

AGENDA
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
January 7, 2026 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. DPIL—new contract requested by Cedar Falls Community Foundation 2026
 - b. New donation for a book brick
 - c. Radon awareness request from BH Co Health
 - d. Inquiry about library materials
 - e. Miscellaneous
- X. Reports from Department Heads
 - a. Public Services Librarian
 - b. Youth Librarian
- XI. Referred for Board Action
 - a. Approve execution of a new affiliate agreement between the Cedar Falls Community Foundation and Dolly Parton's Imagination Library for the benefit of children under five years-old living in Cedar Falls
 - b. Approve policies as revised:

- i. Confidentiality
 - ii. Community Display Case 1st Floor
 - iii. Community Display Case 2nd Floor
 - iv. Electronic Intellectual Freedom
 - v. Electronic Signage
 - vi. Gift and Donor Recognition
 - c. Approve Black Hawk County Public Health's request for tabling in the library atrium on Friday, Jan. 23 for Radon Awareness information and selling radon detection kits
- XII. Reports of Standing and Special Committees: Action appropriate to the reports
- a. Friends of the Library
 - b. Finance: Meeting: No meeting needed in January
 - c. Personnel
 - d. Library Art
- XIII. Unfinished business
- XIV. New business
- XV. Adjournment

DRAFT

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
December 3, 2025 4:00 PM
Cedar Falls Public Library
Conference Room

DRAFT

Members present: Bessman Taylor, Blair-Broeker, Chadwick, Cormaney, Green, Roelofse, Sulentic, Toppin; Staff present: Daniels, Hosford, Pagel, Stern; Guests present: Brendan Finley, John Lehman.

- I. President Sulentic called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Bessman Taylor, Green) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval
MOTION: (Cormaney, Toppin) to approve the minutes as presented. Passed.
- IV. Gifts to the library, Cedar Falls Community Foundation Executive Board President John Lehman and Executive Director Sally Timmer
John Lehman discussed the idea of investing large donations with the Cedar Falls Community Foundation.
- V. Public Forum
Brendan Finley introduced himself.
- VI. Board Training update
None
- VII. Communication from Officers: Action appropriate to the communications
None
- VIII. Bills: Corrections/additions/deletions/approval
Assistant Daniels noted that there are five invoices that arrived late that will need to be approved with the report. President Sulentic inquired about the Hoopla invoice. Assistant Daniels noted that it is a prepayment that the library makes periodically to provide patrons with access to the materials the vendor provides. Librarian Pagel gave an overview of the daily spending limit and other specifics.

MOTION: (Blair-Broeker, Chadwick) to approve the November bills. Passed.
 - a. General Fund, Grant Funds
Assistant Daniels noted that there is a transition to a new financial system, so some of the reports in the future will be different due to new account numbers, etc.

b. Financial Reports (General, Grants, Foundation Funds)

None

IX. Usage Report

Assistant Daniels noted that the report is being updated with some revised numbers.

X. Director's Report

a. Cedar Falls Community Foundation 2026 requests

Director Stern noted that some of the requests have multiple options as has been done previously. She noted that depending upon what happens with the FY27 budget will determine which option is chosen.

b. Draft of Strategic Plan 2025-2030

Director Stern noted that the draft of the plan is attached, so it can be discussed and changed, or approved as it is currently. She noted that an effort was made to simplify the plan.

c. Miscellaneous

None

XI. Reports from Department Heads

a. Public Services Librarian

Librarian Pagel noted that December is a rather quiet month but noted that there will be a series of Gift Giving programs again this year. She then discussed some of the other programs that happened recently and will happen in December.

b. Youth Librarian

Librarian Hosford noted that the new desk is working well. She noted that December is a slower month for her department as well, but there will be different crafts available each week.

Librarian Hosford noted that Russia is the destination for this month's Travel Thursday, and she mentioned some of the other programs happening this month.

XII. Referred for Board Action

a. Approve CF Community Foundation Financial Plan and 2026 requests

President Sulentic suggested approving the plan and requests together.

MOTION: (Chadwick, Cormaney) to approve the CF Community Foundation Financial Plan and all the 2026 requests.

i. Approve CFPL Foundation Financial Plan for Calendar Year 2026

ii. Adventure Pass: Ray

iii. Bridge to Reading: Ray

iv. CVYR: Ray

v. Library Washer Dryer: Building

vi. SLP: Berg

vii. Teen Room Furniture: Building

b. Approve CFPL Strategic Plan 2025-2030 as presented or revised

MOTION: (Blair-Broeker, Chadwick) to approve CFPL Strategic Plan 2025-2030 as presented.

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

a. Friends of the Library

Member Topping noted that there is a new banner in the window, and they will be doing more to update the Book Nook.

b. Finance: Meeting: No meeting needed in December

None

c. Personnel

Director Stern noted that the evaluation process will begin next month.

d. Library Art

None

XIV. Unfinished business

None

XV. New business

None

XVI. Adjournment

Motion to adjourn (Chadwick, Roelofse). Passed. Meeting adjourned at 4:38.

Respectfully submitted,

Timothy Daniels, Secretary Pro-Tem

LIBRARY BILL REPORT
1/7/2026

[illegible]

GENERAL	INGRAM LIBRARY SERVICES	1011060-407111	\$	3.00	FUEL SURCHARGE
GENERAL	INGRAM LIBRARY SERVICES	1011060-407111	\$	3.00	FUEL SURCHARGE
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	138.01	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	865.25	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	484.42	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	63.15	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	122.37	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	16.68	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	(16.10)	ADULT BOOKS CREDIT MEMO
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	276.51	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	67.83	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	332.68	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	64.33	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	115.67	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	20.43	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	64.05	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	10.34	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	597.38	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	295.09	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	2941060-408923	\$	20.40	LP BOOKS (MEM POOCK)
GENERAL	INGRAM LIBRARY SERVICES	2941060-408923	\$	36.60	LP BOOKS (MEM POOCK)
GENERAL	INGRAM LIBRARY SERVICES	2941060-408923	\$	20.40	LP BOOKS (MEM POOCK)
GENERAL	INGRAM LIBRARY SERVICES	2941060-408923	\$	38.99	LP BOOKS (MEM POOCK)
GENERAL	INGRAM LIBRARY SERVICES	2941060-408923	\$	19.20	LP BOOKS (MEM POOCK)
	INGRAM LIBRARY SERVICES Total			<u>\$ 3,680.68</u>	
GENERAL	IOWA POETRY ASSOCIATION	1011060-408920	\$	12.75	ADULT BOOKS
	IOWA POETRY ASSOCIATION Total			<u>\$ 12.75</u>	
GENERAL	KANOPY, INC.	1011060-408942	\$	2,000.00	KANOPY ADVANCE PAYMENT
	KANOPY, INC. Total			<u>\$ 2,000.00</u>	
GENERAL	MIDWEST TAPE, LLC	1011060-408924	\$	13.49	ADULT CD MUSIC
GENERAL	MIDWEST TAPE, LLC	1011060-408925	\$	230.90	ADULT VIDEOS

GENERAL	MIDWEST TAPE, LLC	1011060-408925	\$ 227.16	ADULT VIDEOS
GENERAL	MIDWEST TAPE, LLC	1011060-408925	\$ 278.87	ADULT VIDEOS
GENERAL	MIDWEST TAPE, LLC	1011060-408925	\$ 196.43	ADULT VIDEOS
GENERAL	MIDWEST TAPE, LLC	1011060-408925	\$ 49.47	ADULT VIDEOS
	MIDWEST TAPE, LLC Total		<u>\$ 996.32</u>	
GENERAL	OFFICE EXPRESS OFFICE PRODUCTS	1011060-407101	\$ 333.52	OFFICE SUPPLIES
GENERAL	OFFICE EXPRESS OFFICE PRODUCTS	1011060-407101	\$ 19.20	DEPOSIT BAGS
	OFFICE EXPRESS OFFICE PRODUCTS Total		<u>\$ 352.72</u>	
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 250.11	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 82.50	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 47.50	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 142.49	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 71.49	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408946	\$ 402.17	YOUTH AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408946	\$ 281.76	YOUTH E-BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408946	\$ 142.98	YOUTH AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408946	\$ 105.00	YOUTH E-BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 27.50	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 420.70	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 229.22	ADULT E-BOOKS
	OVERDRIVE, INC. Total		<u>\$ 2,203.42</u>	
GENERAL	PLAYAWAY PRODUCTS	1011060-408924	\$ 383.19	ADULT PLAYAWAY AUDIO
GENERAL	PLAYAWAY PRODUCTS	1011060-408936	\$ 831.20	YOUTH LAUNCHPADS
	PLAYAWAY PRODUCTS Total		<u>\$ 1,214.39</u>	
GENERAL	QUADIENT FINANCE USA, INC.	1011060-407299	\$ 746.00	POSTAGE & INK
	QUADIENT FINANCE USA, INC. Total		<u>\$ 746.00</u>	
GENERAL	QUADIENT, INC.	1011060-408601	\$ 60.00	POSTAGE METER RENTAL
	QUADIENT, INC. Total		<u>\$ 60.00</u>	

GENERAL	STOREY KENWORTHY	1011060-408933	\$ 202.16	FOTL:J-CVYR ITEM PRINTING
	STOREY KENWORTHY Total		<u>\$ 202.16</u>	
GENERAL	VESTIS	1011060-408601	\$ 28.80	LIBRARY MAT SERVICE
GENERAL	VESTIS	1011060-408601	\$ 28.80	LIBRARY MAT SERVICE
GENERAL	VESTIS	1011060-408601	\$ 28.80	LIBRARY MAT SERVICE
	VESTIS Total		<u>\$ 86.40</u>	
GENERAL	WATERLOO PUBLIC LIBRARY	1011060-408920	\$ 8.39	ADULT BOOKS (LOST ITEM)
	WATERLOO PUBLIC LIBRARY Total		<u>\$ 8.39</u>	
GENERAL	ZOOBEAN,INC	1011060-408934	\$ 1,644.15	BERG 2RMB SLP-BEANSTACK
	ZOOBEAN,INC Total		<u>\$ 1,644.15</u>	
	Total Vendor Payments		<u>\$ 19,128.41</u>	

FUND	VENDOR NAME	ACCOUNT #	AMOUNT	DESCRIPTION
GENERAL	US BANK	1011060-408933	\$ 25.95	10" COASTERS
GENERAL	US BANK	1011060-408933	\$ 18.95	6" DRINK COASTERS
GENERAL	US BANK	1011060-408933	\$ 12.92	9 MUGS & 1 PICTURE
GENERAL	US BANK	1011060-408920	\$ 124.32	ADULT BOOKS
GENERAL	US BANK	1011060-408933	\$ 70.00	ADULT BOOKS
GENERAL	US BANK	1011060-408920	\$ 18.94	ADULT VIDEOS
GENERAL	US BANK	1011060-408925	\$ 290.35	ADULT VIDEOS
GENERAL	US BANK	1011060-408933	\$ 150.00	CARTRIDGE PADS
GENERAL	US BANK	1011060-408933	\$ 15.67	CHIPS
GENERAL	US BANK	1011060-408306	\$ 550.00	CONFERENCE REGISTRATION
GENERAL	US BANK	1011060-408933	\$ 20.67	CORD COVER
GENERAL	US BANK	1011060-408933	\$ 121.44	CRAFT ITEMS
GENERAL	US BANK	1011060-408934	\$ 945.00	CUSTOM DICE
GENERAL	US BANK	1011060-408934	\$ 363.62	CUSTOM PENCILS
GENERAL	US BANK	1011060-408934	\$ 619.00	CUSTOM T-SHIRTS
GENERAL	US BANK	1011060-407101	\$ 7.85	DISH SOAP

GENERAL	US BANK	1011060-408933	\$	49.94	DRINKS & SNACKS
GENERAL	US BANK	1011060-408934	\$	144.86	DRINKS & SNACKS
GENERAL	US BANK	1011060-408934	\$	367.20	GAME ITEMS
GENERAL	US BANK	1011060-408934	\$	444.90	GAMES & PAINT SET
GENERAL	US BANK	1011060-408933	\$	15.19	GLITTER MARKERS
GENERAL	US BANK	1011060-408933	\$	100.83	HEADPHONES, ETC.
GENERAL	US BANK	1011060-408933	\$	42.04	HOT COCOA & SNACKS
GENERAL	US BANK	1011060-408933	\$	65.38	JEWELRY KITS, ETC.
GENERAL	US BANK	1011060-407101	\$	8.24	KEY DUPLICATION
GENERAL	US BANK	1011060-407101	\$	16.00	KEY TAGS
GENERAL	US BANK	1011060-407101	\$	14.99	LAMINATING POUCHES
GENERAL	US BANK	1011060-408933	\$	2.97	LITTLE BOOKS
GENERAL	US BANK	1011060-408933	\$	6.49	NOTEBOOK
GENERAL	US BANK	1011060-407101	\$	19.96	OUTLET TIMER & CREAM
GENERAL	US BANK	1011060-408933	\$	41.54	PICKLE RELATED ITEMS
GENERAL	US BANK	1011060-408933	\$	54.00	PIES (X 10)
GENERAL	US BANK	1011060-408934	\$	147.43	PIZZA
GENERAL	US BANK	1011060-408933	\$	78.94	POPCORN ITEMS
GENERAL	US BANK	1011060-408933	\$	3.99	PUNCH
GENERAL	US BANK	1011060-408191	\$	123.05	QUICKBOOKS MONTHLY SUB.
GENERAL	US BANK	1011060-408933	\$	38.44	RHINESTONES & SEALER
GENERAL	US BANK	1011060-408191	\$	(8.05)	SALES TAX REFUND
GENERAL	US BANK	1011060-408933	\$	41.58	THERMOMETER
GENERAL	US BANK	1011060-408933	\$	32.78	TOOTHPICKS & GLUE
GENERAL	US BANK	1011060-408933	\$	16.99	WOOD SLICES
GENERAL	US BANK	1011060-408933	\$	24.98	WOODEN BOOKMARKS, ETC.
GENERAL	US BANK	1011060-408933	\$	10.39	YOUNG ADULT BOOKS
GENERAL	US BANK	1011060-408926	\$	469.93	YOUNG ADULT VIDEO GAMES
GENERAL	US BANK	1011060-408922	\$	94.79	YOUTH BOOKS
GENERAL	US BANK	1011060-408936	\$	(9.03)	YOUTH DVD REFUND
GENERAL	US BANK	1011060-408922	\$	35.45	YOUTH VIDEOS
GENERAL	US BANK	1011060-408936	\$	191.69	YOUTH VIDEOS
US Bank Total				<u>\$ 6,042.56</u>	

Final Payment Total

\$ 25,170.97

Renewal Invoice

12/1/2025

Bill To	End User	TOTAL
Kelly Stern Cedar Falls Public Library 524 Main St Cedar Falls IA 50613 United States	Kelly Stern Cedar Falls Public Library 524 Main St Cedar Falls IA 50613 United States	\$4,152.61
		Due no later than: 2/28/2026

Currency	PO #	Created From	Sales Rep
US Dollar	EnvisionWare Renewal Invoice		

EnvisionWare Renewal ===== Please review LEGEND page at the end of item listings =====

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
5	WM-RFID-READER DiscReader 1 YR MAINTENANCE: EnvisionWare RFID DiscReader - Compact desktop RFID Reader/Antenna	12		Cedar Falls Public Library	\$48.75	\$243.75	3/1/2026 2/28/2027	Maint.
3	WM-SSC-X11-CL-BK-BK 1 YR MAINTENANCE: X11 Countertop - Landscape Display, black on black.	7		Cedar Falls Public Library	\$297.80	\$893.40	3/1/2026 9/30/2026	Pro.
7	WM-RFID-READER-KIT PL DeskPad BL-U (B) 1 YR MAINTENANCE: EnvisionWare DeskPad RFID Reader Kit in acrylic black enclosure, Version B	12		Cedar Falls Public Library	\$69.28	\$484.96	3/1/2026 2/28/2027	Maint.
1	WM-RFID Software PL Pak (SLE) 1 YR MAINTENANCE: EnvisionWare ProLine RFID Software Pak - Small Library Edition	12		Cedar Falls Public Library	\$876.75	\$876.75	3/1/2026 2/28/2027	Maint.

Renewal Invoice

12/1/2025

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
3	WM-SSC-X25-CP-BK 1 YR MAINTENANCE: EnvisionWare Self Service X25 Countertop	12		Cedar Falls Public Library	\$551.25	\$1,653.75	3/1/2026 2/28/2027	Maint.
						Subtotal	\$4,152.61	
						Tax	\$0.00	
						PST-CA		
						Amt Paid	\$0.00	
						Total	\$4,152.61	



Account Number
Invoice Number
Due Date 10/05/2025
Total Due \$53.16

Gordon Flesch Company, Inc.

City of Cedar Falls Administration
Julie Sorenson
220 Clay St
Cedar Falls, IA 50613-2726

A0000040CC2400IN153029200000005316100520259

Keep lower portion for your records - Please return upper portion with your payment



Attn: Julie Sorenson
City of Cedar Falls Administration
220 Clay St
Cedar Falls, IA 50613-2726

Account Number
Invoice Date 09/05/2025
Invoice Number
DUE DATE 10/05/2025
TOTAL DUE \$53.16

Invoice Summary

Base Period	# of Items	Total Base / Misc. Charges	Images Over Base Amount	Illinois Use Tax Recovery	Sales Tax	Late Fee	Total Due
	3	\$0.00	\$53.16	\$0.00	\$0.00	\$0.00	\$53.16

Terms: Net 30 Days

Important Messages

Overdue accounts will be charged a past-due fee of 1.5% per month.

**SHARE A REFERRAL AND WE WILL DONATE
\$100 TO YOUR CHARITY OF CHOICE**

Fill out the form at
gflesch.com/referral

#GIVINGBACK





Account Number
Invoice Number
Due Date 01/04/2026
Total Due \$11.87

Gordon Flesch Company, Inc.

City of Cedar Falls Administration
Julie Sorenson
220 Clay St
Cedar Falls, IA 50613-2726

A0000040CC2400IN154205650000001187010420265

Keep lower portion for your records - Please return upper portion with your payment



Attn: Julie Sorenson
City of Cedar Falls Administration
220 Clay St
Cedar Falls, IA 50613-2726

Account Number
Invoice Date 12/05/2025
Invoice Number
DUE DATE 01/04/2026
TOTAL DUE \$11.87

Invoice Summary

Base Period	# of Items	Total Base / Misc. Charges	Images Over Base Amount	Illinois Use Tax Recovery	Sales Tax	Late Fee	Total Due
	3	\$0.00	\$11.87	\$0.00	\$0.00	\$0.00	\$11.87

Terms: Net 30 Days

Important Messages

Overdue accounts will be charged a past-due fee of 1.5% per month.

In response to recent manufacturer price increases, GFC will be adding a surcharge on all supplies shipped to you. This additional charge will be visible on your invoices within the next 60 days. GFC values our partnership and will be absorbing a portion of the cost increases to minimize the impact on your business.

**SHARE A REFERRAL AND WE WILL DONATE
\$100 TO YOUR CHARITY OF CHOICE**

Fill out the form at
gflesch.com/referral

#GIVINGBACK





KIRK GROSS COMPANY

Invoice

REMIT TO:

Page 1 / 1

Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
	12/23/25	LEAP STOOL		12/23/25	

Order Date 11/07/25

Sold To

CEDAR FALLS PUBLIC LIBRARY
524 MAIN STREET
Cedar Falls IA 50613

Ship To

CEDAR FALLS PUBLIC LIBRARY
524 MAIN STREET
Cedar Falls IA 50613

Phone +1 (319) 273-8643

Terms NET 15 DAYS

CED542

Phone +1 (319) 273-8643

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
1	1.00	46267179 STEELCASE Leap; Stool, Upholstered, Adjustable seat depth Plastic Finish: POLYPROPYLENE 6205 - BLACK Upholstery Finish: COGENT: CONNECT 5S26 - LICORICE Caster: HARD CASTERS Arm: H/W/P/D ARMS Lumbar: Lumbar Soil Retardant: NO SOIL RETARDANT TREATMENT Packaging: Not Applicable	1,072.40	1,072.40

Invoice Totals

Sub Total	1,072.40
KIRKGROSS Delivery	60.00
Tariff Surcharge	47.26
Please Pay This Amount	1,179.66

End of Invoice

LATE FEES OF 1% % PER MONTH WILL BE CHARGED ON ALL PAST DUE ACCOUNTS.



524 Main St.
Cedar Falls, IA 50613



COMMUNITY NATURE QUEST 2025/26

Heather Steckler
Heathersteckler.art@gmail.com

COMMUNITY NATURE QUEST HANDMADE PAPER:

Tuesday, January 6, 6:00-8:00pm

(Tuesday, January 13, 6-8pm back up weather date)

As per agreement between Cedar Falls Public Library, Cultural Programs, Department of Community Development, City of Cedar Falls, Iowa, and Heather Steckler.

Will lead an on-site presentation/workshop at the Cedar Falls Library Co-Lab.

Financial agreement between the CFPL and Heather includes the payment for the following:

- \$160 prep fee
- \$42.28 material reimbursement
- \$90 teaching fee
- \$180 mileage reimbursement

(\$472.28 total)

Cultural Programs + CFPL reserve the right to cancel this program/project if circumstances arise that are beyond the control of Cultural Programs + CFPL.

The contractor will be responsible for any taxes due on this payment and shall hold Cultural Programs, City of Cedar Falls, + CFPL harmless for any workman's compensation or liability claims incurred during the contract period. Any service charges incurred for payment from the Cultural Programs + CFPL are the responsibility of the contractor.

Please sign both copies of this agreement and return one copy to CFPL within five days of receipt. Please keep a copy for your records.

Heather Steckler

Artist Signature

12/21/25

Date

Cory Hurless

Cultural Programs

12-22-25

Date

Kelly Ser

CFPL Director

12-26-25

Date

PHONE

319.268.5546

WEB

cedarfallslibrary.org



Your story starts **here.**

PRELIMINARY

REVENUE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF NOVEMBER 2025

PRELIMINARY

PAGE 1
ACCOUNTING PERIOD 5/2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
GENERAL FUND						
INTERGOVERNMENTAL						
1011060-353021	LIBRARY-COUNTY TAX	32,000.00	.00	.00	32,000.00	0
1011060-353025	LIBRARY-OPEN ACCESS FUNDS	23,000.00	.00	.00	23,000.00	0
1011194-353020	LIBRARY GRANTS	25,000.00	.00	9,725.03	15,274.97	39
*	INTERGOVERNMENTAL	80,000.00	.00	9,725.03	70,274.97	39
CHARGES FOR SERVICES						
1011060-361501	FRIENDS OF THE LIBRARY	30,000.00	6,155.98	11,750.64	18,249.36	39
1011060-361502	LIBRARY-CO-LAB FEES	500.00	85.05	313.30	186.70	63
1011060-361503	LIBRARY-COPY MACHINE	10,000.00	1,064.46	5,829.58	4,170.42	58
1011060-361504	LIBRARY-ENDOWMENTS	60,000.00	.00	.00	60,000.00	0
1011060-361505	LIBRARY-FINES & FEES	.00	290.48	459.16	459.16-	0
1011060-361506	LIBRARY-GIFTS & MEMORIALS	.00	1,075.00	1,891.75	1,891.75-	0
1011060-361507	LIBRARY-LOST & PAID BOOKS	4,500.00	196.00	2,012.99	2,487.01	45
1011060-361508	LIBRARY-OUTSIDE FUNDING	.00	.00	434.50	434.50-	0
1011060-361509	LIBRARY-REIMBURSEMENTS	.00	.00	.00	0.00	0
*	CHARGES FOR SERVICES	105,000.00	8,866.97	22,691.92	82,308.08	22
**	GENERAL FUND	185,000.00	8,866.97	32,416.95	152,583.05	18

REVENUE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF NOVEMBER 2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
LIBRARY CAPITAL						
USE OF MONEY & PROPERTY						
2941060-341010	CHECKING INTEREST	.00	134.57	802.19	802.19-	0
2941060-341020	CD/INVESTMENT INTEREST	.00	825.25	6,646.09	6,646.09-	0
*	USE OF MONEY & PROPERTY	.00	959.82	7,448.28	7,448.28-	0
CHARGES FOR SERVICES						
294-0000-356.78-00	LIBRARY-GIFTS & MEMORIALS	.00	.00	50,000.00	50,000.00-	0
*	CHARGES FOR SERVICES	.00	.00	50,000.00	50,000.00-	0
**	LIBRARY CAPITAL	.00	959.82	57,448.28	57,448.28-	0

REVENUE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF NOVEMBER 2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		318,380.00	10,076.79	92,240.23	226,139.77	29

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF NOVEMBER 2025

PAGE 1
ACCOUNTING PERIOD 5/2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
GENERAL FUND						
FINANCE & BUSINESS OPERATION						
LIBRARY						
TRANSFERS						
1011060-405001	TRANSFERS TO GENERAL FUND	398,500.00	.00	.00	398,500.00	0
*	TRANSFERS	398,500.00	.00	.00	398,500.00	0
PERSONAL SERVICES						
1011060-406101	FULL-TIME WAGES	977,980.00	75,033.10	409,246.83	568,733.17	42
1011060-406102	PART-TIME WAGES	465,360.00	33,745.84	185,535.33	279,824.67	40
1011060-406201	PAYROLL ACCRUAL	4,330.00	360.83	1,804.19	2,525.81	42
1011060-406202	SEVERANCE ACCRUAL	15,940.00	1,328.33	6,641.69	9,298.31	42
1011060-406401	HEALTH INSURANCE PREMIUMS	234,940.00	17,011.60	83,313.87	151,626.13	35
1011060-406402	HEALTH INSURANCE REIMB.	2,850.00	3.90	399.05	2,450.95	14
1011060-406403	LIFE INSURANCE	2,240.00	186.11	905.66	1,334.34	40
1011060-406404	LTD INSURANCE	2,930.00	242.94	1,182.54	1,747.46	40
1011060-406405	WORKMAN'S COMP. INS.	3,110.00	259.17	1,295.81	1,814.19	42
1011060-406501	FICA	110,420.00	8,134.26	44,592.91	65,827.09	40
101-1060-423.66-01	IPERS	136,250.00	10,268.73	55,731.98	80,518.02	41
*	PERSONAL SERVICES	1,956,350.00	146,574.81	790,649.86	1,165,700.14	41
COMODITIES						
1011060-407101	OFFICE SUPPLIES	10,000.00	289.56	1,760.87	8,239.13	18
1011060-407102	TECHNICAL PROCESSING SUPPLIES	30,000.00	52.99	647.99	29,352.01	2
1011060-407219	PRINTING	2,000.00	.00	.00	2,000.00	0
1011060-407275	DISPLAY	2,000.00	.00	.00	2,000.00	0
1011060-407276	PUBLIC RELATIONS	1,200.00	.00	320.45	879.55	27
1011060-407299	POSTAGE	17,500.00	450.00	10,056.61	7,443.39	57
1011060-407306	BUILDING REPAIR	4,000.00	.00	.00	4,000.00	0
*	COMODITIES	66,700.00	792.55	12,785.92	53,914.08	19
CONTRACTED SERVICES						
1011060-408101	PROFESSIONAL SERVICES	5,000.00	.00	.00	5,000.00	0
1011060-408112	COMPUTER SERVICES	105,570.00	8,797.50	43,987.50	61,582.50	42
1011060-408191	LICENSES & SERVICE CONTRACTS	99,000.00	11,086.07	34,505.56	64,494.44	35
1011060-408201	TELEPHONE	4,000.00	.00	320.21	3,679.79	8
1011060-408305	TRAVEL (FOOD/MILEAGE/LODGING)	4,700.00	764.18	764.18	3,935.82	16
1011060-408306	EDUCATION	8,000.00	.00	1,889.17	6,110.83	24
1011060-408401	OPERATING INSURANCE	29,820.00	2,485.00	12,425.00	17,395.00	42
1011060-408501	UTILITIES	112,500.00	4,960.23	18,640.02	93,859.98	17
1011060-408601	REPAIR & MAINTENANCE	7,000.00	626.00	1,475.85	5,524.15	21
1011060-408919	CO-LAB MATERIALS	2,000.00	233.57	330.27	1,669.73	17
1011060-408920	ADULT BOOKS	51,000.00	4,467.94	9,991.83	41,008.17	20
1011060-408921	YOUNG ADULT BOOKS	20,000.00	882.97	2,094.33	17,905.67	10
1011060-408922	YOUTH BOOKS	45,000.00	5,167.83	9,580.87	35,419.13	21
1011060-408923	LARGE PRINT BOOKS	6,500.00	.00	.00	6,500.00	0
1011060-408924	ADULT AUDIO	7,500.00	859.46	1,596.64	5,903.36	21
1011060-408925	ADULT VIDEO	17,000.00	760.39	1,875.89	15,124.11	11
1011060-408926	NON-PRINT RESOURCES	35,000.00	.00	19,285.81	15,714.19	55
1011060-408927	NEWSPAPERS	3,000.00	.00	753.00	2,247.00	25

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF NOVEMBER 2025

PAGE 2
ACCOUNTING PERIOD 5/2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
1011060-408931	PERIODICALS	8,000.00	30.00	343.45	7,656.55	4
1011060-408933	FRIENDS SUPPORTED PROGRAM	30,000.00	3,255.08	8,044.44	21,955.56	27
1011060-408934	ENDOWMENT SUPPORTED PROGRAM	60,000.00	6,962.51	18,463.70	41,536.30	31
1011060-408935	YOUTH AUDIO	2,000.00	.00	24.99	1,975.01	1
1011060-408936	YOUTH VIDEO	2,000.00	173.05	1,164.92	835.08	58
1011060-408937	YOUNG ADULT AUDIO	3,000.00	82.50	201.16	2,798.84	7
1011060-408938	YOUNG ADULT VIDEO	2,000.00	.00	.00	2,000.00	0
1011060-408942	ADULT E-MATERIALS	60,000.00	2,380.50	14,202.92	45,797.08	24
1011060-408944	YOUNG ADULT E-MATERIALS	10,000.00	2,108.40	2,108.40	7,891.60	21
1011060-408946	YOUTH E-MATERIALS	13,000.00	43.99	2,566.99	10,433.01	20
1011060-408947	LIBRARY OF THINGS	2,500.00	149.73	564.33	1,935.67	23
*	CONTRACTED SERVICES	755,090.00	56,276.90	207,201.43	547,888.57	27
	CAPITAL OUTLAY					
1011060-409201	STRUCTURE IMPROVEMENT & BLDGS	6,500.00	5,754.50	5,754.50	745.50	89
1011060-409301	EQUIPMENT	.00	.00	44.35	44.35-	0
**	CAPITAL OUTLAY	6,500.00	5,754.50	5,798.85	701.15	89
**	LIBRARY	3,183,140.00	209,398.76	1,016,436.06	2,166,703.94	32
***	FINANCE & BUSINESS OPER.	3,183,140.00	209,398.76	1,016,436.06	2,166,703.94	32

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF NOVEMBER 2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
ADMINISTRATIVE						
ADMIN/LEGAL						
TRANSFERS						
1011199-408010	GRANTS - LIBRARY	25,000.00	.00	71.85	24,928.15	0
1011199-408011	GRANTS - LIBRARY STATE AID	.00	.00	.00	0.00	0
*	TRANSFERS	25,000.00	.00	71.85	24,928.15	0
**	ADMIN/LEGAL	25,000.00	.00	71.85	24,928.15	0
***	ADMINISTRATIVE	25,000.00	.00	71.85	24,928.15	0
****	GENERAL FUND	3,208,140.00	209,398.76	1,016,507.91	2,191,632.09	32

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF NOVEMBER 2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
LIBRARY RESERVE						
FINANCE & BUSINESS OPER.						
LIBRARY						
CONTRACTED SERVICES						
2941060-408922	YOUTH BOOKS	.00	.00	.00	0.00	0
2941060-408923	LARGE PRINT BOOKS	.00	402.70	1,009.28	1,009.28-	0
*	CONTRACTED SERVICES	.00	402.70	1,009.28	1,009.28-	0
**	LIBRARY	.00	402.70	1,009.28	1,009.28-	0
***	FINANCE & BUSINESS OPER.	.00	402.70	1,009.28	1,009.28-	0
****	LIBRARY RESERVE	.00	402.70	1,009.28	1,009.28-	0

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF NOVEMBER 2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		3,341,520.00	213,248.63	1,042,271.67	2,299,248.33	31

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

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

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

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)		
	Conference Room Chairs				(\$6,500.00)		
	Music Garden				(\$30,000.00)		
					\$13,165.06	\$52,613.63	(\$36,500.00)
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)		
ENC	Library Washer Dryer Unit 2026				(\$1,750.00)		
ENC	Teen Room Furniture 2026				(\$22,000.00)		
					\$25,793.55	\$78,407.18	(\$23,750.00)
2027	31-Dec-26						
	Allocation for 2027	\$870,017.61	4%	\$34,800.70	(average of 12/31/23, 12/31/24, 12/31/25 FMV)		
					\$34,800.70	\$113,207.89	\$0.00

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

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)			

	Other Library Programming/Projects (budgeted: \$20,000)*				(\$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)			
	Other Library Programming/Projects (budgeted: \$30,000)*				(\$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)			
	Other Library Programming/Projects (budgeted: \$25,000)*				(\$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	\$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)	
ENC	Adventure Pass 2026			(\$2,000.00)		
ENC	Bridge to Reading 2026			(\$3,500.00)		
ENC	Cedar Valley's Youth Read 2026			(\$11,000.00)		
				\$2,917.00	\$54,255.73	(\$16,500.00)

2027 31-Dec-26

Allocation for 2027

\$340,199.57

4%

\$13,607.98 (average of 12/31/23, 12/31/24, 12/31/25 FMV)

\$13,607.98

\$67,863.71

\$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			4%	\$1,226,532.66	\$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			4%	\$1,291,732.57	\$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)

FableCon 2025

(\$6,000.00)

Summer Library Program 2025

(\$24,000.00)

\$14,464.49 \$46,126.07 (\$50,500.00)

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)

ENC Fable's Birthday!/Children's Book Festival 2026

(\$9,500.00)

ENC Summer Library Program 2026

(\$24,000.00)

\$28,814.26 \$74,940.33 (\$33,500.00)

2027 31-Dec-26

Allocation for 2027

\$1,088,094.71

4%

\$43,523.79 (average of 12/31/23, 12/31/24, 12/31/25 FMV)

\$43,523.79 \$118,464.12 \$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
2027	31-Dec-26		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
2027	31-Dec-26			\$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-Jul	25-Aug	25-Sep	25-Oct	25-Nov	FY26
Customer Count	20,542	18,009	15,785	16,943	14,406	85,685
Hours Open	274	269	254	281	234	1,312
Total Circulation	41,941	38,823	34,173	35,144	31,784	181,865
Adult	12,796	12,012	11,321	11,393	10,134	57,656
Young Adult	2,012	1,583	1,286	1,248	1,075	7,204
Youth	17,572	15,993	12,648	13,530	11,707	71,450
Interlibrary Loan (cf to other)	143	120	176	199	160	798
<i>Interlibrary Loan (other to cf)</i>	156	164	140	183	126	769
<i>CFPL@UNI</i>	5	22	37	30	31	125
WPL	1,433	1,374	1,470	1,446	1,292	7,015
Library of Things	157	151	106	153	123	690
Total Physical Circulation	32,380	29,588	25,255	26,171	22,916	136,310
<i>Overdrive</i>	7,171	6,826	6,569	6,686	6,716	33,968
<i>Hoopla</i>	1,654	1,603	1,584	1,592	1,568	8,001
<i>Freegal Downloadable Music</i>	736	806	765	695	584	3,586
Total eresource Circulation	9,561	9,235	8,918	8,973	8,868	45,555
County	357	270	209	316	152	1,304
Open Access	6,475	6,040	5,813	5,738	4,967	29,033
Reference Service	504	347	338	342	301	1,832
Reference Desk	158	132	149	143	99	681
Youth Desk	310	164	142	125	180	921
YA Desk	0	0	0	0	0	0
Circulation	36	51	47	74	22	230
Titles Added	355	342	246	832	429	2,204
Items Added	412	510	320	950	512	2,704
Items Withdrawn	202	466	1,031	1,100	420	3,219
Meeting Room Use	44	53	41	43	44	225
Conference Room	15	14	16	20	20	85
Meeting Room	6	17	13	10	11	57
Co-Lab Room	23	22	12	13	13	83
YA/Youth Area	0	0	0	0	0	0
Youth Programs						
Events/Programs	31	13	46	46	48	184
Event Attendance	2,569	203	1,179	1,710	1,621	7,282
Outreach Services	6	1	2	2	5	16
Outreach Attendance	166	150	33	23	109	481
Teacher Units	2	7	11	6	9	35

Adult Programs						
Outreach Services	6	8	7	7	2	30
Outreach Attendance	61	847	66	54	112	1,140
Library Attendance	249	250	223	240	444	1,406
Library Activities	21	20	22	17	17	97
Young Adult Programs						
Library Attendance	140	38	77	65	67	387
Library Activities	13	4	9	11	9	46
Computer Usage	3,169	3,076	2,956	3,254	2,523	14,978
Netbook/iPad Circulation	1	12	3	11	10	37

	24-Nov	25-Nov	25-Oct
Customer Count	14,909	14,406	16,943
Hours Open	247	234	281
Total Circulation	34,482	31,784	35,144
Adult	11,050	10,134	11,393
Young Adult	1,427	1,075	1,248
Youth	13,571	11,707	13,530
Interlibrary Loan (cf to other)	151	160	199
<i>Interlibrary Loan (other to cf)</i>	106	126	183
<i>CFPL@UNI</i>	29	31	30
WPL	1,069	1,292	1,446
<i>Library of Things</i>	116	123	153
Physical Circulation	26,048	22,916	26,171
<i>Overdrive</i>	6,094	6,716	6,686
<i>Hoopla</i>	1,465	1,568	1,592
<i>Freegal Downloadable Music</i>	875	584	695
ereources Circulation	8,434	8,868	8,973
County	260	152	316
Open Access	5,237	4,967	5,738
Reference Service	441	301	342
Reference Desk	102	99	143
Youth Desk	302	180	125
YA Desk	0	0	0
Circulation	37	22	74
Titles Added	342	429	832
Items Added	424	512	950
Items Withdrawn	1,162	420	1,100
Meeting Room Use	41	44	43
Conference Room	14	20	20
Meeting Room	11	11	10
Co-Lab Room	16	13	13
YA/Youth Area	0	0	0
Youth Programs			
Events/Programs	48	48	46
Event Attendance	972	1,621	1,710
Outreach Services	3	5	2
Outreach Attendance	58	109	23
Teacher Units	21	9	6

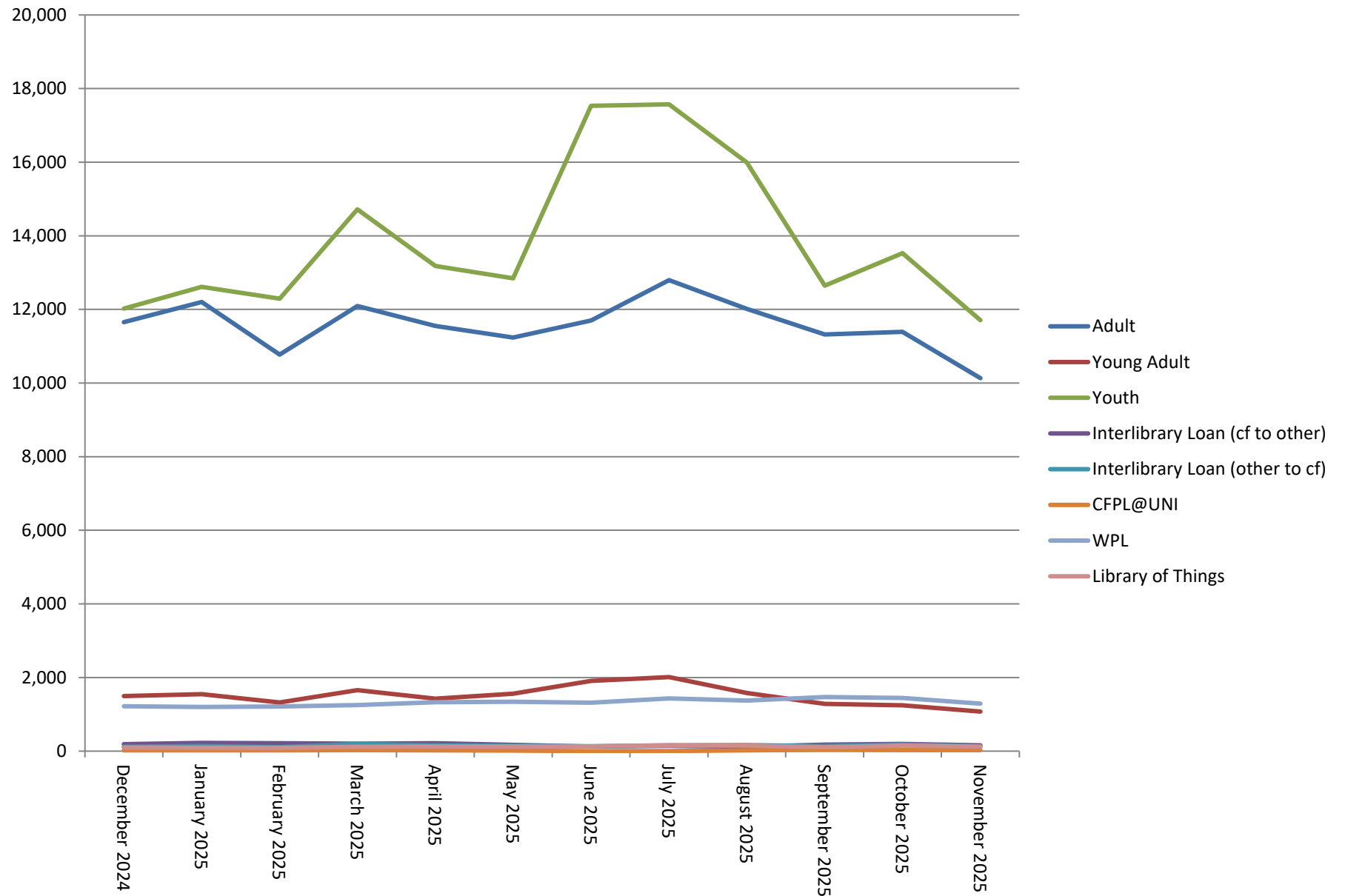
Adult Programs			
Outreach Services	5	2	7
Outreach Attendance	135	112	54
Library Attendance	148	444	240
Library Activities	14	17	17
Young Adult Programs			
Library Attendance	32	67	65
Library Activities	6	9	11
Computer Usage	1,857	2,523	3,254
Netbook/iPad Circulation	5	10	11

		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

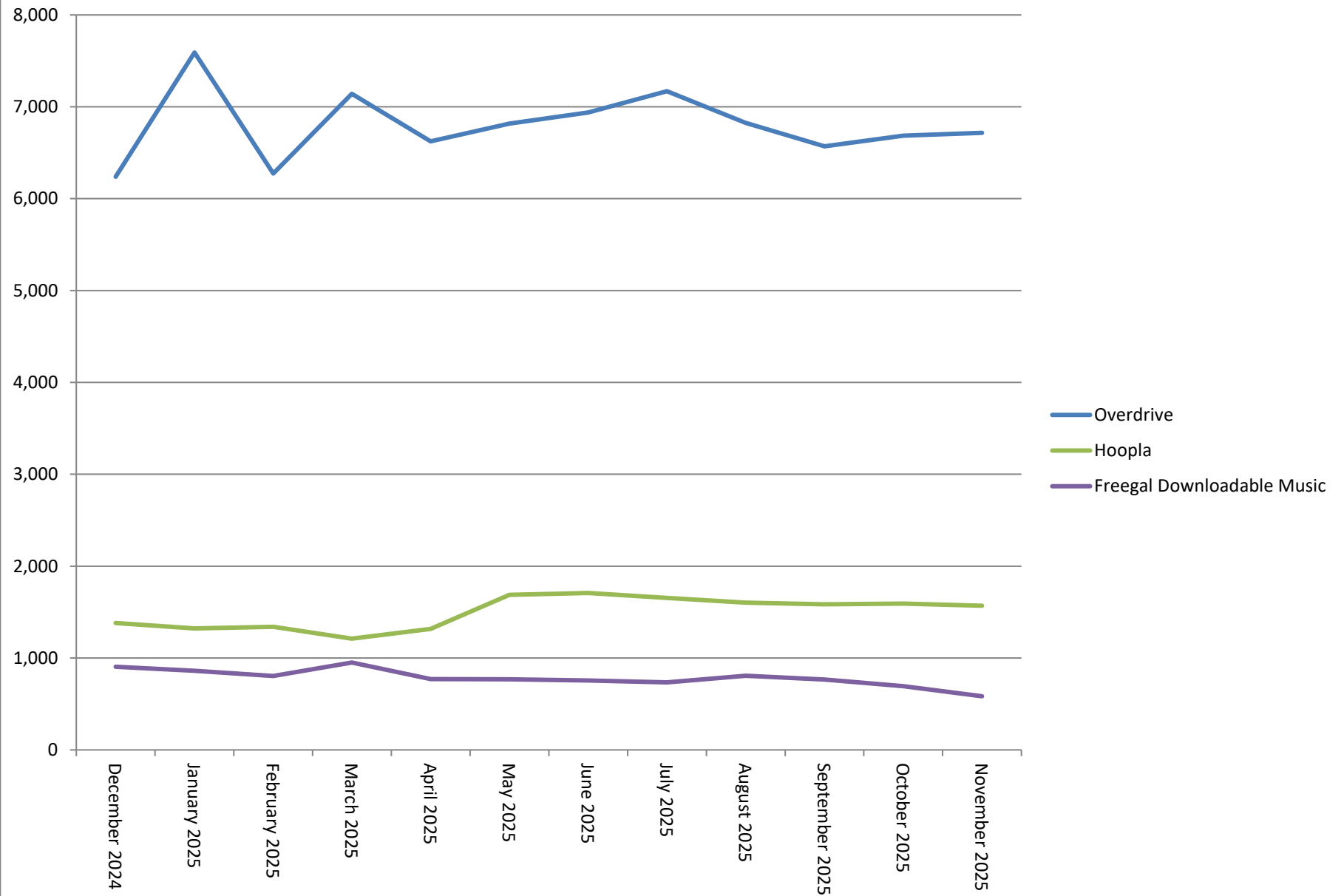
		Blank Park Zoo	Botanical of Des Moines	Grout Museum District	Science Center of Iowa
2024	April	6	5	4	4
	May	10	2	5	2
	June	19	5	9	5
	July	20	6	18	10
	August	16	5	13	7
	September	11	1	3	3
	October	9	1	0	1
	November	0	2	0	0
	December	1	0	4	2
2025	January	0	0	0	0
	February	0	0	0	0
	March	0	0	0	0
	April	0	0	0	0
	May	1	1	0	1
	June	18	9	6	8
	July	13	7	7	12
	August	20	3	13	9
	September	12	0	4	6
	October	6	0	0	2
	November	2	1	1	1

Date	Day of Week	Patron Count	
		Curbside	Building
12/1/2025	Monday	0	623
12/2/2025	Tuesday	0	483
12/3/2025	Wednesday	0	614
12/4/2025	Thursday	0	342
12/5/2025	Friday	0	481
12/6/2025	Saturday	0	678
12/7/2025	Sunday		189
12/8/2025	Monday	0	525
12/9/2025	Tuesday	0	458
12/10/2025	Wednesday	0	481
12/11/2025	Thursday	0	403
12/12/2025	Friday	0	501
12/13/2025	Saturday	0	463
12/14/2025	Sunday		238
12/15/2025	Monday	0	558
12/16/2025	Tuesday	0	582
12/17/2025	Wednesday	0	554
12/18/2025	Thursday	0	296
12/19/2025	Friday	0	487
12/20/2025	Saturday	0	590
12/21/2025	Sunday		186
12/22/2025	Monday	0	619
12/23/2025	Tuesday	1	584
12/24/2025	Wednesday		
12/25/2025	Thursday		
12/26/2025	Friday	0	450
12/27/2025	Saturday	0	486
12/28/2025	Sunday		93
12/29/2025	Monday	0	525
12/30/2025	Tuesday	0	612
12/31/2025	Wednesday	0	586
Total		1	13,687

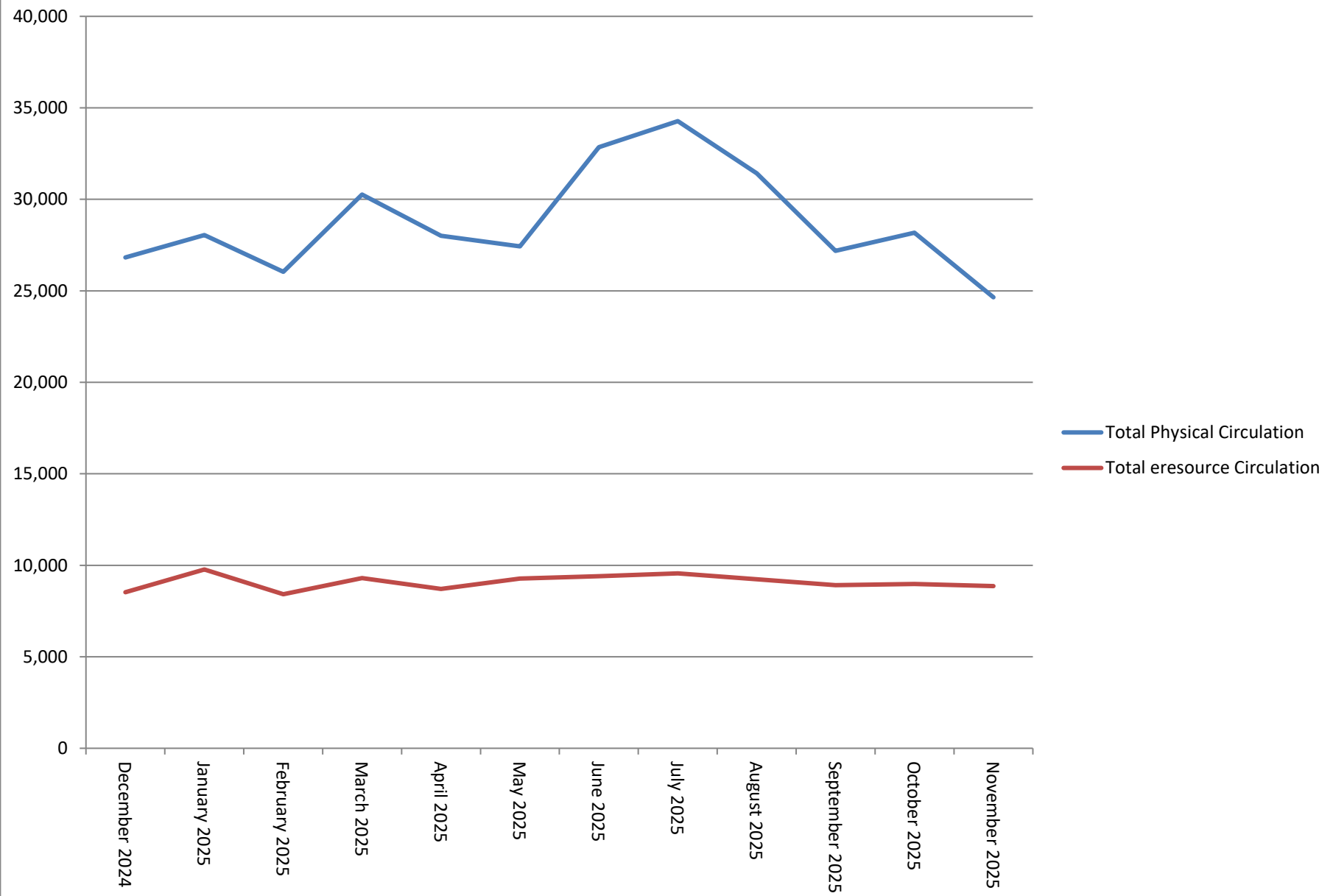
Physical Collection



eResource Collection



Physical VS eResource



Cedar Falls Public Library CONFIDENTIALITY POLICY

The confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.

Confidentiality extends to information sought or received and materials consulted, borrowed or otherwise acquired including:

- database search records
- Internet and electronic resources search records
- reference interview and transactions
- interlibrary loan records
- all other personally identifiable uses of library materials or information services.

COMPLIANCE WITH IOWA OPEN RECORDS LAW

All information stored in any medium belonging to a city is defined as a public record by Section 22.1(3) of the Code of Iowa, but Section 22.7(13) provides that certain "public records" are confidential, including: "The records of a library which, by themselves, or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library." This same section specifically prohibits the release of such information except under court order.

LIBRARY'S RESPONSIBILITY

At no time will the Library Director, who serves as custodian of the records, release records of circulation transactions or information requests except under court order. Furthermore, the Library will resist issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

BORROWERS' RIGHTS

The confidentiality of circulation transactions and information requests is both library policy and state law. This information may be released only to the person who has borrowed the items upon presentation of the library card or by phone if the patron provides the card number. Parents may be told how many books are checked out to their children and when they are due, but may not be told the titles of the items.

Reviewed/Revised: 09/02/2015, 03/06/2019; reviewed 5/4/22, 1/7/26

Cedar Falls Public Library
~~CEDAR FALLS PUBLIC LIBRARY~~
POLICY OF USE OF COMMUNITY DISPLAY CASE (1ST FLOOR)
~~Policy of Use of Community Display Case (1st Floor)~~
ALTRUSA CLUB DISPLAY CASE

1. Local community organizations are welcome to use the community display case, a gift in 1982 from Friends of the Library and the Altrusa Club. Display periods not already allocated by the library may be reserved through the reference desk of the library.
2. The recommended display period will be one month.
3. No nails, double-sided tape or other devices for hanging on the walls.
4. Subject matter of the display must be appropriate for the library's public space.
5. The library is a public building, and while the display case will be kept locked, the library is not responsible for securing items in the display case.
6. The library will assume no responsibility for displays other than its own. It is the responsibility of each organization using the display case to remove the display on the last day of the reserved period.
7. The Cedar Falls Public Library reserves the right to accept or reject the contents of each display.
8. The display case must be left in its original condition. Clean-up and any damage to the case is the responsibility of the user.
9. Displays are to be installed during the first week of the display period and removed the last week by the organization. Items left in the case become the property of the library.
10. The display case may not be reserved more than three months in advance.

Revised 1/7/15, 2/6/19, 5/4/22, 1/7/26

APPLICATION FOR USE OF COMMUNITY DISPLAY CASE (1st Floor)

Name of Organization: _____

Name of Individual: _____

Brief Description of the Display: _____

Address: _____

Phone: _____ Email: _____

Date Requested: _____

I have read the community display case policy and agree to abide by it.

Signature: _____

Date: _____

Cedar Falls Public Library
POLICY OF USE OF COMMUNITY DISPLAY CASE (2nd FLOOR)
COMMUNITY NATIONAL BANK DISPLAY CASE

1. The case is scheduled for a 2 month period as follows:

January 1 – February 28/29
May 1 – June 30
September 1 – October 31

March 1 – April 30
July 1 – August 31
November 1 - December 31

Display periods not already allocated by the library may be reserved through the reference desk of the library.

~~2. Displays are to be installed during the first week of the display period and removed the last week by the organization. Items left in the case become the property of the library.~~

3. No nails, double-sided tape, or other devices for hanging on the walls.
4. Items weighing under 1 pound may be hung from the ceiling.
5. Subject matter of the display must be appropriate for the library's public space.
6. The library is a public building, and while the display case will be kept locked, the library is not responsible for securing items in the display case.
7. The Cedar Falls Public Library reserves the right to accept or reject the contents of each display.
8. The display case must be left in its original condition. Clean-up and any damage to the case is the responsibility of the user.
9. ~~Displays are to be installed during the first week of the display period and removed the last week by the organization. Items left in the case become the property of the library.~~
10. The display case may not be reserved more than six months in advance.

Cedar Falls Public Library
POLICY OF USE OF COMMUNITY DISPLAY CASE (2nd FLOOR)
COMMUNITY NATIONAL BANK DISPLAY CASE

APPLICATION FOR USE OF COMMUNITY DISPLAY CASE (2ND Floor)
COMMUNITY NATIONAL BANK DISPLAY CASE

Name of Organization: _____

Brief description of the display: _____

Name of Individual: _____

Address: _____

Phone: _____ E-mail: _____

Preferred dates: _____

I have read the display case policy and agree to abide by it.

Signature: _____ Date: _____

Reviewed/Revised: 03/06/2013, 01/07/2015, 02/06/2019, 1/7/2026

Cedar Falls Public Library
ELECTRONIC INTELLECTUAL FREEDOM POLICY

Consistent with our mission and the professional principles of public librarianship, our Internet Access Policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access, confidentiality of information about users and their use of all library resources including electronic, and individual responsibility. The library affirms the following principles and user rights as delineated in the American Library Association's ~~Library Bill of Rights in Cyberspace~~: "Internet Filtering: An Interpretation of the Library Bill of Rights (2015)".

Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users.

Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fear of confrontation.

Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.

Responsibility for, and any restriction of, a child's use of the Internet rests solely with his or her parents or legal guardian.

Library staff may track use for statistical purposes, while keeping users anonymous.

Reviewed/Revised 01/07/2015, 04/01/2015, 05/01/2019, 9/7/2022, 1/7/2026

Cedar Falls Public Library
ELECTRONIC SIGNAGE POLICY

The Library's electronic signage is intended to notify the public of Cedar Falls Public Library events, services, materials, and other items of interest directly related to the Cedar Falls Public Library, including matters related to the Friends of the Cedar Falls Public Library.

Adopted by Library Board of Trustees 04/07/2010

Reviewed/Revised 01/07/2015, 05/01/2019, 04/06/2022, 01/07/2026

Cedar Falls Public Library
GIFT AND DONOR RECOGNITION POLICY

The Cedar Falls Public Library accepts gifts of library materials, money, real property, art, equipment, or other miscellaneous gifts but reserves the right to make the final decision pertaining to accepting these gifts. Deferred gifts, including but not limited to, gifts of life insurance and planned gifts may be accepted under the discretion of the Cedar Falls Library Board of Trustees (hereafter referred to as "Trustees"). Unrestricted monetary contributions are added to the Library's endowment, which is administered by the Cedar Falls Community Foundation, and are recognized as gifts to the Library. The Trustees reserve the right to accept or decline acceptance of gifts with restrictions. The Trustees also reserve the right to maintain and control the final disposition of any gifts, including sale of such gifts. Letters of acknowledgement will be sent to donors.

In accordance with the City of Cedar Falls Code of Ordinances, the Trustees can exercise the following powers and duties: "To accept gifts of real property, personal property or mixed property, and devises and bequests, including trust funds; to take the title to such property in the name of the Library; to execute deeds and bills of sale for the conveyance of such property; and to expend the funds received by it from such gifts for the improvement of the Library."

Standards have been developed to ensure that donor recognition is consistent and appropriate throughout the Library. Names will appear only with the permission of the donor; donors may reserve the right to remain anonymous.

Donor recognition wall: This permanent display will be updated at least annually to include acknowledgement of gifts of the following levels:

- \$900-\$2,999: plaque noting sponsorship of small terra cotta book on exterior wall, designed by artist David Dahlquist.
- \$3,000-\$9,999: plaque noting sponsorship of large terra cotta book on exterior wall, designed by artist David Dahlquist.

Pledges made over a multi-year period will be posted when the initial payment is received. The Trustees retain the right to recognize gifts-in-kind in this manner also, including years of service by board of trustees members and staff.

Gift Acceptance Includes:

- Library Materials: Donors who contribute funds for library materials will receive recognition through the placement of a label in or on the material itself as well as a note in the Library's catalog.
 - Donations of materials not needed by the Library are sold to raise funds for Library use by the Friends of the Library at outlets such as The Book Nook.
 - The Library may or may not accept donations of specialized collections at the discretion of the Trustees based on the recommendation of the Library Director. The Library applies the same criteria for evaluating gifts materials as apply to purchased materials.
 - Gifts will be withdrawn in the same manner as purchased material. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

Cedar Falls Public Library
GIFT AND DONOR RECOGNITION POLICY

- The Library will not state a value on the gift but will leave the determination to the donor.
- Donated Item: Donor recognition in the form of tags, plaques, or other means may be placed near a donated item (or item purchased with donated funds) when deemed appropriate by the Library Director.
- Art Work: Works of art may be either purchased by or donated to the Library. Final responsibility for acceptance or purchase of a work of art resides with the Trustees.
 - The Library particularly collects art created by local artists but may collect works outside that scope. The intent of this collection is to enhance the Library's aesthetic environment. Items given to the Library will be presented to the Trustees for final acceptance upon recommendation of the Library's Art Committee.
 - Donated items that have not yet been accepted by the Trustees are not covered by the City's insurance policy and must be covered by the donor's personal insurance. If the Trustees decide not to accept an item, the owner will be notified as soon as possible and may reclaim the item within two weeks. After two weeks, the Trustees have the right to dispose of the work in the best interest of the Library.
 - Items that are accepted by the Trustees are considered unconditional and outright gifts. These may be displayed, accessed, housed, loaned, retained, reproduced, sold, donated to a public organization, or disposed in the best interest of the Library.
 - Donors will be asked to read and sign a copy of the Library's "Deed of Gift." Gifts to the Library may be deductible from taxable income in accordance with the provisions of federal income tax rules; in compliance with this law, the appraisal is the responsibility of the donor.
 - Art donated to the Library will be acknowledged with a plaque.
 - Art created by Library employees and their families will not be accepted for display or for the permanent collection. However, the Trustees reserve the right to commission or request works of art by any artist.
 - Works of art on display in the Library are not for sale. The Trustees will be responsible for any decisions regarding the removal of a work of art upon recommendation from the Art Committee. Any art withdrawn from the collection may be donated to an appropriate public organization or sold at public auction, or otherwise disposed of in the best interest of the Library. The proceeds from the sale of a work of art will go the Cedar Falls Public Library's Investment Funds

account and will be reserved to be used, at the discretion of the Trustees, for future collection-related purposes such as the repair and/or conservation of works in the collection or to acquire additional works for the collection.

Cedar Falls Public Library
GIFT AND DONOR RECOGNITION POLICY

- **Named Rooms and Special Use Areas:** In general, only collection areas, meeting rooms and designated special use areas shall be named for an individual, family, or corporation. The naming of such a space generally requires a contribution of a percentage of the cost of the area in proportion to the total cost of the facility or the project for the facility. The percentage shall be determined at the time of the project by the Trustees. Signage for named spaces shall be prominent, readily identifiable, and appropriate to the aesthetics of the immediate area. All references to the named area in promotional materials, directional signage, and Library documents shall include the name of the individual, family, or corporation.

Rescinding Name Recognition

In unusual or extraordinary circumstances, including obsolescence, the Trustees may enact removal or alter the name of a fund or other gift if doing so is deemed to be in the Library's best interests. Reconsideration may occur if the naming would be damaging to the reputation of the Trustees or the Library or would contradict applicable law or the policies, procedures, or strategic objectives of the Library. A name bestowed in recognition of a gift may be removed if the intent of the gift cannot be fulfilled.

Adopted 08/05/2015, Reviewed/Revised 06/05/2019, 09/07/2022, 01/07/2026