

AGENDA
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
April 1, 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. City AI training for staff
 - b. Revised circulation policy for approval
 - c. Miscellaneous
- X. Reports from Department Heads
 - a. Public Services Librarian
 - b. Youth Librarian
- XI. Referred for Board Action
 - a. Approve restricting the book *How Do You Make a Baby* by Anna Fiske to a location requiring adult assistance to access
 - b. Approve CFPL Policy: Circulation as revised
 - c. Approve CFPL Checkout Periods and Limits as revised
- XII. Reports of Standing and Special Committees: Action appropriate to the reports

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

XIII. Unfinished business

XIV. New business

XV. Adjournment

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
March 4, 2026 4:00 PM
Cedar Falls Public Library
Conference Room

Members present: Bessman Taylor, Blair-Broecker, Chadwick, Cormaney, Graziano, Green, Roelofse, Sulentic, Toppin; Staff present: Daniels, Hosford, Pagel, Stern; Guests present: Chelsea Bowermaster, Meg Husted, Autumn Keeper, Jennifer Rodenbeck, Danielle Stutzman.

- I. President Sulentic called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Blair-Broecker, Chadwick) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval
MOTION: (Blair-Broecker, Chadwick) to approve the minutes as presented. Passed.
- IV. Public Forum
Guest Stutzman discussed why she thought that the book, *How to Make a Baby?*, should be relocated.
- V. Board Training update
Member Bessman Taylor discussed some training she is doing currently.
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Bills: Corrections/additions/deletions/approval
Assistant Daniels noted that some invoices were added after the bill report that will need to be voted on along with the report.
MOTION: (Blair-Broecker, Chadwick) to approve the February bills. Passed.
 - a. General Fund, Grant Funds
None
 - b. Financial Reports (General, Grants, Foundation Funds)
Assistant Daniels inquired about shortening the endowment reports to the first year and the last two years due to their current length. Based upon feedback, the next reports will be shortened in this manner.
- VIII. Usage Report
None

IX. Director's Report

a. Lions Club presentation in February

Director Stern noted that she gave a presentation, and those in attendance asked great questions.

b. Policy updates: Library Behavior, Policy Regarding Registered Sex Offenders, and three Personnel Policies

Director Stern noted that there are five policies to review and approve with two being library policies, and three being personnel policies. She noted that the vacation personnel policy already has a note about the library specific vacation information.

c. Director off Mar. 23-27

Director Stern noted that she will be off work for a few days.

d. Miscellaneous

Director Stern mentioned the annual conflict of interest disclosure and noted that she will send out the email again regarding filling it out online. She then discussed that the State Library of Iowa has a training regarding open meetings and records.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Pagel noted the recent LitLounge event that centered on wine and chocolate and noted that it was very popular. She noted that there will be another event coming up that will be a paint and sip program. Librarian Pagel discussed an upcoming brunch program, and that the first of a series of gardening programs will happen at the end of the month. Member Green noted that he attended a recent program on women's history and that it was very good.

b. Youth Librarian

Librarian Hosford discussed that the school library program started up again last month, and more schools will be coming to the library this month. She discussed the Travel Thursday series of programs with last month being about Brazil, and this month will be Ireland. Librarian Hosford noted that she will be visiting Allen Women's Health to get the Books and Baby Bumps program going again. She noted some programs and events that will be happening during spring break.

XI. Referred for Board Action

a. Approve policies as presented or revised:

i. Library Behavior

President Sulentic noted that it looks like just one word needs to be eliminated. Member Blair-Broeker suggested getting rid of the last line. This suggestion was voted on.

MOTION: (Blair-Broeker, Cormaney) to approve the Library Behavior policy as revised. Passed.

ii. Policy Regarding Registered Sex Offenders

MOTION: (Blair-Broeker, Cormaney) to approve the Policy Regarding Registered Sex Offenders as revised. Passed.

b. Approve personnel policies as presented or revised:

President Sulentic noted that these are the policies that the other departments use. Director Stern noted that this was correct.

MOTION: (Chadwick, Toppin) to approve all personnel policies as or revised. Passed.

i. Background Check Procedures

- ii. Vacations
- iii. Longevity Pay

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

a. Friends of the Library

Member Toppin noted that the fiscal year will be closing out soon.

b. Finance: No meeting needed in March

None

c. Personnel

Member Roelofse noted some information that the committee needs. Director Stern noted that she sent the information.

d. Library Art

Member Green noted that a meeting time has not been set up yet to do so, but they have received proposals for the next Redfern case art installation to review.

XIII. Unfinished business

None

XIV. New business

Director Rodenbeck noted that there would be a meet and greet on March 26th from 5:30 to 7 PM. She noted that this was so people could meet the five finalists for the City Administrator position. Director Rodenbeck noted that the location was still to be determined.

XV. Adjournment

Motion to adjourn (Cormaney, Roelofse). Passed. Meeting adjourned at 4:47.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem

**City of Cedar Falls
Library Board Invoice Activity**

April 1, 2026

Selected Criteria: All Divisions
Report Generated on Mar 27, 2026 8:19:39 AM

Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
General	ARI2101566	BROAD REACH BOOKS	1011060-408922		\$728.46	YOUTH BOOKS
BROAD REACH BOOKS					\$728.46	
General	672878	BRODART CO.	1011060-407111		\$307.32	12" BOOK COVER ROLLS
BRODART CO.					\$307.32	
General	HCM20260302	CARR-MURPHY, HANNAH	1011060-408934		\$200.00	RAY 2RMB NATURE- PRESENTER FEE
CARR-MURPHY, HANNAH					\$200.00	
General	L9652835810MR26	CEDAR FALLS UTILITIES	1011060-408501		\$9,041.25	LIBRARY UTILITIES
CEDAR FALLS UTILITIES					\$9,041.25	
Library Capital	999102484736	CENGAGE LEARNING INC	2941060-408923		\$341.10	LP BOOKS (MEM POOCK)
Library Capital	999102497821	CENGAGE LEARNING INC	2941060-408923		\$20.80	LP BOOKS (MEM POOCK)
Library Capital	999102503120	CENGAGE LEARNING INC	2941060-408923		\$21.44	LP BOOKS (MEM POOCK)
CENGAGE LEARNING INC					\$383.34	
Library Capital	2229827	CENTER POINT LARGE PRINT	2941060-408923		\$51.54	LP BOOKS (MEM POOCK)
CENTER POINT LARGE					\$51.54	

**City of Cedar Falls
Library Board Invoice Activity**

Selected Criteria: All Divisions
Report Generated on Mar 27, 2026 8:19:39 AM

Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
PRINT						
General	7775064	DEMCO, INC	1011060-407111		\$623.08	REPAIR TAPE, EASELS, ETC.
General	7777665	DEMCO, INC	1011060-407111		\$256.68	GLUE & TAPES
DEMCO, INC					\$879.76	
General	2603327	EBSCO INFORMATION SERVICES	1011060-408931		\$9.65	TEEN BREATHE PRICE ADJUSTMENT
EBSCO INFORMATION SERVICES					\$9.65	
General	IN15533342	GORDON FLESCH COMPANY	1011060-408191		\$18.25	COPIER CONTRACT OVERAGE
General	IN15533343	GORDON FLESCH COMPANY	1011060-408191		\$314.54	COPIER CONTRACT OVERAGE
GORDON FLESCH COMPANY					\$332.79	
General	EG20260227	GRIMES, EVAN	1011060-408934		\$150.00	RAY 2 RMB NATURE-PRESENTER FEE
GRIMES, EVAN					\$150.00	
General	94498046	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94498046	INGRAM LIBRARY SERVICES	1011060-408920		\$137.44	ADULT BOOKS
General	94498046	INGRAM LIBRARY	1011060-408920		\$37.98	ADULT BOOKS (MEM

**City of Cedar Falls
Library Board Invoice Activity**

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Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
		SERVICES				LANG)
General	94498046	INGRAM LIBRARY SERVICES	1011060-408922		\$234.33	YOUTH BOOKS
General	94574640	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94574640	INGRAM LIBRARY SERVICES	1011060-408920		\$244.42	ADULT BOOKS
General	94574640	INGRAM LIBRARY SERVICES	1011060-408921		\$30.42	YOUNG ADULT BOOKS
General	94574640	INGRAM LIBRARY SERVICES	1011060-408922		\$52.63	YOUTH BOOKS
General	94602009	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94602009	INGRAM LIBRARY SERVICES	1011060-408920		\$132.01	ADULT BOOKS
General	94602009	INGRAM LIBRARY SERVICES	1011060-408921		\$22.98	YOUNG ADULT BOOKS
General	94602009	INGRAM LIBRARY SERVICES	1011060-408922		\$85.98	YOUTH BOOKS
General	94716756	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94716756	INGRAM LIBRARY SERVICES	1011060-408920		\$201.09	ADULT BOOKS
General	94716756	INGRAM LIBRARY	1011060-408921		\$71.56	YOUNG ADULT BOOKS

**City of Cedar Falls
Library Board Invoice Activity**

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Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
		SERVICES				
General	94716756	INGRAM LIBRARY SERVICES	1011060-408922		\$75.79	YOUTH BOOKS
General	94716757	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94716757	INGRAM LIBRARY SERVICES	1011060-408922		\$270.74	YOUTH BOOKS
General	94732724	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94732724	INGRAM LIBRARY SERVICES	1011060-408920		\$210.15	ADULT BOOKS
General	94732724	INGRAM LIBRARY SERVICES	1011060-408922		\$292.00	YOUTH BOOKS
General	94751449	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94751449	INGRAM LIBRARY SERVICES	1011060-408920		\$73.60	ADULT BOOKS
General	94751449	INGRAM LIBRARY SERVICES	1011060-408922		\$134.18	YOUTH BOOKS
General	94781999	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94781999	INGRAM LIBRARY SERVICES	1011060-408920		\$136.27	ADULT BOOKS
General	94781999	INGRAM LIBRARY	1011060-408921		\$24.14	YOUNG ADULT BOOKS

**City of Cedar Falls
Library Board Invoice Activity**

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Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
		SERVICES				
General	94781999	INGRAM LIBRARY SERVICES	1011060-408922		\$112.02	YOUTH BOOKS
General	94818124	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94818124	INGRAM LIBRARY SERVICES	1011060-408920		\$539.22	ADULT BOOKS
General	94818124	INGRAM LIBRARY SERVICES	1011060-408922		\$10.92	YOUTH BOOKS
General	94829054	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94829054	INGRAM LIBRARY SERVICES	1011060-408920		\$34.77	ADULT BOOKS
General	94829054	INGRAM LIBRARY SERVICES	1011060-408920		\$37.98	ADULT BOOKS (MEM LANG)
General	94829054	INGRAM LIBRARY SERVICES	1011060-408922		\$193.60	YOUTH BOOKS
General	94869376	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94869376	INGRAM LIBRARY SERVICES	1011060-408920		\$17.24	ADULT BOOKS
General	94890190	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94890190	INGRAM LIBRARY	1011060-408920		\$152.96	ADULT BOOKS

**City of Cedar Falls
Library Board Invoice Activity**

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Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
		SERVICES				
General	94890190	INGRAM LIBRARY SERVICES	1011060-408922		\$60.08	YOUTH BOOKS
General	94954403	INGRAM LIBRARY SERVICES	1011060-408922		(\$3.24)	YOUTH BOOKS CREDIT
General	94962993	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94962993	INGRAM LIBRARY SERVICES	1011060-408920		\$17.25	ADULT BOOKS
General	94962993	INGRAM LIBRARY SERVICES	1011060-408922		\$11.49	YOUTH BOOKS
General	94962994	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94962994	INGRAM LIBRARY SERVICES	1011060-408920		\$469.76	ADULT BOOKS
General	94962994	INGRAM LIBRARY SERVICES	1011060-408921		\$10.92	YOUNG ADULT BOOKS
General	94962994	INGRAM LIBRARY SERVICES	1011060-408922		\$150.23	YOUTH BOOKS
General	94996246	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	94996246	INGRAM LIBRARY SERVICES	1011060-408920		\$50.56	ADULT BOOKS
General	95024876	INGRAM LIBRARY	1011060-407111		\$3.00	FUEL SURCHARGE

**City of Cedar Falls
Library Board Invoice Activity**

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Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
		SERVICES				
General	95024876	INGRAM LIBRARY SERVICES	1011060-408920		\$179.01	ADULT BOOKS
General	95024876	INGRAM LIBRARY SERVICES	1011060-408922		\$145.51	YOUTH BOOKS
General	95024876	INGRAM LIBRARY SERVICES	1011060-408934		\$183.84	RAY 2RMB BRIDGE-YOUTH BOOKS
General	95030549	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	95030549	INGRAM LIBRARY SERVICES	1011060-408920		\$51.45	ADULT BOOKS
General	95030549	INGRAM LIBRARY SERVICES	1011060-408922		\$250.44	YOUTH BOOKS
General	95030549	INGRAM LIBRARY SERVICES	1011060-408934		\$565.20	RAY 2RMB BRIDGE-YOUTH BOOKS
General	95030550	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	95030550	INGRAM LIBRARY SERVICES	1011060-408920		\$16.68	ADULT BOOKS
General	95047978	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	95047978	INGRAM LIBRARY SERVICES	1011060-408920		\$17.24	ADULT BOOKS
General	95069395	INGRAM LIBRARY	1011060-407111		\$3.00	FUEL SURCHARGE

**City of Cedar Falls
Library Board Invoice Activity**

Selected Criteria: All Divisions
Report Generated on Mar 27, 2026 8:19:39 AM

Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
		SERVICES				
General	95069395	INGRAM LIBRARY SERVICES	1011060-408920		\$17.25	ADULT BOOKS
General	95069395	INGRAM LIBRARY SERVICES	1011060-408921		\$40.24	YA BOOKS (MEM PREISSER)
General	95069395	INGRAM LIBRARY SERVICES	1011060-408922		\$43.67	YOUTH BOOKS
General	95103307	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	95103307	INGRAM LIBRARY SERVICES	1011060-408920		\$172.31	ADULT BOOKS
General	95103307	INGRAM LIBRARY SERVICES	1011060-408922		\$20.11	YOUTH BOOKS
General	95103307	INGRAM LIBRARY SERVICES	1011060-408934		\$194.80	RAY 2 RMB BRDIGE- YOUTH BOOKS
General	95136053	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	95136053	INGRAM LIBRARY SERVICES	1011060-408920		\$75.33	ADULT BOOKS
General	95136053	INGRAM LIBRARY SERVICES	1011060-408922		\$11.49	YOUTH BOOKS
General	95136054	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	95136054	INGRAM LIBRARY	1011060-408920		\$87.40	ADULT BOOKS

**City of Cedar Falls
Library Board Invoice Activity**

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Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
		SERVICES				
General	95136054	INGRAM LIBRARY SERVICES	1011060-408922		\$511.37	YOUTH BOOKS
General	95136054	INGRAM LIBRARY SERVICES	1011060-408934		\$160.86	RAY 2 RMB BRIDGE-YOUTH BOOKS
General	95149869	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	95149869	INGRAM LIBRARY SERVICES	1011060-408920		\$61.52	ADULT BOOKS
General	95149869	INGRAM LIBRARY SERVICES	1011060-408921		\$15.58	YA BOOKS (MEM PREISSER)
General	95149869	INGRAM LIBRARY SERVICES	1011060-408921		\$20.64	YOUNG ADULT BOOKS
General	95149869	INGRAM LIBRARY SERVICES	1011060-408922		\$10.17	YOUTH BOOKS
General	95149869	INGRAM LIBRARY SERVICES	1011060-408934		\$103.41	RAY 2RMB BRDIGE-YOUTH BOOKS
General	95149870	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	95149870	INGRAM LIBRARY SERVICES	1011060-408922		\$22.41	YOUTH BOOKS
General	95167570	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	95167570	INGRAM LIBRARY	1011060-408920		\$40.26	ADULT BOKS

**City of Cedar Falls
Library Board Invoice Activity**

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Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
		SERVICES				
General	95167570	INGRAM LIBRARY SERVICES	1011060-408921		\$110.67	YOUNG ADULT BOKS
General	95167570	INGRAM LIBRARY SERVICES	1011060-408934		\$273.00	RAY 2 RMB BRIDGE-YOUTH BOOKS
General	95167571	INGRAM LIBRARY SERVICES	1011060-407111		\$3.00	FUEL SURCHARGE
General	95167571	INGRAM LIBRARY SERVICES	1011060-408920		\$16.67	ADULT BOOKS
Library Capital	94574640	INGRAM LIBRARY SERVICES	2941060-408923		\$40.80	LP BOOKS (MEM POOCK)
Library Capital	94602009	INGRAM LIBRARY SERVICES	2941060-408923		\$38.40	LP BOOKS (MEM POOCK)
Library Capital	94716757	INGRAM LIBRARY SERVICES	2941060-408923		\$18.60	LP BOOKS (MEM POOCK)
Library Capital	94829054	INGRAM LIBRARY SERVICES	2941060-408923		\$29.45	LP BOOKS (MEM POOCK)
Library Capital	94890190	INGRAM LIBRARY SERVICES	2941060-408923		\$42.00	LP BOOKS (MEM POOCK)
Library Capital	95030549	INGRAM LIBRARY SERVICES	2941060-408923		\$47.99	LP BOOKS (MEM POOCK)
Library Capital	95136054	INGRAM LIBRARY SERVICES	2941060-408923		\$58.20	LP BOOKS (MEM POOCK)
INGRAM LIBRARY					\$8,108.44	

**City of Cedar Falls
Library Board Invoice Activity**

Selected Criteria: All Divisions
Report Generated on Mar 27, 2026 8:19:39 AM

Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
SERVICES						
General	1001522	MICROMARKETING, LLC	1011060-407111		\$12.90	FUEL SURCHARGE
General	1001522	MICROMARKETING, LLC	1011060-408922		\$57.58	YOUTH BOOKS
MICROMARKETING, LLC					\$70.48	
General	508449541	MIDWEST TAPE, LLC	1011060-408925		\$75.71	ADULT VIDEOS
General	508469197	MIDWEST TAPE, LLC	1011060-408925		\$20.24	ADULT VIDEOS
General	508507167	MIDWEST TAPE, LLC	1011060-408925		\$312.62	ADULT VIDEOS
General	508535548	MIDWEST TAPE, LLC	1011060-408925		\$542.04	ADULT VIDEOS
General	508572801	MIDWEST TAPE, LLC	1011060-408925		\$46.48	ADULT VIDEOS
MIDWEST TAPE, LLC					\$997.09	
General	02863CO26002769	OVERDRIVE, INC.	1011060-408942		\$82.50	ADULT E-BOOKS
General	02863CO26063063	OVERDRIVE, INC.	1011060-408942		\$740.57	ADULT AUDIO BOOKS
General	02863CO26063063	OVERDRIVE, INC.	1011060-408942		\$345.12	ADULT E-BOOKS
General	02863CO26075327	OVERDRIVE, INC.	1011060-408942		\$49.95	ADULT AUDIO BOOKS
General	02863CO26075327	OVERDRIVE, INC.	1011060-408942		\$21.66	ADULT E-BOOKS
General	02863CO26078401	OVERDRIVE, INC.	1011060-408942		\$27.50	ADULT E-BOOKS
General	02863CO26079338	OVERDRIVE, INC.	1011060-408946		\$592.80	YOUTH AUDIO BOOKS
General	02863CO26079338	OVERDRIVE, INC.	1011060-408946		\$299.83	YOUTH E-BOOKS

**City of Cedar Falls
Library Board Invoice Activity**

Selected Criteria: All Divisions
Report Generated on Mar 27, 2026 8:19:39 AM

Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
General	02863CO26081363	OVERDRIVE, INC.	1011060-408946		\$438.46	YOUTH AUDIO BOOKS
General	02863CO26081363	OVERDRIVE, INC.	1011060-408946		\$346.88	YOUTH E-BOOKS
General	02863CO26085287	OVERDRIVE, INC.	1011060-408942		\$117.49	ADULT AUDIO BOOKS
General	02863CO26085287	OVERDRIVE, INC.	1011060-408942		\$17.50	ADULT E-BOOKS
General	02863CP26064237	OVERDRIVE, INC.	1011060-408942		\$59.80	ADULT AUDIO BOOKS
General	02863CP26064237	OVERDRIVE, INC.	1011060-408942		\$9.12	ADULT E-BOOKS
General	02863CP26068921	OVERDRIVE, INC.	1011060-408942		\$68.40	ADULT AUDIO BOOKS
General	02863CP26068921	OVERDRIVE, INC.	1011060-408942		\$24.19	ADULT E-BOOKS
General	02863DA26059366	OVERDRIVE, INC.	1011060-408942		\$92.00	ADULT AUDIO BOOKS
General	02863DA26059366	OVERDRIVE, INC.	1011060-408942		\$27.50	ADULT E-BOOKS
General	02863MA26063584	OVERDRIVE, INC.	1011060-408946		\$231.44	YOUTH AUDIO BOOKS
General	02863MA26063584	OVERDRIVE, INC.	1011060-408946		\$189.50	YOUTH E-BOOKS
OVERDRIVE, INC.					\$3,782.21	
General	526370	PLAYAWAY PRODUCTS	1011060-408924		\$367.44	ADULT PLAYAWAYS
General	527827	PLAYAWAY PRODUCTS	1011060-408936		\$816.95	YOUTH LAUNCHPADS
PLAYAWAY PRODUCTS					\$1,184.39	
General	80656212MAR26	QUADIENT FINANCE USA, INC.	1011060-407299		\$450.00	POSTAGE
QUADIENT FINANCE					\$450.00	

**City of Cedar Falls
Library Board Invoice Activity**

Selected Criteria: All Divisions

Report Generated on Mar 27, 2026 8:19:39 AM

Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
USA, INC.						
General	62763853	QUADIENT, INC.	1011060-408601		\$60.00	POSTAGE METER RENTAL
QUADIENT, INC.					\$60.00	
General	PC.10.260220.1	US BANK	1011060-407101		\$44.44	PAINTER'S TAPE
General	PC.10.260220.1	US BANK	1011060-407111		\$3.99	ADULT BOOKS
General	PC.10.260220.1	US BANK	1011060-408191		\$240.00	1 YR. HOTSPOT DATA (X2)
General	PC.10.260220.1	US BANK	1011060-408191		\$19.50	CODEGUARD BASIC SUB. 1 YEAR
General	PC.10.260220.1	US BANK	1011060-408191		\$115.00	QUICKBOOKS MONTHLY SUB.
General	PC.10.260220.1	US BANK	1011060-408306		\$165.00	ADOLPHS CY26 ILA RENEWAL
General	PC.10.260220.1	US BANK	1011060-408306		\$673.00	ANHALT PLA CONF. REGISTRATION
General	PC.10.260220.1	US BANK	1011060-408306		\$225.00	STERN CY26 ILA MEMBERSHIP
General	PC.10.260220.1	US BANK	1011060-408920		\$228.43	ADULT BOOKS
General	PC.10.260220.1	US BANK	1011060-408920		(\$29.58)	ADULT BOOKS REFUND
General	PC.10.260220.1	US BANK	1011060-408921		\$16.47	YOUNG ADULT BOOKS
General	PC.10.260220.1	US BANK	1011060-408922		\$63.30	YOUTH BOOKS
General	PC.10.260220.1	US BANK	1011060-408925		\$119.89	ADULT VIDEOS

**City of Cedar Falls
Library Board Invoice Activity**

Selected Criteria: All Divisions
Report Generated on Mar 27, 2026 8:19:39 AM

Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
General	PC.10.260220.1	US BANK	1011060-408925		(\$12.98)	ADULT VIDEOS REFUND
General	PC.10.260220.1	US BANK	1011060-408926		\$131.89	ADULT VIDEO GAMES
General	PC.10.260220.1	US BANK	1011060-408926		\$30.96	YOUNG ADULT VIDEO GAMES
General	PC.10.260220.1	US BANK	1011060-408926		\$258.06	YOUNG ADULT VIDEOS
General	PC.10.260220.1	US BANK	1011060-408933		\$12.55	FOTL:A- PLACE CARDS
General	PC.10.260220.1	US BANK	1011060-408933		\$19.98	FOTL:A-BOOKMARKS & WIRE
General	PC.10.260220.1	US BANK	1011060-408933		\$7.78	FOTL:A-CANDY & POPCORN
General	PC.10.260220.1	US BANK	1011060-408933		\$33.17	FOTL:A-CHOCOLATE
General	PC.10.260220.1	US BANK	1011060-408933		\$17.84	FOTL:A-COLORED WIRE
General	PC.10.260220.1	US BANK	1011060-408933		\$27.98	FOTL:A-CUPCAKES
General	PC.10.260220.1	US BANK	1011060-408933		\$36.80	FOTL:A-CUPS & CHOCOLATE
General	PC.10.260220.1	US BANK	1011060-408933		\$11.98	FOTL:A-METAL BOOKMARKS
General	PC.10.260220.1	US BANK	1011060-408933		\$52.17	FOTL:A-NAPKINS, ETC.
General	PC.10.260220.1	US BANK	1011060-408933		\$23.40	FOTL:A-PAPER STRINGS
General	PC.10.260220.1	US BANK	1011060-408933		\$50.42	FOTL:A-POTS & QUILLING STRIPS
General	PC.10.260220.1	US BANK	1011060-408933		\$77.47	FOTL:A-ROSES, TABLECLOTHS, ETC

**City of Cedar Falls
Library Board Invoice Activity**

Selected Criteria: All Divisions

Report Generated on Mar 27, 2026 8:19:39 AM

Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
General	PC.10.260220.1	US BANK	1011060-408933		\$5.98	FOTL:COLAB-BRICK & BOOTS
General	PC.10.260220.1	US BANK	1011060-408933		\$67.21	FOTL:COLAB-CANVAS & PAINT
General	PC.10.260220.1	US BANK	1011060-408933		\$7.59	FOTL:COLAB-CORNER PUNCH
General	PC.10.260220.1	US BANK	1011060-408933		\$15.58	FOTL:COLAB-CRICUT BLADES
General	PC.10.260220.1	US BANK	1011060-408933		\$17.78	FOTL:COLAB-PLIERS
General	PC.10.260220.1	US BANK	1011060-408933		\$1.50	FOTL:COLAB-VASE & COFFEE MUG
General	PC.10.260220.1	US BANK	1011060-408933		(\$101.30)	FOTL:COLAB-VASE & WIRE RETURN
General	PC.10.260220.1	US BANK	1011060-408933		\$12.50	FOTL:COLAB-VASES
General	PC.10.260220.1	US BANK	1011060-408933		\$128.07	FOTL:COLAB-WIRE
General	PC.10.260220.1	US BANK	1011060-408933		(\$20.32)	FOTL:COLAB-WIRE RETURN
General	PC.10.260220.1	US BANK	1011060-408933		\$10.00	FOTL:J-COOKIES
General	PC.10.260220.1	US BANK	1011060-408933		\$4.29	FOTL:J-CRAFT STICKS
General	PC.10.260220.1	US BANK	1011060-408933		\$49.21	FOTL:J-CUPS, POSTERBOARD, ETC.
General	PC.10.260220.1	US BANK	1011060-408933		\$111.06	FOTL:J-GLUE, ETC.
General	PC.10.260220.1	US BANK	1011060-408933		\$10.98	FOTL:J-PIPE CLEANERS

**City of Cedar Falls
Library Board Invoice Activity**

Selected Criteria: All Divisions
Report Generated on Mar 27, 2026 8:19:39 AM

Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
General	PC.10.260220.1	US BANK	1011060-408933		\$22.36	FOTL:J-PUDDING, ETC.
General	PC.10.260220.1	US BANK	1011060-408933		\$64.72	FOTL:J-SANDWICH ITEMS, ETC.
General	PC.10.260220.1	US BANK	1011060-408933		\$21.42	FOTL:J-YOUTH BOOKS
General	PC.10.260220.1	US BANK	1011060-408933		\$73.44	FOTL:YA-COLORING BOOKS, ETC.
General	PC.10.260220.1	US BANK	1011060-408933		\$30.52	FOTL:YA-COOKIES, ETC.
General	PC.10.260220.1	US BANK	1011060-408933		\$65.26	FOTL:YA-OREOS, DRINKS, ETC.
General	PC.10.260220.1	US BANK	1011060-408933		\$551.74	FOTL:YA-PS5, ETC.
General	PC.10.260220.1	US BANK	1011060-408934		\$450.00	RAY 2RMB ADVENTURE- PASSES
General	PC.10.260220.1	US BANK	1011060-408934		\$180.70	RAY 2RMB NATURE- MULLERS, ETC.
General	PC.10.260220.1	US BANK	1011060-408934		\$79.90	RAY 2RMB NATURE-PILL CRUSHERS
General	PC.10.260220.1	US BANK	1011060-408938		\$43.49	YOUNG ADULT VIDEOS
General	PC.10.260220.1	US BANK	1011060-408947		\$51.29	LABEL MAKER TAPE
General	PC.10.260220.1	US BANK	1011060-408947		\$4.99	SEWING TAPE MEASURE
Library Capital	PC.10.260220.1	US BANK	2941060-408923		\$20.61	LP BOOKS (MEM POOCK)
US BANK					\$4,644.48	
General	6340531988	VESTIS	1011060-408601		\$28.80	LIBRARY MAT SERVICE

**City of Cedar Falls
Library Board Invoice Activity**

Selected Criteria: All Divisions
Report Generated on Mar 27, 2026 8:19:39 AM

Fund	Invoice	Vendor Name	GL Account	JL Account	Amount	Description
VESTIS					\$28.80	
Report Total					<u>\$31,410.00</u>	Report Total

REVENUE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF FEBRUARY 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	28,577.00	3,423.00	89
1011060-353025	LIBRARY-OPEN ACCESS FUNDS	23,000.00	.00	24,999.10	1,999.10-	109
1011194-353020	LIBRARY GRANTS	25,000.00	.00	11,909.12	13,090.88	48
* INTERGOVERNMENTAL		80,000.00	.00	65,485.22	14,514.78	82
CHARGES FOR SERVICES						
1011060-361501	FRIENDS OF THE LIBRARY	30,000.00	2,206.33	17,802.05	12,197.95	59
1011060-361502	LIBRARY-CO-LAB FEES	500.00	74.10	505.55	5.55-	101
1011060-361503	LIBRARY-COPY MACHINE	10,000.00	1,465.20	9,172.93	827.07	92
1011060-361504	LIBRARY-ENDOWMENTS	60,000.00	63,457.46	63,457.46	3,457.46-	106
1011060-361505	LIBRARY-FINES & FEES	.00	605.60	529.50	529.50-	0
1011060-361506	LIBRARY-GIFTS & MEMORIALS	.00	425.00	3,026.75	3,026.75-	0
1011060-361507	LIBRARY-LOST & PAID BOOKS	4,500.00	307.95	3,038.99	1,461.01	68
1011060-361508	LIBRARY-OUTSIDE FUNDING	.00	.00	434.50	434.50-	0
* CHARGES FOR SERVICES		105,000.00	68,541.64	97,967.73	7,032.27	93
** GENERAL FUND		185,000.00	68,541.64	163,452.95	21,547.05	88

REVENUE GUIDELINE
 FOR FISCAL YEAR 2026
 FOR THE MONTH OF FEBRUARY 2026

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	120.70	1,132.73	1,132.73-	0
2941060-341020	CD/INVESTMENT INTEREST	.00	818.91	10,249.04	10,249.04-	0
<hr/>						
*	USE OF MONEY & PROPERTY	.00	939.61	11,381.77	11,381.77-	0
CHARGES FOR SERVICES						
294-0000-356.78-00	LIBRARY-GIFTS & MEMORIALS	.00	10,000.00	60,000.00	60,000.00-	0
<hr/>						
*	CHARGES FOR SERVICES	.00	10,000.00	60,000.00	60,000.00-	0
**	LIBRARY CAPITAL	.00	10,939.61	71,381.77	71,381.77-	0

REVENUE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF FEBRUARY 2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		185,000.00	79,481.25	234,834.72	49,834.72-	127

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF FEBRUARY 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	74,636.80	633,514.91	344,465.09	65
1011060-406102	PART-TIME WAGES	465,360.00	33,320.43	286,506.58	178,853.42	62
1011060-406201	PAYROLL ACCRUAL	4,330.00	360.83	2,886.68	1,443.32	67
1011060-406202	SEVERANCE ACCRUAL	15,940.00	1,328.33	10,626.68	5,313.32	67
1011060-406401	HEALTH INSURANCE PREMIUMS	234,940.00	17,011.60	134,348.79	100,591.21	57
1011060-406402	HEALTH INSURANCE REIMB.	2,850.00	148.71	547.76	2,302.24	19
1011060-406403	LIFE INSURANCE	2,240.00	186.11	1,463.99	776.01	65
1011060-406404	LTD INSURANCE	2,930.00	242.94	1,911.36	1,018.64	65
1011060-406405	WORKMAN'S COMP. INS.	3,110.00	259.17	2,073.32	1,036.68	67
1011060-406501	FICA	110,420.00	8,085.79	68,927.56	41,492.44	62
101-1060-423.66-01	IPERS	136,250.00	10,191.16	86,434.57	49,815.43	63
*	PERSONAL SERVICES	1,956,350.00	145,771.87	1,229,242.20	727,107.80	63
COMODITIES						
1011060-407101	OFFICE SUPPLIES	10,000.00	459.62	3,732.74	6,267.26	37
1011060-407102	TECHNICAL PROCESSING SUPPLIES	30,000.00	1,419.68	3,450.37	26,549.63	12
1011060-407219	PRINTING	2,000.00	.00	140.00	1,860.00	7
1011060-407275	DISPLAY	2,000.00	441.16	441.16	1,558.84	22
1011060-407276	PUBLIC RELATIONS	1,200.00	.00	1,232.45	32.45-	103
1011060-407299	POSTAGE	17,500.00	300.00	11,626.33	5,873.67	66
1011060-407306	BUILDING REPAIR	4,000.00	.00	.00	4,000.00	0
*	COMODITIES	66,700.00	2,620.46	20,623.05	46,076.95	31

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF FEBRUARY 2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
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	70,380.00	35,190.00	67
1011060-408191	LICENSES & SERVICE CONTRACTS	99,000.00	20,372.24	61,468.81	37,531.19	62
1011060-408201	TELEPHONE	4,000.00	185.52	795.32	3,204.68	20
1011060-408305	TRAVEL (FOOD/MILEAGE/LODGING)	4,700.00	.00	1,039.13	3,660.87	22
1011060-408306	EDUCATION	8,000.00	1,107.00	3,546.17	4,453.83	44
1011060-408401	OPERATING INSURANCE	29,820.00	2,485.00	19,880.00	9,940.00	67
1011060-408501	UTILITIES	112,500.00	6,650.31	33,451.88	79,048.12	30
1011060-408601	REPAIR & MAINTENANCE	7,000.00	865.16	3,200.30	3,799.70	46
1011060-408919	CO-LAB MATERIALS	2,000.00	.00	420.68	1,579.32	21
1011060-408920	ADULT BOOKS	51,000.00	3,019.57	17,456.12	33,543.88	34
1011060-408921	YOUNG ADULT BOOKS	20,000.00	1,012.12	6,316.81	13,683.19	32
1011060-408922	YOUTH BOOKS	45,000.00	1,508.80	13,838.34	31,161.66	31
1011060-408923	LARGE PRINT BOOKS	6,500.00	.00	.00	6,500.00	0
1011060-408924	ADULT AUDIO	7,500.00	174.72	2,168.04	5,331.96	29
1011060-408925	ADULT VIDEO	17,000.00	635.94	4,441.82	12,558.18	26
1011060-408926	NON-PRINT RESOURCES	35,000.00	3,817.60	23,573.34	11,426.66	67
1011060-408927	NEWSPAPERS	3,000.00	.00	1,205.40	1,794.60	40
1011060-408931	PERIODICALS	8,000.00	.00	3,697.09	4,302.91	46
1011060-408933	FRIENDS SUPPORTED PROGRAM	30,000.00	328.00	12,187.64	17,812.36	41
1011060-408934	ENDOWMENT SUPPORTED PROGRAM	60,000.00	3,388.70	51,727.40	8,272.60	86
1011060-408935	YOUTH AUDIO	2,000.00	98.23	123.22	1,876.78	6
1011060-408936	YOUTH VIDEO	2,000.00	.00	2,263.56	263.56-	113
1011060-408937	YOUNG ADULT AUDIO	3,000.00	.00	201.16	2,798.84	7
1011060-408938	YOUNG ADULT VIDEO	2,000.00	.00	.00	2,000.00	0

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2026
 FOR THE MONTH OF FEBRUARY 2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
1011060-408942	ADULT E-MATERIALS	60,000.00	885.69	42,660.83	17,339.17	71
1011060-408944	YOUNG ADULT E-MATERIALS	10,000.00	.00	2,108.40	7,891.60	21
1011060-408946	YOUTH E-MATERIALS	13,000.00	45.49	4,204.42	8,795.58	32
1011060-408947	LIBRARY OF THINGS	2,500.00	117.22	712.30	1,787.70	28
*	CONTRACTED SERVICES	755,090.00	55,494.81	383,068.18	372,021.82	51
	CAPITAL OUTLAY					
1011060-409201	STRUCTURE IMPROVEMENT & BLDGS	6,500.00	.00	5,754.50	745.50	89
1011060-409301	EQUIPMENT	.00	.00	11,858.91	11,858.91-	0
**	CAPITAL OUTLAY	6,500.00	.00	17,613.41	11,113.41-	271
**	LIBRARY	3,183,140.00	203,887.14	1,650,546.84	1,532,593.16	52
***	FINANCE & BUSINESS OPER.	3,183,140.00	203,887.14	1,650,546.84	1,532,593.16	52

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2026
 FOR THE MONTH OF FEBRUARY 2026

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	203,887.14	1,650,618.69	1,557,521.31	51

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2026
 FOR THE MONTH OF FEBRUARY 2026

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	408.36	2,001.25	2,001.25-	0
*	CONTRACTED SERVICES	.00	408.36	2,001.25	2,001.25-	0
**	LIBRARY	.00	408.36	2,001.25	2,001.25-	0
***	FINANCE & BUSINESS OPER.	.00	408.36	2,001.25	2,001.25-	0
****	LIBRARY RESERVE	.00	408.36	2,001.25	2,001.25-	0

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF FEBRUARY 2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		3,208,140.00	204,295.50	1,652,619.94	1,555,520.06	52

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
2024	31-Dec-23 Allocation for 2024 No requests for 2024	\$1,245,699.06 \$1,324,391.32	4%	\$52,975.65 (average of 12/31/20, 12/31/21, 12/31/22 FMV)			
					\$52,975.65	\$92,138.58	\$0.00
2025	31-Dec-24 Allocation for 2025 Conference Room Chairs Music Garden	\$1,364,353.78 \$1,241,626.47	4%	\$49,665.06 (average of 12/31/21, 12/31/22, 12/31/23 FMV) (\$6,500.00) (\$30,000.00)			
					\$13,165.06	\$105,303.63	(\$36,500.00)
2026	31-Dec-25 Allocation for 2026 ENC Library Washer Dryer Unit 2026 ENC Teen Room Furniture 2026	\$1,398,911.65 \$1,238,588.66	4%	\$49,543.55 (average of 12/31/22, 12/31/23, 12/31/24 FMV) (\$1,750.00) (\$22,000.00)			
					\$25,793.55	\$131,097.18	(\$23,750.00)
2027	31-Dec-26 Allocation for 2027	\$1,336,321.50	4%	\$53,452.86 (average of 12/31/23, 12/31/24, 12/31/25 FMV)			
					\$53,452.86	\$184,550.04	\$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	\$305,046.74	4%	\$12,201.87			
	No distributions						
					\$12,201.87	\$12,201.87	\$0.00
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	\$53,178.64	(\$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			(\$3,137.42) spent			
	Nature Quest 2025			(\$13,500.00)			
					\$1,622.67	\$54,801.32	(\$18,637.42)
2026	31-Dec-25	\$569,797.82					
	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	\$57,718.31	(\$16,500.00)
2027	31-Dec-26	\$530,132.18	4%	\$21,205.29 (average of 12/31/23, 12/31/24, 12/31/25 FMV)			

\$21,205.29

\$78,923.60

\$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
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			(\$10,010.04) spent			
	Children's Book Festival/Fable's Birthday 2025			(\$9,500.00)			
	FableCon 2025			(\$6,000.00)			
	Summer Library Program 2025			(\$24,000.00)			
					\$15,454.45	\$47,116.03	(\$49,510.04)
2026	31-Dec-25	\$1,771,187.47					
	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 \$75,930.29 (\$33,500.00)

2027 31-Dec-26

Allocation for 2027

\$1,678,490.54

4%

\$67,139.62 (average of 12/31/23, 12/31/24, 12/31/25 FMV)

\$67,139.62 \$143,069.91 \$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
2025	31-Dec-24	\$69,351.53	4%	\$2,774.06	\$2,774.06	\$31,434.67	\$0.00
2026	31-Dec-25	\$81,551.26	4%	\$3,262.05	\$3,262.05	\$34,696.72	\$0.00
2027	31-Dec-26		4%	\$0.00	\$0.00	\$34,696.72	\$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
2026	31-Dec-25	\$27,288.12		\$27,288.12			
					\$27,288.12	\$27,288.12	\$0.00
2027	31-Dec-26			\$0.00			
					\$0.00	\$27,288.12	\$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
2021	31-Dec-20	\$70,468.56		\$70,468.56			
					\$70,468.56	\$70,468.56	\$0.00
2025	31-Dec-24 Youth Desk 2025	\$18,866.05		\$18,866.05 (\$50,000.00)			
					(\$31,133.95)	\$97,109.57	(\$50,000.00)
2026	31-Dec-25	\$26,956.96		\$26,956.96			
					\$26,956.96	\$124,066.53	\$0.00
2027	31-Dec-26			\$0.00			
					\$0.00	\$124,066.53	\$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-Oct	25-Nov	25-Dec	26-Jan	26-Feb	FY26
Customer Count	16,943	14,406	13,688	14,755	14,337	128,465
Hours Open	281	234	259	250.5	252	2,074
Total Circulation	35,143	31,784	32,607	33,279	30,331	278,081
Adult	11,393	10,134	11,135	11,363	10,379	90,533
Young Adult	1,248	1,075	1,346	1,284	1,050	10,884
Youth	13,529	11,707	11,262	10,811	10,580	104,102
Interlibrary Loan (cf to other)	199	160	167	181	156	1,302
<i>Interlibrary Loan (other to cf)</i>	183	126	136	188	167	1,260
<i>CFPL@UNI</i>	30	31	8	15	12	160
WPL	1,446	1,292	1,364	1,509	1,269	11,157
Library of Things	153	123	109	101	100	1,000
Total Physical Circulation	26,170	22,916	23,743	23,458	22,009	205,519
<i>Overdrive</i>	6,686	6,716	6,634	7,629	6,197	54,428
<i>Hoopla</i>	1,592	1,568	1,590	1,563	1,599	12,753
<i>Freegal Downloadable Music</i>	695	584	640	629	526	5,381
Total igital Circulation	8,973	8,868	8,864	9,821	8,322	72,562
County	316	152	166	272	248	1,990
Open Access	5,738	4,967	5,138	5,115	4,764	44,050
Reference Service	342	301	307	315	250	2,704
Reference Desk	143	99	120	166	108	1,075
Youth Desk	125	180	155	115	125	1,316
YA Desk	0	0	0	0	0	0
Circulation	74	22	32	34	17	313
Titles Added	832	429	170	571	626	3,571
Items Added	950	512	226	651	702	4,283
Items Withdrawn	1,100	420	2,295	1,609	1,210	8,333
Meeting Room Use	43	44	46	62	60	393
Conference Room	20	20	18	24	27	154
Meeting Room	10	11	11	19	14	101
Co-Lab Room	13	13	17	19	19	138
YA/Youth Area	0	0	0	0	0	0
Youth Programs						
Events/Programs	46	48	33	47	47	311
Event Attendance	1,710	1,621	1,343	1,170	1,119	10,914
Outreach Services	2	5	1	2	2	21
Outreach Attendance	23	109	8	43	44	576
Teacher Units	6	9	6	13	14	68

Adult Programs						
Outreach Services	7	7	6	6	6	53
Outreach Attendance	54	143	36	33	44	1,284
Library Attendance	240	444	233	246	195	2,080
Library Activities	17	17	16	19	18	150
Young Adult Programs						
Library Attendance	65	67	52	64	66	569
Library Activities	11	9	8	6	8	68
Computer Usage	3,254	2,523	2,299	2,571	2,637	22,485
Netbook/iPad Circulation	11	10	8	8	3	56

	25-Feb	26-Feb	26-Jan
Customer Count	13,849	14,337	14,755
Hours Open	252	252	250.5
Total Circulation	32,807	30,331	33,279
Adult	10,775	10,379	11,363
Young Adult	1,323	1,050	1,284
Youth	12,290	10,580	10,811
Interlibrary Loan (cf to other)	213	156	181
<i>Interlibrary Loan (other to cf)</i>	108	167	188
<i>CFPL@UNI</i>	22	12	15
WPL	1,213	1,269	1,509
<i>Library of Things</i>	91	100	101
Physical Circulation	24,388	22,009	23,458
<i>Overdrive</i>	6,274	6,197	7,629
<i>Hoopla</i>	1,340	1,599	1,563
<i>Freegal Downloadable Music</i>	805	526	629
Resources Circulation	8,419	8,322	9,821
County	233	248	272
Open Access	5,031	4,764	5,115
Reference Service	345	250	315
Reference Desk	122	108	166
Youth Desk	179	125	115
YA Desk	0	0	0
Circulation	44	17	34
Titles Added	475	626	571
Items Added	540	702	651
Items Withdrawn	1,211	1,210	1,609
Meeting Room Use	37	60	62
Conference Room	13	27	24
Meeting Room	8	14	19
Co-Lab Room	16	19	19
YA/Youth Area	0	0	0
Youth Programs			
Events/Programs	36	47	47
Event Attendance	696	1,119	1,170
Outreach Services	3	2	2
Outreach Attendance	42	44	43
Teacher Units	10	14	13

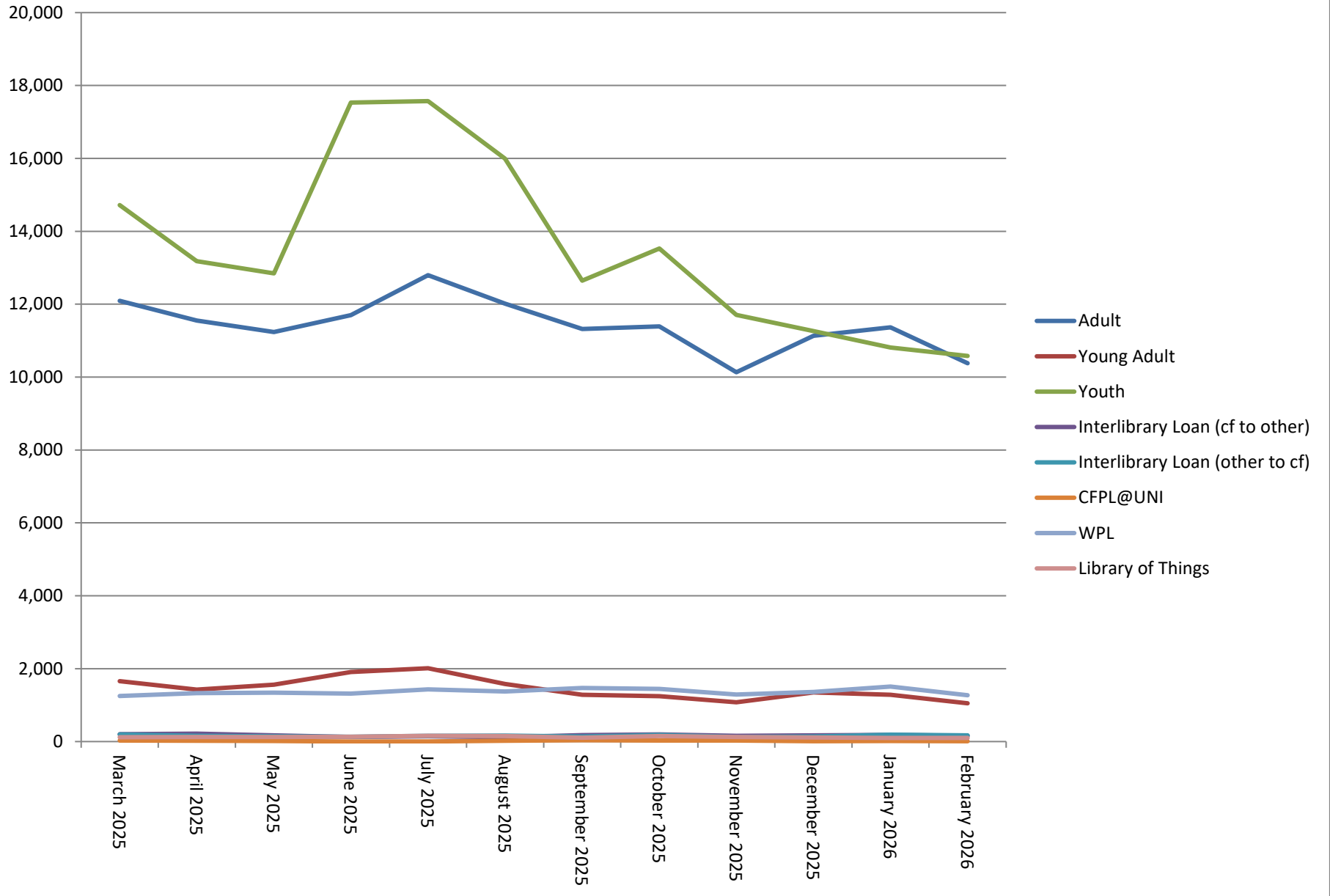
Adult Programs			
Outreach Services	4	6	6
Outreach Attendance	26	44	33
Library Attendance	172	195	246
Library Activities	14	18	19
Young Adult Programs			
Library Attendance	60	66	64
Library Activities	12	8	6
Computer Usage	1,897	2,637	2,571
Netbook/iPad Circulation	17	3	8

		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

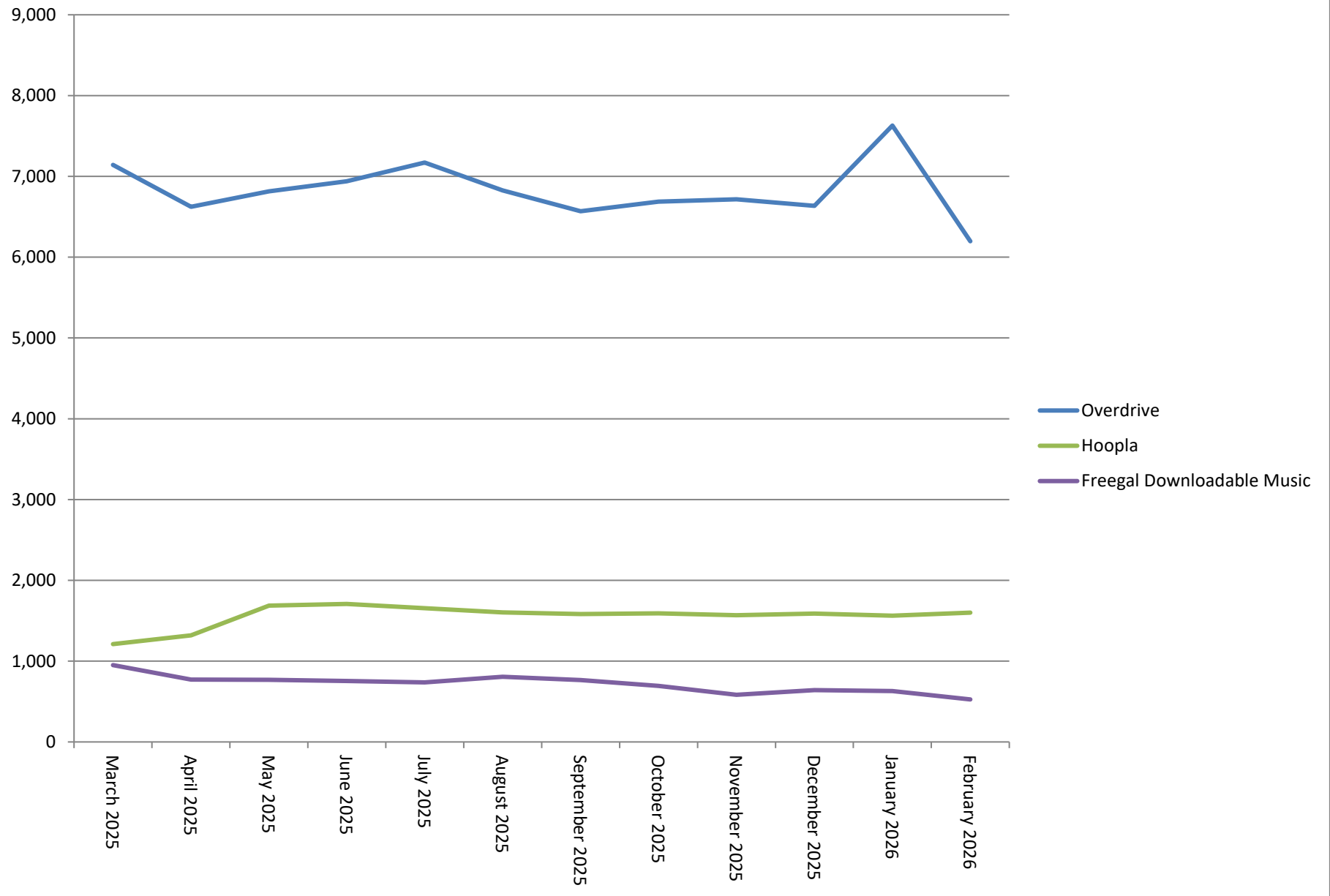
		Blank Park Zoo	Botanical of Des Moines	Grout Museum District	Science Center of Iowa
2024	April	6	5	4	4
	May	10	2	5	2
	June	19	5	9	5
	July	20	6	18	10
	August	16	5	13	7
	September	11	1	3	3
	October	9	1	0	1
	November	0	2	0	0
	December	1	0	4	2
2025	January	0	0	0	0
	February	0	0	0	0
	March	0	0	0	0
	April	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
	December	2	2	2	4
2026	January	2	2	3	4
	February	3	3	1	6

Date	Day of Week	Patron Count	
		Curbside	Building
3/1/2026	Sunday		379
3/2/2026	Monday		
3/3/2026	Tuesday		
3/4/2026	Wednesday		
3/5/2026	Thursday		
3/6/2026	Friday		
3/7/2026	Saturday		
3/8/2026	Sunday		
3/9/2026	Monday		
3/10/2026	Tuesday		
3/11/2026	Wednesday		
3/12/2026	Thursday		
3/13/2026	Friday		
3/14/2026	Saturday		
3/15/2026	Sunday		
3/16/2026	Monday		
3/17/2026	Tuesday		
3/18/2026	Wednesday		
3/19/2026	Thursday		
3/20/2026	Friday		
3/21/2026	Saturday		
3/22/2026	Sunday		
3/23/2026	Monday		
3/24/2026	Tuesday		
3/25/2026	Wednesday		
3/26/2026	Thursday		
3/27/2026	Friday		
3/28/2026	Saturday		
3/29/2026	Sunday		
3/30/2026	Monday		
3/31/2026	Tuesday		
Total		0	379

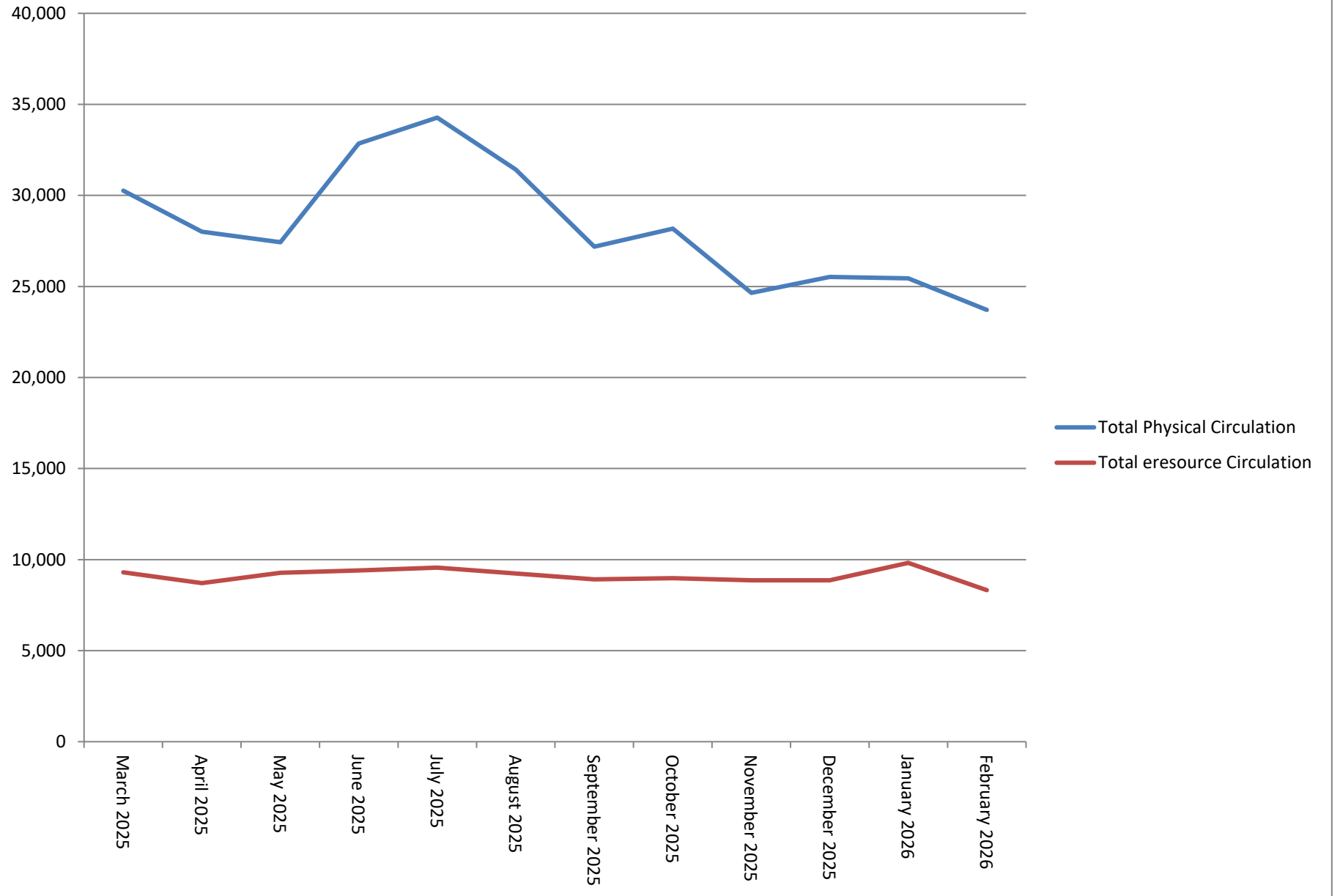
Physical Collection



eResource Collection



Physical VS eResource



Cedar Falls Public Library

CIRCULATION POLICY

To check out materials, reserve items, or access your account, you must have your library card, photo ID, or account number.

- Checkout period for library materials is based on days of operation.
- Materials may be renewed ~~two times~~ in person, over the telephone, or online unless the material is reserved for another person.
- Materials can be reserved in person, over the telephone, or online. Reserved items will be held for the patron for ~~5~~ 7 days.
- Reserved items can only be checked out to the card number it was reserved under.

~~Laptops~~ In-house use Chromebooks are to be used in the library only. They cannot be removed from the library building.

~~Laptops are checked out for four hours per day and are not renewable.~~ In-house use Chromebooks are due when the library closes and are not renewable.

The Library's Public Access Computer Policy applies to all ~~laptop~~ Chromebook usage.

FINES AND FEES

The borrower is responsible for lost or damaged material. Fees for damaged materials are determined by the department head.

The library charges overdue fines only for high-demand, non-traditional materials as follows:

GoPro Cameras: \$5 per day

Hotspots: \$5 per day

Chromebooks: \$5 per day

In-house use Chromebooks ~~Laptops/tablets~~: \$25 per day

Musical Instruments: \$5 per day

Button-makers: \$5 per day

Historical Doll Kits: \$5 per day

DVD Player: \$5 per day

EXTENDED LOANS

Non-express materials can be checked out for an extended loan period approved at the service desks under certain circumstances, such as vacations or special programs.

Extended loan periods are also available for materials checked out on Educator Cards, Institutional cards, or for homebound patrons.

A complete list of Collaborative Laboratory (Co-Lab) fees is available on the Co-Lab web page and at the reference desk. Prices for consumables for the Library of Things are listed on the Library of Things webpage.

[The sections below on library cards and ILL used to be separate policies. We recommend combining into the Circulation Policy.]

LIBRARY CARDS

Cedar Falls Public Library cards will be issued to applicants who provide proof of identification and current Iowa address. An email or phone number is required.

Children below the 7th grade or the age of 13 must have a parent's or legal guardian's signature to obtain a library card.

Cedar Falls Public Library will issue library cards in compliance with Open Access rules for statewide reciprocal borrowing.

LIBRARY LITE CARD

A Library Lite card may be issued to applicants who provide proof of identity but who do not have proof of their current address or who do not live in Iowa. With a Library Lite card, patrons may check out five items at a time ~~and place up to five items on hold at a time, and the card~~ A Library Lite card is valid for three months or until ~~they~~ the patron brings in proof of address. Cards may be renewed ~~up to a year from date of issue~~. Library Lite cardholders may check out all item types except Binge boxes, video games, items from the Library of Things collection, ~~board games, garden tools, Nooks, and Launchpads, and Playaway Views~~. Library Lite cardholders are not eligible for Interlibrary Loan requests or Co-Lab reservations.

INTERLIBRARY LOAN

Interlibrary Loan is a service offered by the Cedar Falls Public Library to its card holders in which requested items are borrowed from other libraries.

A fee of \$2 will be charged if the item is not picked up ~~or is more than 7 days overdue~~.

The Cedar Falls Public Library cannot guarantee that all interlibrary loan requests will be filled.

Addendum to Circulation Policy approved 04/07/2010; Revised: 07/02/2014, 02/06/2019, 12/04/2019

Previously revised: 04/06/2011, 01/04/2012, 04/04/2012, 08/01/2012, 06/05/2013, 11/05/2014, 05/06/2015

Approved as amended 10/5/22, 04/01/26

Cedar Falls Public Library
CHECKOUT PERIODS AND LIMITS

Checkout Periods

Books, books on CD, audio Playaways, ~~e-readers~~, music CDs: 3 weeks with up to 2 renewals of 3 weeks each, for a total of 9 weeks.

Youth holiday books: 1 week with no renewals.

Magazines: 1 week with up to 2 renewals of 1 week each, for a total of 3 weeks.

DVDs, ~~Playaway Views~~, Binge Boxes, and Launchpads: 1 week with up to 2 renewals of 1 week each, for a total of 3 weeks.

Express Books: 1 week with 1 renewal of 1 week, for a total of 2 weeks. May not be reserved.

Express DVDs: 3 days with 1 renewal of 3 days, for a total of 6 days. May not be reserved.

Video Games: ~~1-2 weeks~~ with ~~up to 2-1~~ renewals of ~~1-2 weeks each~~, for a total of ~~3-4~~ weeks.

Library of Things items, Board games: 2 weeks with up to 2 renewals of 2 weeks each, for a total of 6 weeks.

Items with holds (reserved for other patrons) will not be renewed.

Checkout Limits

Binge Boxes: 1 per library card

Board Games: 2 per library card

Button makers: 1 per **library** card

Chromebooks: 1 per library card

DVDs: 10 per library card

Home & Garden Tools: 3 per library card

GoPro Cameras: 1 per library card

Historical Doll Kit: 1 per library card

Hotspots: 1 per library card

Library of Things **unless otherwise specified**: 2 per **library** card

Musical Instruments: 1 per library card

Playaway Launchpads: 2 per library card

~~Playaway Views: 5 per library card~~

STEM Kit: 1 per library card

Tonie Kit: 1 per library card

Toniebox Kit: 1 per library card

Video Games: 2 per library card

There is no general limit to the number of items that may be checked out for other formats of materials. At staff discretion, limits may apply to seasonal materials.

Extended Loan Periods

Non-express materials can be checked out for an extended loan period approved at the service desks under certain circumstances such as vacations or special programs.

Extended loan periods are also available for materials checked out on Educator Cards, Institutional cards or for homebound patrons.

Approved by the Board of Trustees 12/04/2019

Approved as revised: 02/27/2020, 12/7/2022, 04/01/26