

AGENDA
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
July 2, 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. Consider and advise staff of policy direction regarding the Library atrium as a public forum
- V. Public Forum
- VI. Board Training update
- VII. Communication from Officers: Action appropriate to the communications
- VIII. Bills: Corrections/additions/deletions/approval
 - a. General Fund, Grant Funds
 - b. Financial Reports (General, Grants, Foundation Funds)
- IX. Usage Report
- X. Director's Report
 - a. Staffing update
 - b. Annual staff inservice
 - c. Reference services update
 - d. Miscellaneous
- XI. Reports from Department Heads
 - a. Public Services Librarian
 - b. Youth Librarian
- XII. Referred for Board Action
 - a. Approve slate of Library Board of Trustee officers for FY26: President, Vice-President, and Secretary
 - b. Approve closing the library Friday, September 19, 2025, for annual staff inservice

- c. Approve revision of the CFPL meeting room policy
- d. Approve filling potential vacancies resulting from internal hires for FT youth library assistant and/or PT circulation library assistant

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

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

XIV. Unfinished business

XV. New business

XVI. Adjournment

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

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

- I. President Sulentic called the meeting to order at 4:05.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Cormaney, Blair-Broeker) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval
MOTION: (Blair-Broeker, Green) 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
MOTION: (Blair-Broeker, Chadwick) to approve the May bills. Passed.
 - a. General Fund, Grant Funds
None
 - b. Financial Reports (General, Grants, Foundation Funds)
None
- VIII. Usage Report
President Sulentic noted that the numbers for the last few months look good. Member Blair-Broeker noted that curbside usage was up 300%.
- IX. Director's Report
 - a. Staffing update

Director Stern noted that the hiring freeze is over, so the position approved last month can be filled. She then discussed another resignation, and noted that filling the position is included in the agenda for approval.

b. Summer events affecting the library

Director Stern discussed Sturgis Falls and RAGBRAI, and the effect that they would potentially have on the library.

c. Miscellaneous

Director Stern noted the funds for the Dolly Parton Imagination Library are running low, so the program might have to be paused temporarily to raise additional funds. She then gave some statistics about how many children have received books, etc.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Pagel noted that the official start date is the 9th. She noted that the format for adult patrons will be like the format being used for youth and teen patrons. Librarian Pagel then discussed the prizes that will be given at the midway point, and upon completion. She then discussed some of the upcoming programs for the month.

b. Youth Librarian

Librarian Hosford noted that the program starts on Monday, but there are around 400 youth, and 30 teen patrons already registered. She noted that school ended yesterday, and it has already been busier in the department. Librarian Hosford mentioned some upcoming outreach, the Fable Book Bike Passport program, and some additional programs. She noted that the library will be part of the Sturgis Falls Parade.

XI. Referred for Board Action

a. Approve filling 25 hr/wk library assistant position in circulation

MOTION: (Chadwick, Blair-Broeker) to approve filling 25 hr/wk library assistant position in circulation. Passed.

b. Approve revised IT policy

Member Blair-Broeker inquired about some of the edits being in blue, and some in red. Director Rodenbeck noted that this is due to when the edits were made. She noted that some edits were made before sending the policy off for approval the first time, and some were made after it was sent back for further review.

MOTION: (Chadwick, Roelofse) to approve revised IT policy. Passed.

c. Approve serving wine and/or beer at a library program for adults on Mon., Sep. 15, 2025

MOTION: (Chadwick, Blair-Broeker) to approve serving wine and/or beer at a library program for adults on Mon., Sep. 15, 2025. Passed.

d. Approve FY26 library budget

Assistant Daniels noted that the budget for FY25 was \$2,944,100.00.

MOTION: (Blair-Broeker, Green) to approve FY26 library budget. Passed.

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

a. Friends of the Library

None

b. Finance: Meeting: No meeting needed in June

None

c. Personnel

Member Roelofse discussed the 2024 review of Director Stern. She noted how good the response rate was, the quality of the feedback, and gave highlights of the feedback.

d. Library Art

None

XIII. Unfinished business

None

XIV. New business

Director Rodenbeck discussed the upcoming parking presentation on June 16th. She noted that it is just a presentation, and no action will be taken. Director Rodenbeck noted that the current proposal is to have the library be a free parking lot.

XV. Adjournment

Motion to adjourn (Bessman Taylor, Green). Passed. Meeting adjourned at 4:30.

Respectfully submitted,

Timothy Daniels, Secretary Pro-Tem

FY25 LIBRARY BILL REPORT
7/2/2025

FUND	VENDOR NAME	ACCOUNT #	AMOUNT	DESCRIPTION 1	DESCRIPTION 2
GENERAL	BAKER & TAYLOR BOOKS	89-34	\$ 6.62	BERG 2 RMB SLP '25-YOUNG	ADULT BOOKS
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 7.19	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 10.82	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 11.39	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-34	\$ 16.28	BERG 2 RMB SLP '25-YOUTH	BOOKS
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 18.00	LRAGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 18.24	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 19.20	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-34	\$ 22.38	BERG 2 RMB SLP '25-YOUTH	BOOKS
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 24.15	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 25.83	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 33.21	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-23	\$ 33.52	LARGE PRINT BOOKS (MEM	POOCK)
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 56.76	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 78.40	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-21	\$ 80.96	YOUNG ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 90.20	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 93.63	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 118.13	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 157.87	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 163.81	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 193.21	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 232.33	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 235.37	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 259.20	3RD AGE BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 325.56	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 332.74	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 361.45	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-22	\$ 375.07	YOUTH BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 384.35	ADULT BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 444.08	ADULT BOOKS	

GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 582.78	3RD AGE BOOKS	
GENERAL	BAKER & TAYLOR BOOKS	89-20	\$ 1,103.38	3RD AGE BOOKS	
	BAKER & TAYLOR BOOKS Total		<u>\$ 5,916.11</u>		
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 14.66	ADULT VIDEOS	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 18.89	ADULT VIDEOS	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 24.49	ADULT VIDEOS	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 36.38	ADULT VIDEOS	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 100.74	ADULT VIDEOS	
GENERAL	BAKER & TAYLOR ENTERTAINMENT	89-25	\$ 104.26	ADULT VIDEOS	
	BAKER & TAYLOR ENTERTAINMENT Total		<u>\$ 299.42</u>		
GENERAL	BLUE BIN RECYCLING	86-01	\$ 150.00	CURBSIDE RECYCLING	NOV '24 - APRIL '25
	BLUE BIN RECYCLING Total		<u>\$ 150.00</u>		
GENERAL	CARR-MURPHY, HANNAH	89-34	\$ 50.00	RAY 2 RMB NATURE QUEST-	PRESENTER FEE
	CARR-MURPHY, HANNAH Total		<u>\$ 50.00</u>		
GENERAL	CEDAR FALLS UTILITIES	85-01	\$ 3,174.61	LIBRARY UTILITIES	
	CEDAR FALLS UTILITIES Total		<u>\$ 3,174.61</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	CITY LAUNDERING CO.	86-01	\$ 76.11	FIRST AID SUPPLY SERVICE	FOR LIBRARY
	CITY LAUNDERING CO. Total		<u>\$ 76.11</u>		
GENERAL	CREATIVEBUG HOLDINGS, LLC	89-26	\$ 125.00	CREATIVEBUG FY25 RENEWAL	06/01/25-06/30/25
	CREATIVEBUG HOLDINGS, LLC Total		<u>\$ 125.00</u>		
GENERAL	DEARREADER.COM	89-26	\$ 485.00	ONLINE BOOK CLUBS	1 YEAR SUBSCRIPTION
	DEARREADER.COM Total		<u>\$ 485.00</u>		
GENERAL	DEMCO, INC	71-11	\$ 60.15	2" TAPE, LABEL PROTECTORS	& CORNER TAPE
	DEMCO, INC Total		<u>\$ 60.15</u>		
GENERAL	GORDON FLESCH COMPANY	81-91	\$ 131.12	COPIER CONTRACT OVERAGE	40CC24

GORDON FLESCH COMPANY Total			<u>\$ 131.12</u>		
GENERAL	IFC STUDIOS	81-91	<u>\$ 296.39</u>	EVENTS CALENDAR PRO SUB.	1 YEAR
	IFC STUDIOS Total		<u>\$ 296.39</u>		
GENERAL	KANOPY, INC.	89-26	<u>\$ 1,500.00</u>	KANOPY PLUS FAVORITES &	SERIES 1 YEAR SUB.
	KANOPY, INC. Total		<u>\$ 1,500.00</u>		
GENERAL	MICROMARKETING, LLC	89-22	<u>\$ 15.19</u>	YOUTH BOOKS	
	MICROMARKETING, LLC Total		<u>\$ 15.19</u>		
GENERAL	OFFICE EXPRESS OFFICE PRO	71-01	\$ 80.36	LEDGER-SIZE PAPER, #33 &	#64 RUBBER BANDS
GENERAL	OFFICE EXPRESS OFFICE PRO	71-01	\$ 147.53	#4 PADDED MAILERS, RED	BALLPOINT PENS
GENERAL	OFFICE EXPRESS OFFICE PRO	71-01	<u>\$ 183.51</u>	THERMAL PRINTING PAPER	ROLLS 3.13"
	OFFICE EXPRESS OFFICE PRO Total		<u>\$ 411.40</u>		
GENERAL	OVERDRIVE, INC.	89-34	\$ 42.75	BERG 2 RMB E-MATERIALS-	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	89-46	\$ 55.24	YOUTH E-BOOKS	
GENERAL	OVERDRIVE, INC.	89-34	\$ 87.50	BERG 2 RMB E-MATERIALS-	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	89-44	\$ 119.00	YOUNG ADULT AUDIO BOOKS	
GENERAL	OVERDRIVE, INC.	89-44	\$ 151.43	YOUNG ADULT E-BOOKS	
GENERAL	OVERDRIVE, INC.	89-34	\$ 183.23	BERG 2 RMB E-MATERIALS-	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	89-34	<u>\$ 213.00</u>	BERG 2 RMB E-MATERIALS-	ADULT E-BOOKS
	OVERDRIVE, INC. Total		<u>\$ 852.15</u>		
GENERAL	PLAYAWAY PRODUCTS	89-37	\$ 56.24	YOUNG ADULT PLAYAWAYS	
GENERAL	PLAYAWAY PRODUCTS	71-11	\$ 99.92	LANYARDS FOR PLAYAWAYS	
GENERAL	PLAYAWAY PRODUCTS	89-24	<u>\$ 494.18</u>	ADULT PLAYAWAYS	
	PLAYAWAY PRODUCTS Total		<u>\$ 650.34</u>		
GENERAL	QUADIENT FINANCE USA, INC	72-99	<u>\$ 450.00</u>	POSTAGE	
	QUADIENT FINANCE USA, INC Total		<u>\$ 450.00</u>		
GENERAL	SANDEE'S	71-01	<u>\$ 49.90</u>	NOTARY STAMPS	C RIDER / T MEYER
	SANDEE'S Total		<u>\$ 49.90</u>		
GENERAL	SHOWCASES	71-11	<u>\$ 513.30</u>	3-DVD & 4-DVD CASES	

SHOWCASES Total			<u>\$ 513.30</u>		
GENERAL	STOREY KENWORTHY	89-34	<u>\$ 168.00</u>	BERG 2 RMB SLP-BOOKMARK	PRINTING
	STOREY KENWORTHY Total		<u>\$ 168.00</u>		
GENERAL	TELEVEND SERVICES, INC.	72-19	<u>\$ 89.17</u>	FAX CARD PRINTING	
	TELEVEND SERVICES, INC. Total		<u>\$ 89.17</u>		
GENERAL	VESTIS	86-01	<u>\$ 23.55</u>	LIBRARY MAT SERVICE	
GENERAL	VESTIS	86-01	<u>\$ 23.55</u>	LIBRARY MAT SERVICE	
	VESTIS Total		<u>\$ 47.10</u>		
Total Vendor Payments			<u>\$ 15,560.80</u>		

FUND	VENDOR NAME	ACCOUNT #	AMOUNT	DESCRIPTION 1	DESCRIPTION 2
GENERAL	US BANK	89-33	<u>\$ 8.87</u>	ALDI 72064	FOTL:ADULT-CROISSANTS &
			<u>\$ 8.87</u>	ALDI 72064 Total	
GENERAL	US BANK	89-37	\$ 34.85	AMAZON MKTPL	YOUNG ADULT CD BOOKS
GENERAL	US BANK	89-33	\$ 111.19	AMAZON MKTPL	FOTL:YOUTH-PAINT, TOTE
GENERAL	US BANK	89-33	\$ 14.95	AMAZON MKTPL	FOTL:ADULT-RICE SEASONING
GENERAL	US BANK	89-24	\$ 13.98	AMAZON MKTPL	ADULT CD MUSIC
GENERAL	US BANK	89-25	\$ 107.57	AMAZON MKTPL	ADULT VIDEOS
GENERAL	US BANK	89-25	\$ 25.99	AMAZON MKTPL	ADULT VIDEOS
GENERAL	US BANK	89-20	\$ 95.89	AMAZON MKTPL	ADULT BOOKS
GENERAL	US BANK	89-34	\$ 72.69	AMAZON MKTPL	BERG 2 RMB BOOK FEST-SHOE
GENERAL	US BANK	71-01	\$ 59.39	AMAZON MKTPL	COMPUTER PRIVACY SCREEN
GENERAL	US BANK	89-34	\$ 329.90	AMAZON MKTPL	BERG 2 RMB BOOK FEST-
GENERAL	US BANK	89-33	\$ 35.53	AMAZON MKTPL	FOTL:YOUTH-CUTTING BLADES
GENERAL	US BANK	71-01	\$ 38.99	AMAZON MKTPL	MICROPHONE & COVERS
GENERAL	US BANK	89-20	\$ 27.99	AMAZON MKTPL	ADULT BOOKS
GENERAL	US BANK	89-26	\$ 296.37	AMAZON MKTPL	YOUNG ADULT VIDEO GAMES
GENERAL	US BANK	71-01	\$ 16.58	AMAZON MKTPL	PURPLE PAPER REAM
GENERAL	US BANK	89-33	\$ 70.05	AMAZON MKTPL	FOTL:OUTREACH-BIKE BAG &
GENERAL	US BANK	89-34	\$ 124.19	AMAZON MKTPL	BERG 2 RMB SLP-STICKERS &
GENERAL	US BANK	89-22	\$ 30.86	AMAZON MKTPL	YOUTH BOOKS

GENERAL	US BANK	89-33	\$	55.06	AMAZON MKTPL	FOTL:ADULT-EPSOM SALT,
GENERAL	US BANK	71-01	\$	15.27	AMAZON MKTPL	DRY ERASE MARKERS &
GENERAL	US BANK	71-01	\$	16.58	AMAZON MKTPL	PURPLE PAPER REAM
GENERAL	US BANK	89-33	\$	14.07	AMAZON MKTPL	FOTL:ADULT-SEAWEED SHEETS
GENERAL	US BANK	89-34	\$	91.76	AMAZON MKTPL	RAY 2 RMB NATURE-GLUE &
GENERAL	US BANK	89-33	\$	21.27	AMAZON MKTPL	FOTL:ADULT-SEA SALT
GENERAL	US BANK	89-34	\$	245.53	AMAZON MKTPL	RAY 2 RMB NATURE-PAINT
GENERAL	US BANK	89-19	\$	29.47	AMAZON MKTPL	CUTTING MAT
GENERAL	US BANK	89-34	\$	40.97	AMAZON MKTPL	BERG 2 RMB SLP-MINI TREES
GENERAL	US BANK	89-34	\$	39.98	AMAZON MKTPL	BERG 2 RMB SLP-FISHING
GENERAL	US BANK	89-34	\$	87.54	AMAZON MKTPL	BERG 2 RMB SLP-ORNAMENT,
GENERAL	US BANK	89-34	\$	43.74	AMAZON MKTPL	BERG 2RMB SLP-WOOD CHESTS
GENERAL	US BANK	89-34	\$	201.13	AMAZON MKTPL	BERG 2 RMB SLP-YA BOOKS
GENERAL	US BANK	89-33	\$	86.30	AMAZON MKTPL	FOTL:YA-PINS, STICKERS,
GENERAL	US BANK	89-33	\$	72.46	AMAZON MKTPL	FOTL:ADULT-RICE, CUPS,
			\$	2,568.09	AMAZON MKTPL Total	
GENERAL	US BANK	89-34	\$	36.56	AMAZON RETA	BERG 2 RMB SLP-CANDY
GENERAL	US BANK	89-22	\$	18.99	AMAZON RETA	YOUTH BOOKS
GENERAL	US BANK	89-22	\$	63.16	AMAZON RETA	YOUTH BOOKS
GENERAL	US BANK	89-34	\$	(330.72)	AMAZON RETA	RAY 2 RMB BRIDGE-REFUND
GENERAL	US BANK	89-33	\$	51.37	AMAZON RETA	FOTL:ADULT-BEVERAGE DISP.
GENERAL	US BANK	89-34	\$	265.81	AMAZON RETA	RAY 2 RMB BRIDGE-BOOKS
GENERAL	US BANK	89-20	\$	33.63	AMAZON RETA	ADULT BOOKS
GENERAL	US BANK	89-21	\$	57.91	AMAZON RETA	YOUNG ADULT BOOKS
GENERAL	US BANK	89-34	\$	330.72	AMAZON RETA	RAY 2 RMB BRIDGE-BOOKS
GENERAL	US BANK	89-22	\$	44.97	AMAZON RETA	YOUTH BOOKS
GENERAL	US BANK	89-21	\$	13.64	AMAZON RETA	YOUNG ADULT BOOKS
GENERAL	US BANK	89-33	\$	139.95	AMAZON RETA	FOTL:ADULT-ADULT BOOKS
GENERAL	US BANK	89-21	\$	21.80	AMAZON RETA	YOUNG ADULT BOOKS
GENERAL	US BANK	89-37	\$	34.82	AMAZON RETA	YOUNG ADULT CD BOOKS
GENERAL	US BANK	89-22	\$	65.22	AMAZON RETA	YOUTH BOOKS
GENERAL	US BANK	89-22	\$	32.79	AMAZON RETA	YOUTH BOOKS
GENERAL	US BANK	89-20	\$	13.10	AMAZON RETA	ADULT BOOKS (WL)
GENERAL	US BANK	89-20	\$	32.95	AMAZON RETA	ADULT BOOKS
GENERAL	US BANK	89-22	\$	49.86	AMAZON RETA	YOUTH BOOKS
GENERAL	US BANK	89-25	\$	19.99	AMAZON RETA	ADULT VIDEOS

GENERAL	US BANK	89-22	\$ 54.96	AMAZON RETA	YOUTH BOOKS
GENERAL	US BANK	89-21	\$ 87.42	AMAZON RETA	YOUNG ADULT BOOKS
GENERAL	US BANK	89-34	\$ 13.18	AMAZON RETA	BERG 2 RMB SLP-YA BOOKS
GENERAL	US BANK	89-34	\$ 19.19	AMAZON RETA	BERG 2 RMB SLP-CANDY
			<u>\$ 1,171.27</u>	AMAZON RETA Total	
GENERAL	US BANK	89-34	\$ 24.44	COPYWORKS CEDAR FALLS	BERG 2 RMB SLP-FABLE'S
GENERAL	US BANK	89-34	\$ 102.00	COPYWORKS CEDAR FALLS	BERG 2 RMB SLP-POSTER
			<u>\$ 126.44</u>	COPYWORKS CEDAR FALLS Total	
GENERAL	US BANK	89-33	\$ 12.29	DOMINO'S 1737	FOTL:YOUTH-PIZZA
GENERAL	US BANK	89-33	\$ 15.98	DOMINO'S 1737	FOTL:YOUTH-PIZZA
			<u>\$ 28.27</u>	DOMINO'S 1737 Total	
GENERAL	US BANK	89-33	\$ 27.96	HY-VEE CEDAR FALLS 1052	FOTL:YA-CUPCAKES
GENERAL	US BANK	89-33	\$ 39.46	HY-VEE CEDAR FALLS 1052	FOTL:ADULT-COFFEE & POP
			<u>\$ 67.42</u>	HY-VEE CEDAR FALLS 1052 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	\$ 115.90	MENARDS CEDAR FALLS IA	FOTL:ADULT-MULCH, SOIL,
			<u>\$ 115.90</u>	MENARDS CEDAR FALLS IA Total	
GENERAL	US BANK	81-91	\$ 1,320.00	MOBILE BEACON	DATA SERVICE 1-YR (X11)
			<u>\$ 1,320.00</u>	MOBILE BEACON Total	
GENERAL	US BANK	71-01	\$ 87.00	ONLINE LABELS	LABELS 3.4375 X 0.669"
			<u>\$ 87.00</u>	ONLINE LABELS Total	
GENERAL	US BANK	89-33	\$ 25.54	PANERA BREAD #203210 O	FOTL:YOUTH-LUNCH FOR
			<u>\$ 25.54</u>	PANERA BREAD #203210 O Total	
GENERAL	US BANK	89-33	\$ 7.00	SP AMERICANGIRL	FOTL:YOUTH-SHIPPING FOR
			<u>\$ 7.00</u>	SP AMERICANGIRL Total	
GENERAL	US BANK	89-34	\$ 24.99	SP PRETTY GOOD CO.	BERG 2 RMB SLP-BOOKSHELF

			<u>\$ 24.99</u>	SP PRETTY GOOD CO. Total	
GENERAL	US BANK	31-20	<u>\$ 30.00</u>	SQ *CEDAR FALLS LASER ENG	DONOR PLATE ENGRAVING
			<u>\$ 30.00</u>	SQ *CEDAR FALLS LASER ENG Total	
GENERAL	US BANK	89-33	\$ 22.00	SQ *CUP OF JOE	FOTL:ADULT-COFFEE
GENERAL	US BANK	89-34	<u>\$ 33.00</u>	SQ *CUP OF JOE	BERG 2 RMB SLP-COFFEE &
			<u>\$ 55.00</u>	SQ *CUP OF JOE Total	
GENERAL	US BANK	89-34	<u>\$ 13.00</u>	SQ *HERE'S WHAT'S POPPIN	BERG 2 RMB SLP-POPCORN
			<u>\$ 13.00</u>	SQ *HERE'S WHAT'S POPPIN Total	
GENERAL	US BANK	89-34	<u>\$ 74.98</u>	SQ *THE CORE	BERG 2RMB SLP-DND STARTER
			<u>\$ 74.98</u>	SQ *THE CORE Total	
GENERAL	US BANK	89-34	<u>\$ 20.99</u>	TEA CELLAR	BERG 2 RMB SLP-TEA &
			<u>\$ 20.99</u>	TEA CELLAR Total	
GENERAL	US BANK	89-34	<u>\$ 68.95</u>	TERRAPIN	BERG 2 RMB SLP-SNAKES &
			<u>\$ 68.95</u>	TERRAPIN Total	
GENERAL	US BANK	89-26	\$ 59.99	VIDEO GAMES ETC - CEDA	ADULT VIDEO GAMES
GENERAL	US BANK	89-26	<u>\$ 389.93</u>	VIDEO GAMES ETC - CEDA	YOUNG ADULT VIDEO GAMES
			<u>\$ 449.92</u>	VIDEO GAMES ETC - CEDA Total	
GENERAL	US BANK	89-33	<u>\$ 11.00</u>	VINTAGE IRON CO	FOTL:MARKETING-MICROPHONE
			<u>\$ 11.00</u>	VINTAGE IRON CO Total	
GENERAL	US BANK	89-34	<u>\$ 21.12</u>	WAL-MART #0753	RAY 2 RMB NATURE QUEST-
			<u>\$ 21.12</u>	WAL-MART #0753 Total	
USBank Total			<u>\$ 6,394.75</u>		
Final Payment Total			<u><u>\$ 21,955.55</u></u>		

FY26 LIBRARY BILL REPORT
7/2/2025

FUND	VENDOR NAME	ACCOUNT #	AMOUNT	DESCRIPTION 1	DESCRIPTION 2
GENERAL	CREATIVEBUG HOLDINGS, LLC	89-26	<u>\$ 1,500.00</u>	CREATIVEBUG FY26 RENEWAL	07/01/25-06/30/26
	CREATIVEBUG HOLDINGS, LLC Total		<u>\$ 1,500.00</u>		
GENERAL	GORDON FLESCH COMPANY INC	81-91	<u>\$ 811.64</u>	COPIER CONTRACT (40CC24)	07/05/25-08/04/25
	GORDON FLESCH COMPANY INC Total		<u>\$ 811.64</u>		
GENERAL	QUADIENT, INC.	86-01	<u>\$ 60.00</u>	QUADIENT METER RENTAL	07/16/25-10/15/25
	QUADIENT, INC. Total		<u>\$ 60.00</u>		
GENERAL	SCHOOL LIBRARY JOURNAL	89-31	<u>\$ 169.00</u>	SCHOOL LIBRARY JOURNAL 1Y	SUB 07/25-06/26
	SCHOOL LIBRARY JOURNAL Total		<u>\$ 169.00</u>		
	Total Vendor Payments		<u>\$ 2,540.64</u>		
	Final Payment Total		<u><u>\$ 2,540.64</u></u>		

REVENUE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF MAY 2025

PAGE 1
ACCOUNTING PERIOD 11/2025

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	.00	11,735.51	13,264.49	47
<hr/>						
*	INTERGOVERNMENTAL	25,000.00	.00	11,735.51	13,264.49	47
CHARGES FOR SERVICES						
101-1060-356.71-00	LIBRARY-COPY MACHINE	7,000.00	949.38	10,132.45	3,132.45-	145
101-1060-356.72-00	LIBRARY-COUNTY TAX	32,000.00	19,881.00	39,762.00	7,762.00-	124
101-1060-356.73-00	LIBRARY-FINES & FEES	.00	29.90	1,592.14	1,592.14-	0
101-1060-356.74-00	LIBRARY-LOST & PAID BOOKS	2,500.00	408.00	3,970.87	1,470.87-	159
101-1060-356.75-00	LIBRARY-OPEN ACCESS FUNDS	20,000.00	.00	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	200.00	3,284.00	3,284.00-	0
101-1060-356.79-00	LIBRARY-OUTSIDE FUNDING	.00	.00	909.00	909.00-	0
101-1060-356.79-01	LIBRARY-ENDOWMENTS	110,850.00	.00	45,703.60	65,146.40	41
101-1060-356.79-02	FRIENDS OF THE LIBRARY	50,350.00	2,154.18	48,505.95	1,844.05	96
101-1060-356.81-00	LIBRARY-CO-LAB FEES	.00	15.75	390.20	390.20-	0
<hr/>						
*	CHARGES FOR SERVICES	222,700.00	23,638.21	178,158.36	44,541.64	80
**	GENERAL FUND	247,700.00	23,638.21	192,270.03	55,429.97	78

REVENUE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF MAY 2025

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ACCOUNTING PERIOD 11/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
LIBRARY RESERVE						
294-0000-356.78-00	LIBRARY-GIFTS & MEMORIALS	5,200.00	.00	148,452.07	143,252.07-	2855
* CHARGES FOR SERVICES		5,200.00	.00	148,452.07	143,252.07-	2855
USE OF MONEY & PROPERTY						
294-0000-361.01-00	CHECKING ACCT INTEREST	.00	205.98	2,009.79	2,009.79-	0
294-0000-361.03-00	CD/INVESTMENT INTEREST	.00	1,622.90	11,018.75	11,018.75-	0
* USE OF MONEY & PROPERTY		.00	1,828.88	13,028.54	13,028.54-	0
**	LIBRARY RESERVE	5,200.00	1,828.88	161,480.61	156,280.61-	3105

REVENUE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF MAY 2025

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ACCOUNTING PERIOD 11/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		381,830.00	25,467.09	377,115.64	4,714.36	99

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF MAY 2025

PAGE 1
ACCOUNTING PERIOD 11/2025

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	901,880.00	144,085.32	859,989.56	41,890.44	95
101-1060-423.61-02	PART-TIME	466,470.00	12,027.99	388,008.32	78,461.68	83
101-1060-423.62-01	PAYROLL	4,100.00	341.67	3,758.33	341.67	92
101-1060-423.62-02	SEVERANCE	15,100.00	1,258.33	13,841.67	1,258.33	92
101-1060-423.64-01	HEALTH INS. PREMIUMS	223,230.00	18,671.27	203,927.95	19,302.05	91
101-1060-423.64-02	HEALTH INS. REIMBURSEMENT	2,850.00	.00	525.29	2,324.71	18
101-1060-423.64-03	LIFE INSURANCE	2,120.00	161.41	1,765.44	354.56	83
101-1060-423.64-04	LTD INSURANCE	2,780.00	211.00	2,307.75	472.25	83
101-1060-423.64-05	WORKMAN'S COMP. INS.	2,910.00	242.50	2,667.50	242.50	92
101-1060-423.65-01	F.I.C.A.	102,950.00	11,742.33	93,509.77	9,440.23	91
101-1060-423.66-01	I.P.E.R.S.	128,540.00	14,725.06	117,342.23	11,197.77	91
*	PERSONAL SERVICES	1,852,930.00	203,466.88	1,687,643.81	165,286.19	91
COMODITIES						
101-1060-423.71-01	OFFICE SUPPLIES	10,000.00	696.71	3,508.34	6,491.66	35
101-1060-423.71-11	TECHNICAL PROCESSING SUPP	30,000.00	1,933.66	4,764.41	25,235.59	16
101-1060-423.72-19	PRINTING	2,000.00	.00	334.65	1,665.35	17
101-1060-423.72-75	DISPLAY	1,650.00	.00	.00	1,650.00	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	346.79	12,666.70	4,833.30	72
101-1060-423.73-06	BUILDING REPAIR	4,000.00	.00	.00	4,000.00	0
*	COMODITIES	66,350.00	2,977.16	22,449.20	43,900.80	34
CONTRACTED SERVICES						
101-1060-423.81-01	PROFESSIONAL SERVICES	1,000.00	.00	.00	1,000.00	0
101-1060-423.81-12	COMPUTER SERVICES	93,390.00	7,782.50	85,607.50	7,782.50	92
101-1060-423.81-91	LICENSES & SERVICE CONTRT	99,000.00	16,784.12	59,535.91	39,464.09	60
101-1060-423.82-01	TELEPHONE	4,000.00	120.77	1,394.28	2,605.72	35
101-1060-423.83-05	TRAVEL (FOOD/MILEAGE/LOD)	1,350.00	.00	1,095.18	254.82	81
101-1060-423.83-06	EDUCATION	6,000.00	.00	4,475.00	1,525.00	75
101-1060-423.84-01	OPERATING INSURANCE	27,310.00	2,275.83	25,034.17	2,275.83	92
101-1060-423.85-01	UTILITIES	106,250.00	5,025.15	47,510.23	58,739.77	45
101-1060-423.86-01	REPAIR & MAINTENANCE	7,000.00	126.43	3,146.98	3,853.02	45
101-1061-423.89-19	CO-LAB MATERIALS	2,000.00	.00	644.93	1,355.07	32
101-1060-423.89-20	ADULT BOOKS	56,000.00	3,298.27	32,003.99	23,996.01	57
101-1060-423.89-21	YOUNG ADULT BOOKS	20,000.00	1,242.37	11,755.78	8,244.22	59
101-1060-423.89-22	YOUTH BOOKS	45,000.00	3,399.59	27,563.58	17,436.42	61
101-1060-423.89-23	LARGE PRINT BOOKS	1,500.00	.00	86.33	1,413.67	6
101-1060-423.89-24	ADULT AUDIO	7,500.00	.00	3,788.90	3,711.10	51
101-1060-423.89-25	ADULT VIDEO	17,000.00	510.34	5,896.66	11,103.34	35
101-1060-423.89-26	NON-PRINT RESOURCES	35,000.00	.00	26,985.95	8,014.05	77
101-1060-423.89-29	NEWSPAPERS	3,000.00	.00	1,133.40	1,866.60	38

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF MAY 2025

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ACCOUNTING PERIOD 11/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
101-1060-423.89-31	PERIODICALS	8,000.00	1,809.00	5,355.83	2,644.17	67
101-1060-423.89-33	FRIENDS SUPPORTED PROGRAM	50,350.00	1,652.50	71,120.51	20,770.51-	141
101-1060-423.89-34	ENDOWMENT SUPPORTED PROG.	110,850.00	65,360.20	149,930.22	39,080.22-	135
101-1060-423.89-35	YOUTH AUDIO	2,000.00	.00	379.66	1,620.34	19
101-1060-423.89-36	YOUTH VIDEO	6,450.00	340.98	5,146.31	1,303.69	80
101-1060-423.89-37	YOUNG ADULT AUDIO	3,000.00	.00	656.27	2,343.73	22
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	22,000.00	45,224.50	4,775.50	90
101-1060-423.89-44	YOUNG ADULT E-MATERIALS	10,000.00	451.94	5,408.01	4,591.99	54
101-1060-423.89-46	YOUTH E-MATERIALS	13,000.00	.00	7,206.78	5,793.22	55
101-1060-423.89-47	LIBRARY OF THINGS	1,000.00	.00	318.37	681.63	32
*	CONTRACTED SERVICES	788,950.00	132,179.99	628,490.39	160,459.61	80
	CAPITAL OUTLAY					
101-1060-423.93-01	EQUIPMENT	5,800.00	1,280.36	5,625.47	174.53	97
**	CAPITAL OUTLAY	5,800.00	1,280.36	5,625.47	174.53	97
**	LIBRARY	3,015,300.00	339,904.39	2,344,208.87	671,091.13	78
***	FINANCE & BUSINESS OPER.	3,015,300.00	339,904.39	2,344,208.87	671,091.13	78

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF MAY 2025

PAGE 3
ACCOUNTING PERIOD 11/2025

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	535.79	535.79	24,464.21	2
101-1199-421.31-21	GRANTS - LIBRARY STATE AID	.00	.00	227.77	227.77-	0
*	TRANSFERS	25,000.00	535.79	763.56	24,236.44	3
**	ADMIN/LEGAL	25,000.00	535.79	763.56	24,236.44	3
***	ADMINISTRATIVE	25,000.00	535.79	763.56	24,236.44	3
****	GENERAL FUND	3,040,300.00	340,440.18	2,344,972.43	695,327.57	77

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF MAY 2025

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ACCOUNTING PERIOD 11/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
LIBRARY RESERVE						
FINANCE & BUSINESS OPER.						
LIBRARY						
CONTRACTED SERVICES						
294-1060-423.89-22	YOUTH BOOKS	400.00	120.52	393.34	6.66	98
294-1060-423.89-23	LARGE PRINT BOOKS	4,800.00	566.68	4,130.86	669.14	86
*	CONTRACTED SERVICES	5,200.00	687.20	4,524.20	675.80	87
**	LIBRARY	5,200.00	687.20	4,524.20	675.80	87
***	FINANCE & BUSINESS OPER.	5,200.00	687.20	4,524.20	675.80	87
****	LIBRARY RESERVE	5,200.00	687.20	4,524.20	675.80	87

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF MAY 2025

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ACCOUNTING PERIOD 11/2025

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	20.00	110.00	34,890.00	0
*	CONTRACTED SERVICES	35,000.00	20.00	110.00	34,890.00	0
**	DATA PROCESSING	35,000.00	20.00	110.00	34,890.00	0
***	FINANCE & BUSINESS OPER.	35,000.00	20.00	110.00	34,890.00	0
****	DATA PROCESSING FUND	35,000.00	20.00	110.00	34,890.00	0

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2025
FOR THE MONTH OF MAY 2025

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ACCOUNTING PERIOD 11/2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		3,209,430.00	348,892.56	2,414,345.48	795,084.52	75

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

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

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

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

Atrium Windows 2023

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

Library Automated Materials Handler

(\$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

\$1,364,353.78

Allocation for 2025

\$1,241,626.47

4%

\$49,665.06 (average of 12/31/21, 12/31/22, 12/31/23 FMV)
(\$30,000.00)

 \$19,665.06 \$59,113.63 (\$30,000.00)
2026 31-Dec-25**Allocation for 2026**

\$1,238,588.66

4%

\$49,543.55 (average of 12/31/22, 12/31/23, 12/31/24 FMV)

 \$49,543.55 \$108,657.18 \$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)			

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	\$523,557.56				
	Allocation for 2025	\$506,502.32	4%	\$20,260.09	(average of 12/31/21, 12/31/22, 12/31/23 FMV)	
	Adventure Pass 2025			(\$2,000.00)		
	Bridge to Reading 2025			(\$3,500.00)		
	Nature Quest 2025			(\$13,500.00)		
				\$1,260.09	\$51,338.74	(\$19,000.00)
2026	31-Dec-25					
	Allocation for 2026	\$485,424.89	4%	\$19,417.00	(average of 12/31/22, 12/31/23, 12/31/24 FMV)	
				\$19,417.00	\$70,755.73	\$0.00

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

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

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

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

Apr-15	*Summer Library Program, Part 2 (part of other library programming)				(\$5,668.14)			
Apr-14	*Bridge to Reading Awards Kits (part of other library programming)				(\$2,122.49)			
Apr-14	*10 Year Anniversary Celebration (part of other library programming)				(\$1,400.00)			
Apr-14	*Claudia Kolker, Author (part of other library programming)				(\$1,400.56)			
	*Author Visit by N.D. Wilson, actually Gary Schmidt (part of other library programming)				(\$4,989.85)	spent		
					\$15,216.37	\$74,448.76	(\$36,452.93)	
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)

2025 31-Dec-24 \$1,654,532.17
Allocation for 2025 \$1,624,112.19 4% **\$64,964.49** (average of 12/31/21, 12/31/22, 12/31/23 FMV)
 Cedar Valley's Youth Read 2025 (\$11,000.00)
 Children's Book Festival/Fable's Birthday 2025 (\$9,500.00)
 Summer Library Program 2025 (\$24,000.00)

\$20,464.49 \$52,126.07 (\$44,500.00)

2026 31-Dec-25
Allocation for 2026 \$1,557,856.58 4% **\$62,314.26** (average of 12/31/22, 12/31/23, 12/31/24 FMV)

\$62,314.26 \$114,440.33 \$0.00

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

Budget Year	Date	Fair Market Value	Percent to Spend	Earned/ (Expended)	Underspent / (Overspent) Annual	Total Underspent / (Overspent)	Expended
2012	2/15/2012 (original deposit) 8/8/2012 (additional deposit)	\$43,841.56		\$310.30	\$310.30	\$310.30	\$0.00
2013	31-Dec-12 Feb-13 Beckman Estate (additional deposit) Distribution for 2013 Jun-13 Deposited distribution back into fund	\$45,880.97	4%	\$1,835.24 \$171.43 (\$483.90) \$483.90	\$2,006.67	\$2,316.97	\$0.00
2014	31-Dec-13 Distribution for 2014 May-14 Deposited distribution back into fund	\$52,021.66	4%	\$2,080.87 (\$1,702.91) \$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	\$69,351.53	4%	\$2,774.06		
				\$2,774.06	\$31,434.67	\$0.00
2026	31-Dec-25		4%	\$0.00		
				\$0.00	\$31,434.67	\$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	\$18,866.05		\$18,866.05			
	Youth Desk 2025			(\$50,000.00)			
					(\$31,133.95)	\$97,109.57	(\$50,000.00)
2026	31-Dec-25			\$0.00			
					\$0.00	\$97,109.57	\$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							

	25-Jan	25-Feb	25-Mar	25-Apr	25-May	FY25
Customer Count	14,519	13,849	16,570	16,653	15,039	170,127
Hours Open	259	252	264	270	263	2,879
Total Circulation	36,136	32,807	37,768	34,876	34,912	394,226
Adult	12,200	10,775	12,090	11,553	11,236	129,611
Young Adult	1,548	1,323	1,654	1,426	1,561	17,579
Youth	12,616	12,290	14,720	13,183	12,844	150,727
Interlibrary Loan (cf to other)	224	213	200	217	171	2,088
<i>Interlibrary Loan (other to cf)</i>	139	108	196	160	143	1,557
<i>CFPL@UNI</i>	21	22	29	20	13	281
WPL	1,200	1,213	1,250	1,326	1,341	13,417
Library of Things	94	91	118	128	125	1,253
Total Physical Circulation	26,364	24,388	28,464	26,162	25,641	297,917
<i>Overdrive</i>	7,591	6,274	7,142	6,624	6,816	71,351
<i>Hoopla</i>	1,321	1,340	1,211	1,318	1,687	15,518
<i>Freegal Downloadable Music</i>	860	805	951	772	768	9,440
Total eresource Circulation	9,772	8,419	9,304	8,714	9,271	96,309
County	4,378	3,951	4,230	4,082	4,095	44,992
Open Access	1,508	1,313	1,576	1,339	1,750	19,332
Reference Service	474	345	397	443	306	4,520
Reference Desk	141	122	127	77	87	1,445
Youth Desk	302	179	235	326	182	2,632
YA Desk	0	0	0	0	0	0
Circulation	31	44	35	40	37	443
Titles Added	491	475	435	414	485	5,271
Items Added	577	540	502	517	550	6,266
Items Withdrawn	936	1,211	809	584	478	9,417
Meeting Room Use	51	37	35	47	47	438
Conference Room	15	13	15	19	15	151
Meeting Room	19	8	8	12	15	123
Co-Lab Room	17	16	12	16	17	164
YA/Youth Area	0	0	0	0	0	0
Youth Programs						
Events/Programs	41	36	47	53	12	437
Event Attendance	1,228	696	1,389	1,761	278	13,381
Outreach Services	3	3	3	5	3	29
Outreach Attendance	81	42	45	463	127	1,148
Teacher Units	27	10	12	18	21	297

Adult Programs						
Outreach Services	5	4	5	4	6	55
Outreach Attendance	23	26	27	25	36	1,237
Library Attendance	176	172	128	363	308	2,724
Library Activities	11	14	16	20	18	174
Young Adult Programs						
Library Attendance	246	60	79	78	25	690
Library Activities	10	12	10	11	3	89
Computer Usage	2,072	1,897	1,991	2,069	1,893	21,341
Netbook/iPad Circulation	3	17	6	2	4	82

	24-May	25-May	25-Apr
Customer Count	13,708	15,039	16,653
Hours Open	263	263	270
Total Circulation	34,027	34,912	34,876
Adult	11,736	11,236	11,553
Young Adult	1,493	1,561	1,426
Youth	13,027	12,844	13,183
Interlibrary Loan (cf to other)	141	171	217
<i>Interlibrary Loan (other to cf)</i>	101	143	160
<i>CFPL@UNI</i>	9	13	20
WPL	919	1,341	1,326
<i>Library of Things</i>	109	125	128
Physical Circulation	26,256	25,641	26,162
<i>Overdrive</i>	5,814	6,816	6,624
<i>Hoopla</i>	1,175	1,687	1,318
<i>Freegal Downloadable Music</i>	782	768	772
ereources Circulation	7,771	9,271	8,714
County	3,845	4,095	4,082
Open Access	2,109	1,750	1,339
Reference Service	420	306	443
Reference Desk	143	87	77
Youth Desk	247	182	326
YA Desk	0	0	0
Circulation	30	37	40
Titles Added	569	485	414
Items Added	810	550	517
Items Withdrawn	395	478	584
Meeting Room Use	36	47	47
Conference Room	13	15	19
Meeting Room	9	15	12
Co-Lab Room	14	17	16
YA/Youth Area	0	0	0
Youth Programs			
Events/Programs	14	12	53
Event Attendance	438	278	1,761
Outreach Services	3	3	5
Outreach Attendance	45	127	463
Teacher Units	5	21	18

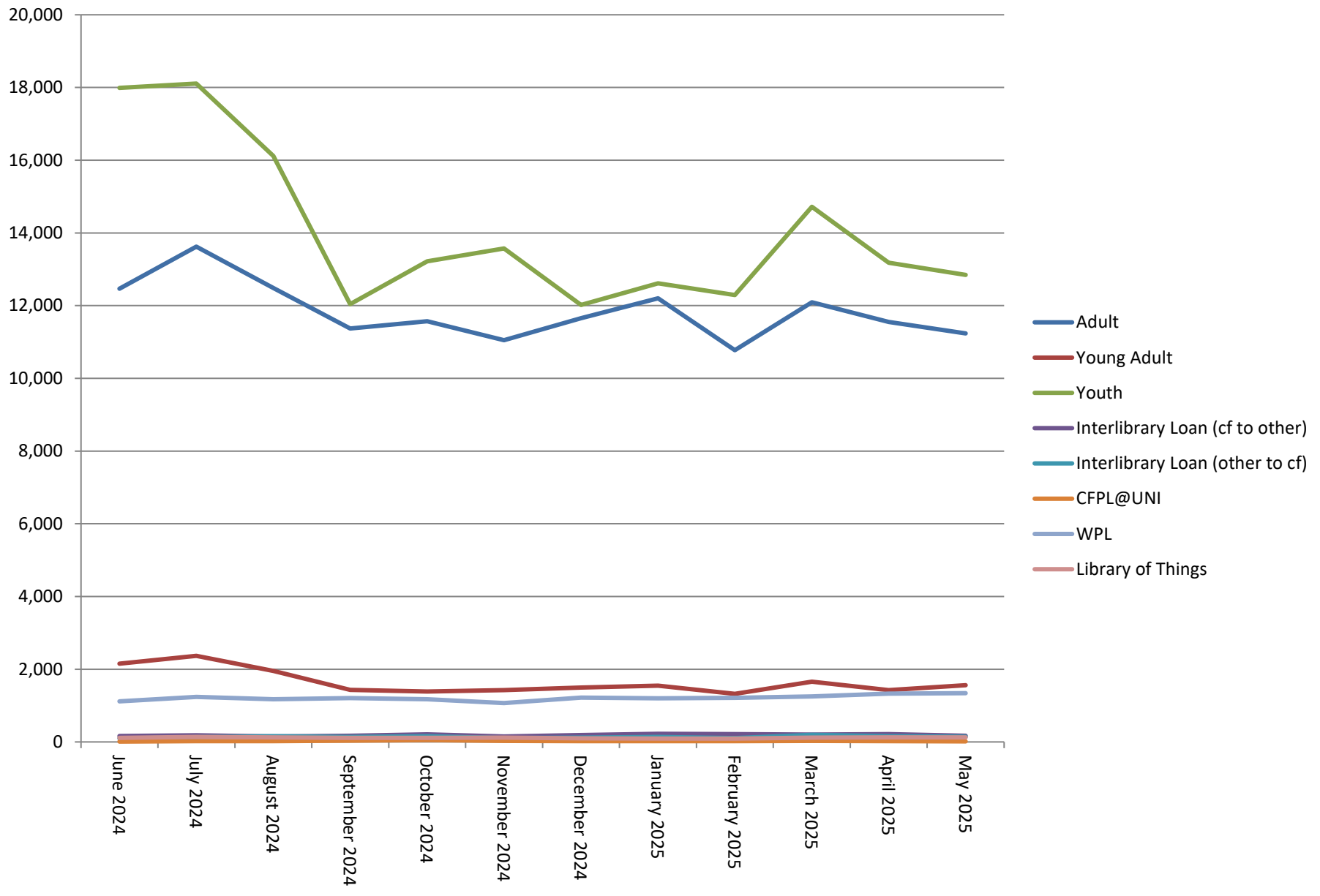
Adult Programs			
Outreach Services	5	6	4
Outreach Attendance	34	36	25
Library Attendance	219	308	363
Library Activities	14	18	20
Young Adult Programs			
Library Attendance	150	25	78
Library Activities	5	3	11
Computer Usage	1,694	1,893	2,069
Netbook/iPad Circulation	19	4	2

		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

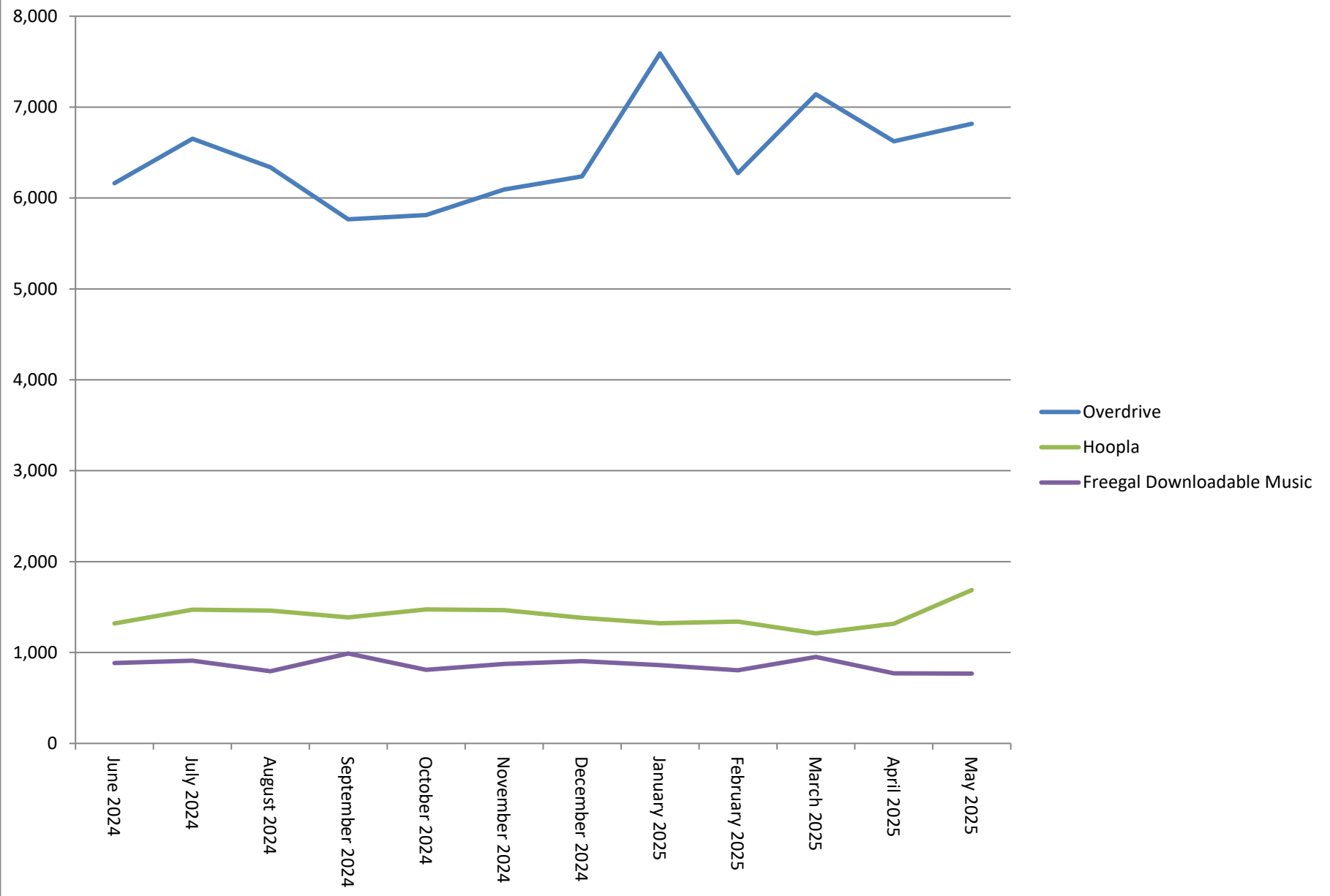
		Blank Park Zoo	Botanical of Des Moines	Grout Museum District	Science Center of Iowa
2024	April	6	5	4	4
	May	10	2	5	2
	June	19	5	9	5
	July	20	6	18	10
	August	16	5	13	7
	September	11	1	3	3
	October	9	1	0	1
	November	0	2	0	0
	December	1	0	4	2
2025	January	0	0	0	0
	February	0	0	0	0
	March	0	0	0	0
	April	0	0	0	0
	May	1	1	0	1

Date	Day of Week	Patron Count	
		Curbside	Building
6/1/2025	Sunday		290
6/2/2025	Monday	0	647
6/3/2025	Tuesday	0	750
6/4/2025	Wednesday	0	784
6/5/2025	Thursday	0	768
6/6/2025	Friday	0	738
6/7/2025	Saturday	0	656
6/8/2025	Sunday		288
6/9/2025	Monday	1	913
6/10/2025	Tuesday	0	786
6/11/2025	Wednesday	0	750
6/12/2025	Thursday	0	762
6/13/2025	Friday	0	609
6/14/2025	Saturday	0	454
6/15/2025	Sunday		245
6/16/2025	Monday	0	952
6/17/2025	Tuesday	1	740
6/18/2025	Wednesday	0	937
6/19/2025	Thursday	0	610
6/20/2025	Friday	0	676
6/21/2025	Saturday	0	536
6/22/2025	Sunday		246
6/23/2025	Monday	0	843
6/24/2025	Tuesday	0	801
6/25/2025	Wednesday	0	852
6/26/2025	Thursday	0	651
6/27/2025	Friday		
6/28/2025	Saturday		
6/29/2025	Sunday		
6/30/2025	Monday		
Total		2	17,284

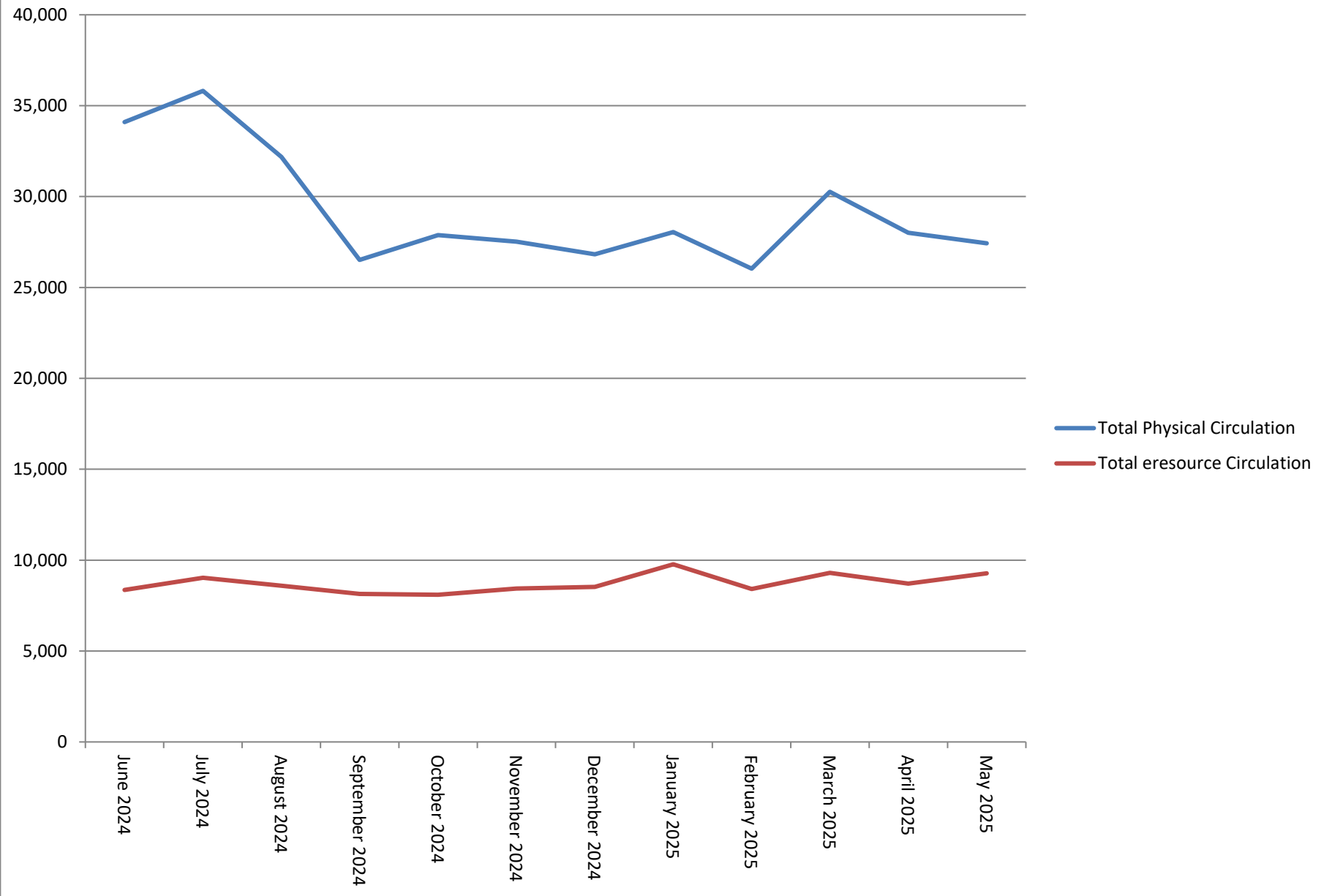
Physical Collection



eResource Collection



Physical VS eResource



Context for Bulletin Board Policy Discussion

One afternoon mid-June, two teenage girls sat in the atrium with a poster that said *Queer Books Save Lives*. I thought it was ok, as they weren't bothering anyone, and no one seemed to be bothering them, but to be sure, I contacted City Attorney Kevin Rogers. Attorney Rogers said that by allowing the public to display literature (event flyers, brochures, etc.) in our literature holders in the atrium, we had unknowingly made the atrium a non-traditional public forum, so protesters are within their rights to be there with signs, but that any message, regardless of how library staff feel about it, would have to be allowed. At our next two staff meetings, we discussed the implications of continuing to allow the public to submit flyers, etc. for display in the atrium. Below are bullet points from our discussions:

Advantages of allowing public literature in the atrium:

- Some items are informational (i.e., health dept. publications, ISU Extension Office, UNI student newspaper).
- It's nice to be able to highlight local events.
- No protest with an anti-LGBTQIA, racist, or misogynistic message has happened yet at the library, so it might not ever, and we could revisit the issue if it does.
- If an anti-LGBTQIA, racist, or misogynistic protester violated the behavior policy, we could ask them to leave. (Caveat: if someone complains that they don't like their message but the protester isn't actually doing anything except holding their sign, we can't ask them to leave, because there would be no violation of the behavior policy.)
- People expect to be able to find out about local events at the library.

Disadvantages:

- We would have to allow all protesters, regardless of their message, to be in the atrium, which could make patrons feel unwelcome, since some patrons would assume we endorsed, or at least allowed, the message.
- The flyers, etc. get messy when the literature isn't often tidied or reviewed for things people just leave there on their own.
- It has created a sense of entitlement among some literature contributors (i.e., some get mad if their poster isn't displayed, or displayed immediately).
- The City Attorney has advised against making the atrium a public forum.
- If there were several protesters, the atrium could become congested.

I followed up with Attorney Rogers to ask about ways we can still provide the public with information about public events and brochures from valid sources, such as the BH County Health Department, and below are the bullet points from that conversation.

- I asked if, for community events, we could purchase and mount a touchscreen tablet in the atrium that wouldn't go anywhere except CF Tourism's events calendar (locked down as our catalog computers on the first floor are), but Attorney Rogers said that in allowing that online calendar, Tourism has created a public forum, so it wouldn't help us. He said we could, however, post their print calendar that is included in *Currents*, and we could ask the City's

Currents editor to print a larger copy of that page for us to put into the locking cases inside the doors, so that might be an option. We can also ask Tourism for some (or more?) of the booklets they publish periodically about community events.

--An idea he proposed was that if our flyer display were facing outside so that it could be seen only from outside, the public forum would be outside of the building. I don't think that's a great idea because it would require attaching something to the windows, and I can't picture anything that wouldn't be an eyesore.

--I asked about limiting our atrium literature to government publications--local, county, state, and national--and he said that would be ok. That would mean we could keep the informational brochures from the health department, post items from the city, provide IRS tax forms, and share information provided by the three state universities, which would include the Gallagher Bluedorn, since it's part of UNI, etc. If we did that, as well as displaying Tourism's calendar from *Currents*, the only items that would no longer be available in the atrium would be non-event literature, mostly business oriented, from what I've observed in the atrium.

At your July meeting, I will be asking for your input on the direction you would like us to take regarding this matter, and then based on your feedback, I will draft a policy or an addition to a policy for you to review, revise, and/or approve at your August meeting.

As you are considering the issue, please review the page from the State Library's Library Law FAQs page. At the end of the page are links to sample policies.

Thank you for your consideration.

Kelly Stern, Library Director
Cedar Falls Public Library

FAQ Details

Question

What are the basics of a bulletin board policy?

Answer

Shortly after an undocumented immigrant was charged with the murder of an Iowan, the public library director in a community with a significant immigrant population called the Law Library to ask what to do about a poster that had been tacked onto the library's bulletin board that read, "**Now** can we build The Wall?" She and many of her patrons found it offensive, but did she have a right to remove it...or did the poster contain constitutionally-protected free speech on government property?

Public libraries in Iowa are not required by law to furnish bulletin boards to serve as public forums for announcements, notices, or advertisements and they are also not obligated to allow members of the public a space to distribute fliers, pamphlets, brochures and other private materials. Some libraries have bulletin boards for their libraries' purposes only. If the board of trustees does decide to invite the community to use library bulletin boards and library spaces, policies should conform to protections granted by the *Constitution*, so eloquently outlined in the American Library Association's Library Bill of Rights. Article I states, "*Materials should not be excluded because of the origin, background, or views of those contributing to their creation.*" Article II states, "*Materials should not be proscribed or removed because of partisan or doctrinal disapproval.*" Article VI maintains that exhibit space should be made available "*on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*"

Written policies should be stated in inclusive rather than exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit charities, sports clubs and religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space. (*Sound familiar? These guidelines also apply to writing meeting room policies.*) Written policies may include rules regarding the parameters of usage: the time, place and manner of use—including criteria regarding the size of the material to be displayed, the length of time materials may remain on the bulletin board, the frequency with which material may be posted for the same group, and the geographic area from which notices will be accepted—as long as the rules are content- and viewpoint-neutral and applied equitably to all groups wishing to use the space. You may state that preference will be given to 'items with the broadest community appeal' or items of a certain size, etc. Include a disclaimer that the library does not endorse any of the opinions of the exhibitors and a permanent notice with the same message should be posted near the bulletin board and/or brochure display area in all commonly-used languages within the community served. Logistically, it works best to state that potential display items must be submitted to staff for consideration and that all posting and placement of materials will be done by library personnel. Make sure it's understood that submissions will not be returned and are ultimately discarded.

Remember that partisan political messages on government property are strictly regulated by state law. [Upon request](#), the Iowa Ethics and Campaign Disclosure Board—the state agency charged with enforcing our laws and regulations on campaign ethics—has created and will provide access to a formal legal interpretation of the Iowa Administrative Code's rules on the use of public resources or property for political purposes. Under the heading "Examples of Prohibited Uses of Public Funds," number six reads, "**Governmental bodies are prohibited from displaying political posters, brochures, flyers, or promotional literature of any type.**"

So, what happened with the situation mentioned at the beginning of this article? Because the posters were all over town, the Chief of Police came to the library's rescue, declaring the posters "hate speech" per [Iowa Code chapter 729A](#). And since "The Wall" was broadly understood to be a partisan political rallying cry, the librarian labeled the poster political promotional material, which disqualified it from being placed on the library's bulletin board.

Here are some examples of Library bulletin board policies:

- [Independence Public Library](#)
- [Dubuque County Library District](#)
- [Prairie City Public Library](#)
- [Carnegie-Stout Public Library](#)
- [Ames Public Library](#)

Topic

Policies and Legal Concerns

Subjects

Policy and procedure, Bulletin Board, Freedom of Speech

Tags

Ethics, Display, Exhibit Space

Cedar Falls Public Library MEETING ROOMS POLICY

The Cedar Falls Public Library provides meeting rooms for library sponsored or co-sponsored programs and conferences which meet the library's civic, informational, educational, cultural, and recreational goals. When not in use for library activities, these meeting rooms are available to not-for-profit community organizations and committees under the following guidelines approved by the Library Board. The Library Board neither approves nor disapproves of content, topics, subject matter, or points-of-view of individuals or groups using the meeting rooms.

WHO MAY USE THE MEETING ROOMS

Community organizations and committees are defined as local not-for-profit clubs, organizations, professional associations, or groups engaged in civic, cultural, or educational activity who are located in the Cedar Valley or at the state or federal level of government.

Approval is granted for a single meeting or a brief series of meetings, no more than three at once, not to exceed twelve per calendar year. Rooms are not intended to be a group's regular meeting place. Bookings may not be made more than three months in advance.

HOW TO RESERVE A ROOM

With this policy there is an application form to reserve a meeting room. This may be picked up from the library at either the service desk on the first floor or the reference desk on the second floor, or printed out from the library's webpage, <https://cedarfallslibrary.org/library/library-policies/>. The form requires the organization or group name, description of the meeting, any special equipment needed, the number of people expected, name and phone number of person responsible for meeting, and the exact times of arrival and departure. Information collected from the meeting room application is intended to ensure that library staff can communicate with the reserving party.

REGULATIONS

The meeting rooms are available for use only during the hours the library is open to the public. Users are responsible for their own set up and breakdown. All rooms must be returned to their original condition immediately after the meeting is completed. All organizations must take reasonable precautions to avoid damage of equipment, furnishings, floor cover, and other library property. The library reserves the right to require a damage deposit from the organization's reserving party. Meetings held in the library's meeting rooms are open to the public.

Meeting rooms may not be used for:

- Meetings, programs or events involving the sale, advertising, solicitation, or promotion of commercial products or services.
- Private social gatherings or parties.
- Fundraising activities, except those where the Cedar Falls Public Library is the sole beneficiary and that have received prior approval from the Library Director.

The reserving party should check in at the reference desk before setting up and notify the reference desk when leaving.

FOOD AND BEVERAGES

Refreshments may be served in the meeting rooms, provided the room(s) and kitchenette are left in the condition they were found. Users must bring their own utensils and supplies. No smoking, e-cigarettes, or alcoholic beverages are permitted anywhere on the premises. Food or beverages may not be carried to other parts of the library. Users will empty any full trash bins, carrying out the trash.

INFORMATION TABLES

Outside of the meeting rooms, no library spaces are available to reserve, including the library atrium. Use of library spaces other than the meeting rooms to host an information table for the public is allowable only for purposes of the Library, the City of Cedar Falls, and the Friends of the Cedar Falls Public Library, with prior approval of the Library Director.

Cedar Falls Public Library MEETING ROOMS POLICY

For library use only

Staff Initials: _____

Circle room assigned: Conference room Meeting room **Co-Lab**

DISCLAIMERS

- No organization, without the permission of the Library Director, may list the address of the Cedar Falls Public Library as its official address.
- City facilities or grounds may not be used for political campaign purposes. However, candidate debates or forums may be held in city facilities or on city grounds so long as at least two candidates seeking the same office are invited to attend the debate or forum. Precinct caucuses and caucus education or training may be held in city buildings where other public meetings are allowed. Caucus education or training may not include fundraising or other campaign work and may not include advocacy for or against a candidate or for or against a ballot issue.
- Groups may not use the Cedar Falls Public Library name or logo in any way that implies Library endorsement or sponsorship of the groups' activities.
- The Library reserves the right to refuse reservations.
- The Library does not page or take telephone calls for groups or individuals in meetings in the library.
- The Library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations. Neither the Library Board, staff, nor the City of Cedar Falls will be responsible for the property of individuals or organizations meeting in the library, or take responsibility for storage of materials.
- Individuals or organizations meeting in the library must agree to indemnify and hold the Library and the City of Cedar Falls harmless from any and all liability, claims, actions, causes of action, and/or damages, which may arise, or allegedly arise during use of the library facilities. This shall include obligation to defend the Library and the City of Cedar Falls and to be responsible for any legal fees incurred and pay any judgments entered.
- **When both the conference room and large meeting room are unavailable, the Co-Lab may be reserved as a meeting space, but such use counts as part of the annual limit for meeting room uses.**

APPLICATION FOR USE OF LIBRARY MEETING ROOM

Name of Reserving Individual: _____

Name of Organization (if applicable): _____

Purpose of Meeting: _____

Description of Meeting: _____

Email Address of Reserving Individual: _____

Phone: _____ Anticipated Attendance: _____

Day and Date of Meeting: _____ Start Time: _____ End Time: _____

Is AV equipment needed?: Yes No

I have read the meeting room policy and agree to abide by it.

Signature: _____ Date: _____

Approved as revised 07/11/18, 09/04/19, 10/02/19, 5/4/22, 7/6/22, **7/2/25**