING : \$ 0.00

TAX : \$ 0.00

INVOICE TOTAL : \$ 3,467.25

PAYMENTS/CREDITS: \$ 0.00

AMOUNT DUE (USD): **\$ 3,467.25**

FOR CHANGES TO YOUR INVOICE: Please do not write changes (address, contact person, purchase order number, etc.) directly on your invoice. Rather, if any changes are required, please contact Customer Service at www.proquest.com/go/contactsupport. If you have any questions, please let us know.

Victoria International

Invoice

Date	Invoice #
1/31/25	

Bill To
Cedar Falls Public Library Attn: Kelly Stern 524 Main St. Cedar Falls, Iowa 50613

P.O. No.	Terms	Project
	Net 30	

Description	Qty	Rate	Amount
PZC Full Color Pens white Barrel with Lt Blue grip and clip FREE UPS Ground	2,500	0.76 0.00	1,900.00 0.00
<div><div>1060</div><div>\$1900.00 89.34 Berg 2 RMB Branding Rollout</div></div>			

Please look over all Merchandise and Let me know within 24 Hours if there is any flaws or problems

Subtotal	\$1,900.00
Sales Tax (0.00)	\$0.00
Total	\$1,900.00
Payments/Credits	\$0.00
Balance Due	\$1,900.00

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

PAGE 1
ACCOUNTING PERIOD 6/2025

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
<hr/>						
*	PROPERTY TAXES	.00	.00	2,376.16	2,376.16-	0
INTERGOVERNMENTAL						
101-1199-343.02-00	LIBRARY GRANTS	25,000.00	1,991.62	11,735.51	13,264.49	47
<hr/>						
*	INTERGOVERNMENTAL	25,000.00	1,991.62	11,735.51	13,264.49	47
CHARGES FOR SERVICES						
101-1060-356.71-00	LIBRARY-COPY MACHINE	7,000.00	1,030.25	5,185.90	1,814.10	74
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	75.20	1,034.45	1,034.45-	0
101-1060-356.74-00	LIBRARY-LOST & PAID BOOKS	2,500.00	209.00	2,312.04	187.96	92
101-1060-356.75-00	LIBRARY-OPEN ACCESS FUNDS	20,000.00	23,908.15	23,908.15	3,908.15-	120
101-1060-356.76-00	LIBRARY-REIMBURSEMENTS	.00	.00	.00	0.00	0
101-1060-356.78-00	LIBRARY-GIFTS & MEMORIALS	.00	.00	568.00	568.00-	0
101-1060-356.79-00	LIBRARY-OUTSIDE FUNDING	.00	500.00	909.00	909.00-	0
101-1060-356.79-01	LIBRARY-ENDOWMENTS	60,000.00	.00	22,797.23	37,202.77	38
101-1060-356.79-02	FRIENDS OF THE LIBRARY	30,000.00	2,198.14	13,294.43	16,705.57	44
101-1060-356.81-00	LIBRARY-CO-LAB FEES	.00	85.00	287.30	287.30-	0
<hr/>						
*	CHARGES FOR SERVICES	151,500.00	28,005.74	70,296.50	81,203.50	46
**	GENERAL FUND	176,500.00	29,997.36	84,408.17	92,091.83	48

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

PAGE 3
ACCOUNTING PERIOD 6/2025

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	146,926.67	146,926.67-	0
<hr/>						
*	CHARGES FOR SERVICES	.00	.00	146,926.67	146,926.67-	0
USE OF MONEY & PROPERTY						
294-0000-361.01-00	CHECKING ACCT INTEREST	.00	173.58	1,120.80	1,120.80-	0
294-0000-361.03-00	CD/INVESTMENT INTEREST	.00	737.92	4,934.57	4,934.57-	0
<hr/>						
*	USE OF MONEY & PROPERTY	.00	911.50	6,055.37	6,055.37-	0
**	LIBRARY RESERVE	.00	911.50	152,982.04	152,982.04-	0

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		305,430.00	31,608.86	247,905.21	57,524.79	81

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

PAGE 1
ACCOUNTING PERIOD 6/2025

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	68,455.94	443,177.68	483,402.32	48
101-1060-423.61-02	PART-TIME	448,270.00	36,073.96	237,112.60	211,157.40	53
101-1060-423.62-01	PAYROLL	4,100.00	341.67	2,049.98	2,050.02	50
101-1060-423.62-02	SEVERANCE	15,100.00	1,258.33	7,550.02	7,549.98	50
101-1060-423.64-01	HEALTH INS. PREMIUMS	218,230.00	18,671.34	110,571.53	107,658.47	51
101-1060-423.64-02	HEALTH INS. REIMBURSEMENT	2,850.00	.00	147.54	2,702.46	5
101-1060-423.64-03	LIFE INSURANCE	2,120.00	161.41	958.39	1,161.61	45
101-1060-423.64-04	LTD INSURANCE	2,780.00	211.00	1,252.75	1,527.25	45
101-1060-423.64-05	WORKMAN'S COMP. INS.	2,910.00	242.50	1,455.00	1,455.00	50
101-1060-423.65-01	F.I.C.A.	102,950.00	7,817.94	50,962.51	51,987.49	50
101-1060-423.66-01	I.P.E.R.S.	127,040.00	9,855.43	63,883.74	63,156.26	50
*	PERSONAL SERVICES	1,852,930.00	143,089.52	919,121.74	933,808.26	50
COMODITIES						
101-1060-423.71-01	OFFICE SUPPLIES	10,000.00	360.17	1,024.82	8,975.18	10
101-1060-423.71-11	TECHNICAL PROCESSING SUPP	30,000.00	818.63	1,844.88	28,155.12	6
101-1060-423.72-19	PRINTING	2,000.00	.00	263.15	1,736.85	13
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	1,175.10	24.90	98
101-1060-423.72-99	POSTAGE	17,500.00	451.10	10,096.79	7,403.21	58
101-1060-423.73-06	BUILDING REPAIR	4,000.00	.00	.00	4,000.00	0
*	COMODITIES	66,700.00	1,629.90	14,404.74	52,295.26	22
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	46,695.00	46,695.00	50
101-1060-423.81-91	LICENSES & SERVICE CONTRT	99,000.00	1,053.45	27,959.82	71,040.18	28
101-1060-423.82-01	TELEPHONE	4,000.00	125.33	833.60	3,166.40	21
101-1060-423.83-05	TRAVEL (FOOD/MILEAGE/LOD)	1,000.00	.00	1,077.42	77.42-	108
101-1060-423.83-06	EDUCATION	6,000.00	.00	2,916.00	3,084.00	49
101-1060-423.84-01	OPERATING INSURANCE	27,310.00	2,275.83	13,655.02	13,654.98	50
101-1060-423.85-01	UTILITIES	112,500.00	4,328.64	22,238.63	90,261.37	20
101-1060-423.86-01	REPAIR & MAINTENANCE	7,000.00	299.76	1,208.23	5,791.77	17
101-1061-423.89-19	CO-LAB MATERIALS	2,000.00	146.80	616.94	1,383.06	31
101-1060-423.89-20	ADULT BOOKS	51,000.00	2,686.51	15,161.80	35,838.20	30
101-1060-423.89-21	YOUNG ADULT BOOKS	20,000.00	680.03	6,028.80	13,971.20	30
101-1060-423.89-22	YOUTH BOOKS	45,000.00	2,561.47	15,184.71	29,815.29	34
101-1060-423.89-23	LARGE PRINT BOOKS	6,500.00	.00	86.33	6,413.67	1
101-1060-423.89-24	ADULT AUDIO	7,500.00	372.44	2,102.75	5,397.25	28
101-1060-423.89-25	ADULT VIDEO	17,000.00	347.69	2,691.79	14,308.21	16
101-1060-423.89-26	NON-PRINT RESOURCES	35,000.00	99.77	21,211.47	13,788.53	61
101-1060-423.89-29	NEWSPAPERS	3,000.00	.00	681.00	2,319.00	23

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

PAGE 2
ACCOUNTING PERIOD 6/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
101-1060-423.89-31	PERIODICALS	8,000.00	3,101.38	3,466.83	4,533.17	43
101-1060-423.89-33	FRIENDS SUPPORTED PROGRAM	30,000.00	2,783.09	12,800.70	17,199.30	43
101-1060-423.89-34	ENDOWMENT SUPPORTED PROG.	60,000.00	5,938.30	53,910.32	6,089.68	90
101-1060-423.89-35	YOUTH AUDIO	2,000.00	36.84	163.71	1,836.29	8
101-1060-423.89-36	YOUTH VIDEO	2,000.00	24.90	2,689.95	689.95-	134
101-1060-423.89-37	YOUNG ADULT AUDIO	3,000.00	50.54	529.10	2,470.90	18
101-1060-423.89-38	YOUNG ADULT VIDEO	2,000.00	.00	85.16	1,914.84	4
101-1060-423.89-42	ADULT E-MATERIALS	50,000.00	2,520.60	23,224.50	26,775.50	46
101-1060-423.89-44	YOUNG ADULT E-MATERIALS	10,000.00	1,288.66	1,724.63	8,275.37	17
101-1060-423.89-46	YOUTH E-MATERIALS	13,000.00	231.44	3,672.57	9,327.43	28
101-1060-423.89-47	LIBRARY OF THINGS	1,000.00	49.94	271.91	728.09	27
* CONTRACTED SERVICES		723,200.00	38,785.91	282,888.69	440,311.31	39
** LIBRARY LEVY		2,944,100.00	183,505.33	1,216,415.17	1,727,684.83	41
*** FINANCE & BUSINESS OPER.		2,944,100.00	183,505.33	1,216,415.17	1,727,684.83	41

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

PAGE 3
ACCOUNTING PERIOD 6/2025

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	32.45	32.45-	0
*	TRANSFERS	25,000.00	.00	32.45	24,967.55	0
**	ADMIN/LEGAL	25,000.00	.00	32.45	24,967.55	0
***	ADMINISTRATIVE	25,000.00	.00	32.45	24,967.55	0
****	GENERAL FUND	2,969,100.00	183,505.33	1,216,447.62	1,752,652.38	41

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

PAGE 5
ACCOUNTING PERIOD 6/2025

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	.00	74.97	74.97-	0
294-1060-423.89-23	LARGE PRINT BOOKS	.00	299.15	2,042.59	2,042.59-	0
*	CONTRACTED SERVICES	.00	299.15	2,117.56	2,117.56-	0
**	LIBRARY	.00	299.15	2,117.56	2,117.56-	0
***	FINANCE & BUSINESS OPER.	.00	299.15	2,117.56	2,117.56-	0
****	LIBRARY RESERVE	.00	299.15	2,117.56	2,117.56-	0

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

PAGE 6
ACCOUNTING PERIOD 6/2025

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	60.00	34,940.00	0
*	CONTRACTED SERVICES	35,000.00	10.00	60.00	34,940.00	0
**	DATA PROCESSING	35,000.00	10.00	60.00	34,940.00	0
***	FINANCE & BUSINESS OPER.	35,000.00	10.00	60.00	34,940.00	0
****	DATA PROCESSING FUND	35,000.00	10.00	60.00	34,940.00	0

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

PAGE 7
ACCOUNTING PERIOD 6/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		3,133,030.00	189,436.23	1,254,742.89	1,878,287.11	40

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

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

Atrium Windows 2023
Library Automated Materials Handler

(\$5,208.00) **spent**
(\$103,000.00)

				(\$51,874.61)	(\$13,527.08)	(\$108,208.00)
2024	31-Dec-23	\$1,245,699.06				
	Allocation for 2024	\$1,324,391.32	4%	\$52,975.65	(average of 12/31/20, 12/31/21, 12/31/22 FMV)	
				\$52,975.65	\$39,448.58	\$0.00
2025	31-Dec-24					
	Allocation for 2025	\$1,241,626.47	4%	\$49,665.06	(average of 12/31/21, 12/31/22, 12/31/23 FMV)	
	Music Garden			(\$30,000.00)		
				\$19,665.06	\$59,113.63	(\$30,000.00)
2026	31-Dec-25					
	Allocation for 2026	\$783,804.07	4%	\$31,352.16	(average of 12/31/21, 12/31/22, 12/31/23 FMV)	
				\$31,352.16	\$90,465.80	\$0.00

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

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

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

2010	Anticipated programming requests balance of \$10,000 budget				(\$358.88)			
2010	Unspent anticipated programming requests				\$358.88			
						(\$299.76)	\$27,960.34	(\$15,641.12)
2011	31-Dec-10				\$399,417.36			
	Allocation for 2011				\$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: \$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%	\$17,539.60	(average of 12/31/12, 12/31/13, 12/31/14 FMV)			
Mar-16	Murder Mystery 2016				(\$2,312.48)			
CANCEL	Youth Nooks				(\$2,600.00)			
	Canceled Youth Nooks				\$2,600.00			
Jan-17	SummerFest 2016				(\$2,432.37)			
Jan-17	WCF Symphony & Lollipop Concert				(\$2,000.00)	spent		
					\$10,794.75	\$19,173.53		(\$6,744.85)
2017	31-Dec-16	\$451,378.20						
	Allocation for 2017	\$448,367.66	4%	\$17,934.71	(average of 12/31/13, 12/31/14, 12/31/15 FMV)			
Apr-18	LitCon 2017				(\$2,902.04)			
	Miscellaneous (budgeted: \$10,000)*				(\$3,216.21)	unspent		
	*Unspent Miscellaneous				\$3,216.21	unspent		
Apr-18	*WCF Symphony & Lollipop Concert (\$2,000-Part of Miscellaneous)				(\$2,000.00)	spent		
	*Traveling Tales 2017 (\$2,000-Part of Miscellaneous)				(\$710.07)	spent		
	*Laser Tag 2017 (\$3,500-Part of Miscellaneous)				(\$2,175.00)	spent		
	*Bridge to Reading (\$2,000-Part of Miscellaneous)				(\$1,898.72)	spent		
					\$8,248.88	\$27,422.41		(\$9,685.83)
2018	31-Dec-17	\$490,729.89						
	Allocation for 2018	\$447,742.00	4%	\$17,909.68	(average of 12/31/14, 12/31/15, 12/31/16 FMV)			
	LitCon 2018				(\$12,684.47)	spent		
	Murder Mystery 2018				(\$2,100.00)	spent		
	Miscellaneous (budgeted: \$10,000)*				(\$7,001.58)	unspent		
	*Unspent Miscellaneous				\$7,001.58	unspent		

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

				(\$15,296.54)	\$30,668.65	(\$34,464.00)
2022	31-Dec-21	\$586,789.86				
	Allocation for 2022	\$493,312.74	4%	\$19,732.51	(average of 12/31/18, 12/31/19, 12/31/20 FMV)	
	Cedar Valley's Youth Read 2022			(\$10,000.00)	spent	
	Bridge to Reading 2022			(\$3,402.00)	spent	
				\$6,330.51	\$36,999.16	(\$13,402.00)
2023	31-Dec-22	\$435,675.96				
	Allocation for 2023	\$541,108.68	4%	\$21,644.35	(average of 12/31/19, 12/31/20, 12/31/21 FMV)	
	Bridge to Reading 2023			(\$3,421.00)	spent	
	Cedar Valley Children's Book Festival			(\$7,452.66)	spent	
	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)	
	20th Anniversary 2024			(\$3,377.25)	spent	
	Adventure Pass 2024			(\$1,875.00)	spent	
	Bridge to Reading 2024			(\$3,579.94)	spent	
	Prenatal Programs 2024			(\$6,500.00)		
				\$5,408.80	\$50,078.64	(\$15,332.19)
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)	
REQ	Adventure Pass 2025			(\$2,000.00)		
REQ	Bridge to Reading 2025			(\$3,500.00)		
REQ	Nature Quest 2025			(\$13,500.00)		
				\$1,260.09	\$51,338.74	(\$19,000.00)
2026	31-Dec-25					
	Allocation for 2026	\$310,905.70	4%	\$12,436.23	(average of 12/31/22, 12/31/23, 12/31/24 FMV)	
				\$12,436.23	\$63,774.96	\$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							

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

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

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

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

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

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

\$24,875.49 \$37,237.25 (\$37,122.59)

2021	31-Dec-20	\$1,714,066.54		
	Allocation for 2021	\$1,589,127.56	4%	\$63,565.10 (average of 12/31/17, 12/31/18, 12/31/19 FMV)
	2021 Summer Library Program			(\$14,625.46) spent
	Storywalk 2021			(\$8,292.34) spent
	Youth Browsing Bins			(\$62,994.60) spent

(\$22,347.30) \$14,889.95 (\$85,912.40)

2022	31-Dec-21	\$1,853,298.98		
	Allocation for 2022	\$1,601,540.03	4%	\$64,061.60 (average of 12/31/18, 12/31/19, 12/31/20 FMV)
	Adventure Pass 2022			(\$2,107.90) spent
	Summer Library Program 2022			(\$18,870.54) spent
	SummerFest 2022			(\$4,012.20) spent
	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
	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)

Cedar Valley's Youth Read 2024	(\$7,023.36) spent
E-Materials 2024	(\$20,000.00)
Midwest French Creole Program 2024	(\$1,733.68) spent
Summer Library Program 2024	(\$16,906.37) spent

	\$17,335.15	\$31,661.58	(\$45,663.41)
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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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REQ	Cedar Valley's Youth Read 2025	(\$11,000.00)
REQ	Children's Book Festival/Fable's Birthday 2025	(\$9,500.00)
REQ	Summer Library Program 2025	(\$24,000.00)

	\$20,464.49	\$52,126.07	(\$44,500.00)
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2026 31-Dec-25

Allocation for 2026	\$1,006,345.86	4%	\$40,253.83 (average of 12/31/22, 12/31/23, 12/31/24 FMV)
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	\$40,253.83	\$92,379.90	\$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) 8/8/2012 (additional deposit)	\$43,841.56		\$310.30	\$310.30	\$310.30	\$0.00
2013	31-Dec-12	\$45,880.97	4%	\$1,835.24			
	Feb-13 Beckman Estate (additional deposit)			\$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	\$0.00
2022	31-Dec-21	\$71,159.63	4%	\$2,846.39		
				\$2,846.39	\$23,784.36	\$0.00
2023	31-Dec-22	\$57,142.55	4%	\$2,285.70		
				\$2,285.70	\$26,070.06	\$0.00
2024	31-Dec-23	\$64,763.54	4%	\$2,590.54		
				\$2,590.54	\$28,660.61	\$0.00
2025	31-Dec-24		4%	\$0.00		
				\$0.00	\$28,660.61	\$0.00
2026	31-Dec-25		4%	\$0.00		
				\$0.00	\$28,660.61	\$0.00

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

Budget Year	Date	Fair Market Value	Percent to Spend	Earned/ (Expended)	Underspent / (Overspent) Annual	Total Underspent / (Overspent)	Expended
2021	31-Dec-20	\$70,468.56		\$70,468.56			
					\$70,468.56	\$70,468.56	\$0.00
2022	31-Dec-21	\$78,575.26		\$78,575.26			
	Dolly Parton's Imagination Library			(\$10,000.00) spent			
	Youth Browsing Bins			(\$41,996.40) spent			
					\$26,578.86	\$97,047.42	(\$51,996.40)
2023	31-Dec-22	\$16,277.34		\$16,277.34			
	Redfern Display Case			(\$2,500.00) spent			
					\$13,777.34	\$110,824.76	(\$2,500.00)
2024	31-Dec-23	\$17,418.76		\$17,418.76			
					\$17,418.76	\$128,243.52	\$0.00
2025	31-Dec-24			\$0.00			
	Youth Desk 2025			(\$50,000.00)			
					(\$50,000.00)	\$78,243.52	(\$50,000.00)
2026	31-Dec-25			\$0.00			
					\$0.00	\$78,243.52	\$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-Aug	24-Sep	24-Oct	24-Nov	24-Dec	FY25
Customer Count	17,048	13,726	14,892	14,909	13,546	93,497
Hours Open	278	243	283	247	244	1,571
Total Circulation	39,153	32,992	34,270	34,482	33,695	217,727
Adult	12,488	11,373	11,571	11,050	11,652	71,757
Young Adult	1,954	1,433	1,386	1,427	1,499	10,067
Youth	16,115	12,044	13,217	13,571	12,019	85,074
Interlibrary Loan (cf to other)	153	171	210	151	192	1,063
<i>Interlibrary Loan (other to cf)</i>	155	140	160	106	119	811
<i>CFPL@UNI</i>	19	37	52	29	20	176
WPL	1,172	1,209	1,175	1,069	1,222	7,087
Library of Things	123	114	109	116	97	697
Total Physical Circulation	30,557	24,850	26,174	26,048	25,170	166,898
<i>Overdrive</i>	6,339	5,766	5,813	6,094	6,239	36,904
<i>Hoopla</i>	1,462	1,387	1,474	1,465	1,381	8,641
<i>Freegal Downloadable Music</i>	795	989	809	875	905	5,284
Total eresource Circulation	8,596	8,142	8,096	8,434	8,525	50,829
County	4,200	3,597	4,000	3,904	3,863	24,256
Open Access	2,344	2,039	1,612	1,593	1,613	11,846
Reference Service	513	335	416	441	372	2,555
Reference Desk	252	108	182	102	112	891
Youth Desk	226	175	175	302	223	1,408
YA Desk	0	0	0	0	0	0
Circulation	35	52	59	37	37	256
Titles Added	562	460	641	342	417	2,971
Items Added	686	585	728	424	511	3,580
Items Withdrawn	535	673	1,064	1,168	1,286	5,405
Meeting Room Use	38	44	38	41	33	221
Conference Room	7	20	14	14	6	74
Meeting Room	12	8	8	11	15	61
Co-Lab Room	19	16	16	16	12	86
YA/Youth Area	0	0	0	0	0	0
Youth Programs						
Events/Programs	29	41	48	48	40	248
Event Attendance	677	855	1,643	972	1,682	8,029
Outreach Services	2	2	2	3	1	12
Outreach Attendance	50	25	82	58	26	390
Teacher Units	13	24	23	21	128	209

Adult Programs						
Outreach Services	6	7	4	5	4	31
Outreach Attendance	616	278	25	135	13	1,100
Library Attendance	134	175	285	148	186	1,577
Library Activities	13	16	22	14	11	95
Young Adult Programs						
Library Attendance	41	13	49	32	12	202
Library Activities	5	9	7	6	6	43
Computer Usage	1,989	1,812	1,805	1,857	1,886	11,419
Netbook/iPad Circulation	3	21	13	5	4	50

	23-Dec	24-Dec	24-Nov
Customer Count	13,482	13,546	14,909
Hours Open	258	244	247
Total Circulation	33,127	33,695	34,482
Adult	12,267	11,652	11,050
Young Adult	1,593	1,499	1,427
Youth	11,577	12,019	13,571
Interlibrary Loan (cf to other)	147	192	151
<i>Interlibrary Loan (other to cf)</i>	91	119	106
<i>CFPL @UNI</i>	22	20	29
WPL	1,297	1,222	1,069
<i>Library of Things</i>	61	97	116
Physical Circulation	25,437	25,170	26,048
<i>Overdrive</i>	5,588	6,239	6,094
<i>Hoopla</i>	1,059	1,381	1,465
<i>Freegal Downloadable Music</i>	1,043	905	875
ereources Circulation	7,690	8,525	8,434
County	256	3,863	3,904
Open Access	4,635	1,613	1,593
Reference Service	383	372	441
Reference Desk	135	112	102
Youth Desk	215	223	302
YA Desk	0	0	0
Circulation	33	37	37
Titles Added	853	417	342
Items Added	985	511	424
Items Withdrawn	1,106	1,286	1,168
Meeting Room Use	47	33	41
Conference Room	14	6	14
Meeting Room	11	15	11
Co-Lab Room	22	12	16
YA/Youth Area	0	0	0
Youth Programs			
Events/Programs	35	40	48
Event Attendance	1,309	1,682	972
Outreach Services	1	1	3
Outreach Attendance	28	26	58
Teacher Units	18	128	21

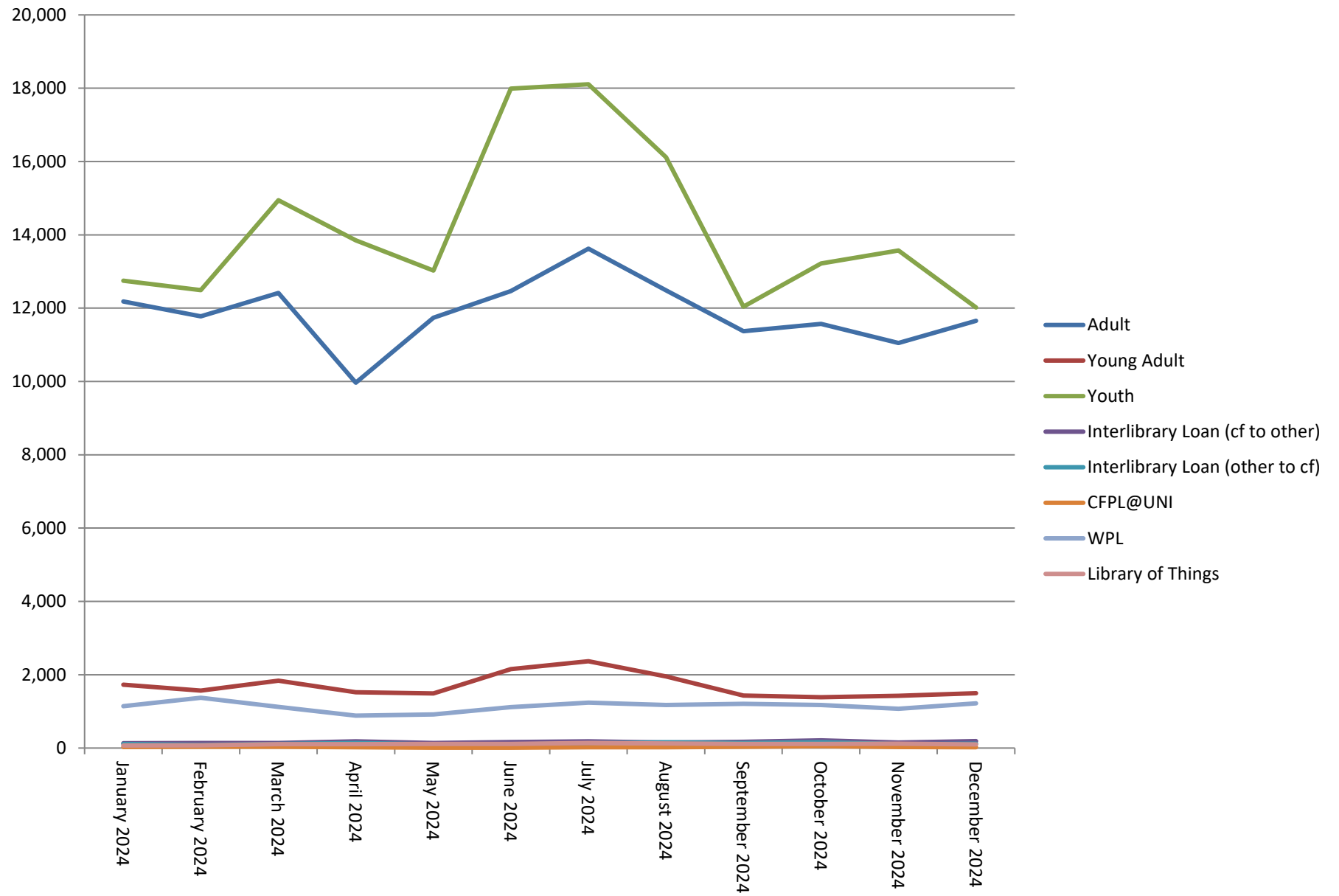
Adult Programs			
Outreach Services	4	4	5
Outreach Attendance	32	13	135
Library Attendance	117	186	148
Library Activities	10	11	14
Young Adult Programs			
Library Attendance	41	12	32
Library Activities	11	6	6
Computer Usage	2,150	1,886	1,857
Netbook/iPad Circulation	8	4	5

		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

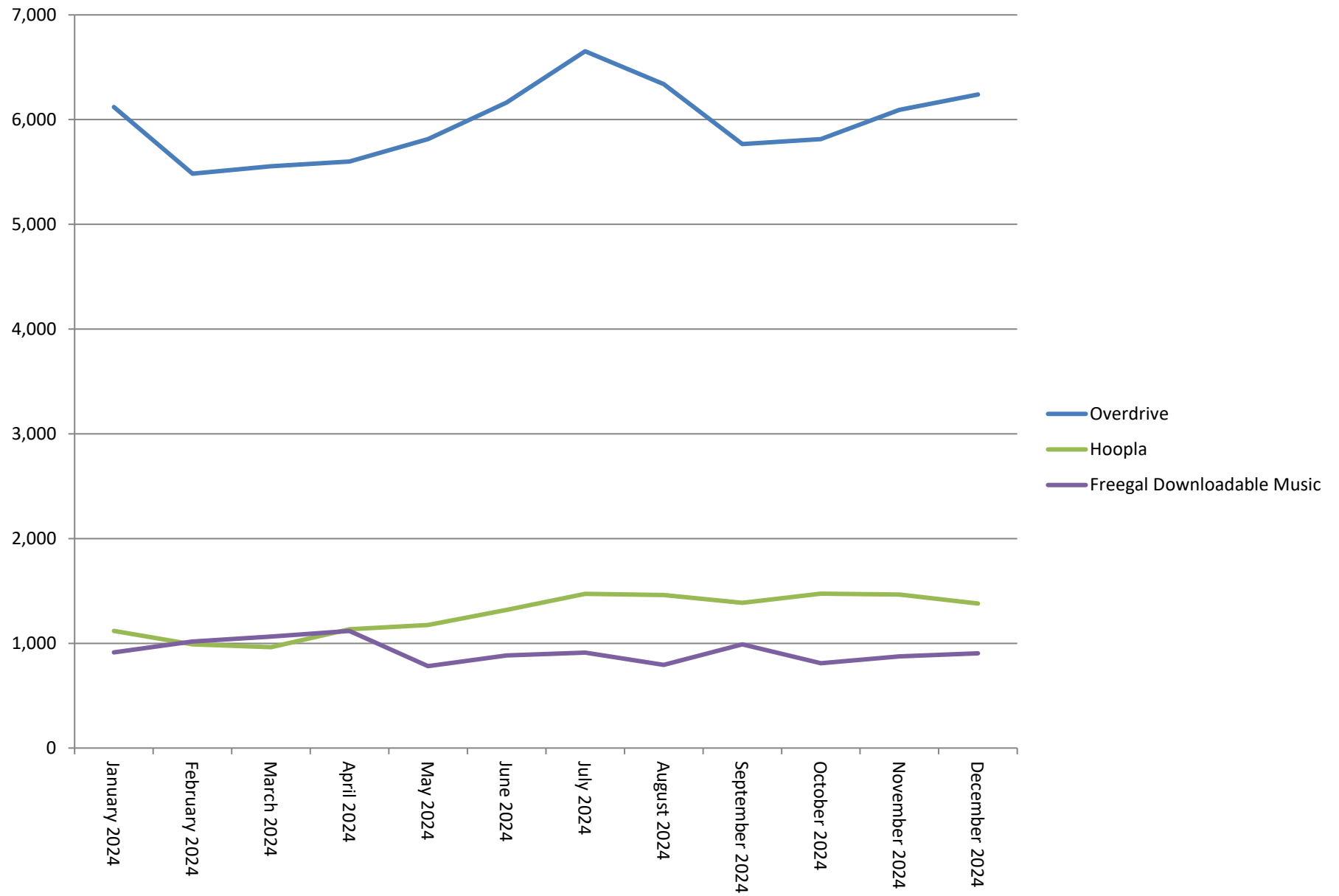
		Blank Park Zoo	Botanical of Des Moines	Grout Museum District	Science Center of Iowa
2024	April	6	5	4	4
	May	10	2	5	2
	June	19	5	9	5
	July	20	6	18	10
	August	16	5	13	7
	September	11	1	3	3
	October	9	1	0	1
	November	0	2	0	0
	December	1	0	4	2

Date	Day of Week	Patron Count	
		Curbside	Building
1/1/2025	Wednesday		
1/2/2025	Thursday	0	626
1/3/2025	Friday	0	551
1/4/2025	Saturday	0	726
1/5/2025	Sunday		264
1/6/2025	Monday	0	644
1/7/2025	Tuesday	0	536
1/8/2025	Wednesday	0	635
1/9/2025	Thursday	0	476
1/10/2025	Friday	0	558
1/11/2025	Saturday	0	657
1/12/2025	Sunday		364
1/13/2025	Monday	0	618
1/14/2025	Tuesday	0	464
1/15/2025	Wednesday	0	571
1/16/2025	Thursday	0	475
1/17/2025	Friday	0	627
1/18/2025	Saturday	0	
1/19/2025	Sunday		883
1/20/2025	Monday		
1/21/2025	Tuesday	0	545
1/22/2025	Wednesday	0	569
1/23/2025	Thursday	0	420
1/24/2025	Friday	0	545
1/25/2025	Saturday	0	19
1/26/2025	Sunday		0
1/27/2025	Monday	0	625
1/28/2025	Tuesday	0	526
1/29/2025	Wednesday	0	622
1/30/2025	Thursday	0	414
1/31/2025	Friday	0	559
Total		0	14,519

Physical Collection



eResource Collection



Physical VS eResource

