

AGENDA
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
March 4, 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. Lions Club presentation in February
 - b. Policy updates: Library Behavior, Policy Regarding Registered Sex Offenders, and three Personnel Policies
 - c. Director off Mar. 23-27
 - d. Miscellaneous
- X. Reports from Department Heads
 - a. Public Services Librarian
 - b. Youth Librarian
- XI. Referred for Board Action
 - a. Approve policies as presented or revised:
 - i. Library Behavior
 - ii. Policy Regarding Registered Sex Offenders
 - b. Approve personnel policies as presented or revised:

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

- XIII. Unfinished business

- XIV. New business

- XV. Adjournment

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

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

- I. President Sulentic called the meeting to order at 4:02.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Chadwick, Graziano) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval
MOTION: (Blair-Broeker, Cormaney) to approve the minutes as presented. Passed.
- IV. Public Forum
None
- V. Board Training update
None
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Bills: Corrections/additions/deletions/approval
Assistant Daniels noted that there were some invoices added after the bill report due to them being received a little late. Member Blair-Broeker inquired about what type of alarm system that the Hawkeye Alarm invoice is for. Assistant Daniels noted the types of alarms that they service. Member Blair-Broeker noted some spelling errors in the bill report and asked about the cost of the invoice for the power adapters. Assistant Daniels noted that the invoice is for more than one adapter.
MOTION: (Blair-Broeker, Chadwick) to approve the January bills. Passed.
 - a. General Fund, Grant Funds
President Sulentic inquired if there was anything to note. Assistant Daniels noted that there are some endowment requests that are ready to close out, and he will be sending those in soon.
 - b. Financial Reports (General, Grants, Foundation Funds)
None
- VIII. Usage Report

Member Blair-Broecker noted that the FY24 numbers are missing from the comparison sheet. Director Stern noted that she will update the comparison sheet to include FY24.

IX. Director's Report

a. Annual report to City Council

Director Stern noted that she gave her annual report recently.

b. Redfern display case

Director Stern noted that the case is empty currently, and June 1st is the planned date for the installation of a new display. She noted that before then the case will be used for temporary displays.

c. Proposed new policy: Social Media

Director Stern noted that this policy has been reviewed by the City Attorney and is included for approval. Member Blair-Broecker inquired if this is modeled after similar city policies. Director Stern noted that it is.

d. Miscellaneous

Director Stern noted that she attended City Council's meeting with lobbyists at City Hall last month and shared what their priorities are. She noted that a new agreement has been made with the Cedar Falls Community Foundation regarding the Dolly Parton Imagination Library. Director Stern noted that it will take a few weeks to fully set up. She noted that a formal inquiry has been made regarding the book discussed at the last meeting. The process for going over the inquiry was discussed. Director Stern noted that she has been asked to speak at an upcoming meeting at the Lion's Club. She then noted the infographic that she distributed.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Pagel noted that there was a seed swap on Saturday that 73 patrons attended. She noted that there is a blood drive tomorrow, and there are still some spots open. Librarian Pagel noted that there is a Japanese knot tying program and a wine and chocolate program coming up.

b. Youth Librarian

Librarian Hosford noted that since Fable is back, Fable will be attending some events in the community again. She noted that school nights are starting again, and the Fable letters to children will be starting again. Librarian Hosford noted that there is an Oreo bracket for teens to vote on, and there will be a book bike tour program happening again this summer. She noted that there will be a farm to fork program which will include a chef giving some recipes out that can be made using items that can be purchased at a farmers' market.

XI. Referred for Board Action

a. Approve CFPL Social Media policy

MOTION: (Chadwick, Blair-Broecker) to approve CFPL Social Media policy. Passed.

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

a. Friends of the Library

Director Stern noted that she knows that they are meeting next week.

b. Finance: No meeting needed in February

None

c. Personnel

Member Roelofse noted that the committee is working on the library director's annual evaluation.

d. Library Art

Member Green noted that a meeting was held with some staff members, and a variety of ideas for art projects were discussed.

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Chadwick, Roelofse). Passed. Meeting adjourned at 4:33.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem

LIBRARY BILL REPORT
3/4/2026

FUND	VENDOR NAME	ACCOUNT #	AMOUNT	DESCRIPTION
GENERAL	CEDAR FALLS UTILITIES	1011060-408501	\$ 7,664.16	LIBRARY UTILITIES
	CEDAR FALLS UTILITIES Total		<u>\$ 7,664.16</u>	
GENERAL	CENTER POINT LARGE PRINT	2941060-408923	\$ 51.54	LP BOOKS (MEM POOCK)
GENERAL	CENTER POINT LARGE PRINT	2941060-408923	\$ 399.23	3RD AGE LP BOOKS (MEM POOCK)
	CENTER POINT LARGE PRINT Total		<u>\$ 450.77</u>	
GENERAL	COWGER, JACOB	1011060-408934	\$ 850.00	BERG 2RMB FABLE-BALLOON ARTIST
	COWGER, JACOB Total		<u>\$ 850.00</u>	
GENERAL	EAST WEST BOOKS	1011060-408922	\$ 691.99	YOUTH BOOKS
	EAST WEST BOOKS Total		<u>\$ 691.99</u>	
GENERAL	GORDON FLESCH COMPANY	1011060-408191	\$ 17.81	COPIER OVERAGE
GENERAL	GORDON FLESCH COMPANY	1011060-408191	\$ 191.66	COPIER OVERAGE
	GORDON FLESCH COMPANY Total		<u>\$ 209.47</u>	
GENERAL	GORDON FLESCH COMPANY INC	1011060-408191	\$ 855.96	COPIER CONTRACT - 40CC24
	GORDON FLESCH COMPANY INC Total		<u>\$ 855.96</u>	
GENERAL	HAPPY FACES ENTERTAINMENT, LLC	1011060-408934	\$ 550.00	BERG 2RMB SLP-PLAY DEPOSIT
GENERAL	HAPPY FACES ENTERTAINMENT, LLC	1011060-408934	\$ 1,000.00	BERG 2RMB SLP-PLAY REMAINDER
	HAPPY FACES ENTERTAINMENT, LLC Total		<u>\$ 1,550.00</u>	
GENERAL	INFOGROUP	1011060-408920	\$ 360.00	ADULT BOOKS (CF DIRECTORY)
	INFOGROUP Total		<u>\$ 360.00</u>	
GENERAL	INGRAM LIBRARY SERVICES	1011060-407111	\$ 3.00	FUEL SURCHARGE

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GENERAL	INGRAM LIBRARY SERVICES	1011060-407111	\$	3.00	FUEL SURCHARGE
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	30.36	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	16.10	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	183.44	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	84.54	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	71.18	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	157.59	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	222.08	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	353.29	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	33.36	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	77.65	3RD AGE BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	277.30	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	48.29	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	16.68	ADULT BOOKS

GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	18.98	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	(11.40)	ADULT BOOKS RETURN
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	254.09	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	148.34	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	17.25	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	378.49	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	26.35	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	232.30	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	79.79	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	50.74	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	391.10	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	10.34	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	69.15	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	28.38	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	58.04	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	7.49	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	40.23	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	77.01	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	567.20	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	10.34	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	(17.22)	YOUNG ADULT BOOKS RETURN
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	599.52	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	23.74	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	100.21	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	17.66	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	625.42	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	41.13	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	65.71	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	90.49	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	10.92	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	62.09	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	154.11	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	34.47	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	120.92	YOUTH BOOKS

GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	12.07	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	167.95	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	10.92	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	2941060-408923	\$	129.52	LP BOOKS (MEM POOCK)
GENERAL	INGRAM LIBRARY SERVICES	2941060-408923	\$	53.74	LP BOOKS (MEM POOCK)
GENERAL	INGRAM LIBRARY SERVICES	2941060-408923	\$	38.94	LP BOOKS (MEM POOCK)
GENERAL	INGRAM LIBRARY SERVICES	2941060-408923	\$	49.28	LP BOOKS (MEM POOCK)
GENERAL	INGRAM LIBRARY SERVICES	2941060-408923	\$	37.80	LP BOOKS (MEM POOCK)
GENERAL	INGRAM LIBRARY SERVICES	2941060-408923	\$	72.39	LP BOOKS (MEM POOCK)
GENERAL	INGRAM LIBRARY SERVICES	1011060-407111	\$	3.00	FUEL SURCHARGE
GENERAL	INGRAM LIBRARY SERVICES	1011060-407111	\$	3.00	FUEL SURCHARGE
GENERAL	INGRAM LIBRARY SERVICES	1011060-407111	\$	3.00	FUEL SURCHARGE
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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	\$	247.31	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	17.25	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	194.74	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	64.16	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	86.23	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408920	\$	28.80	ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	329.52	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	9.74	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408921	\$	65.58	YOUNG ADULT BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	50.38	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	57.11	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	81.16	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	92.45	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	1011060-408922	\$	11.49	YOUTH BOOKS
GENERAL	INGRAM LIBRARY SERVICES	2941060-408923	\$	32.76	LP BOOKS (MEM POOCK)
GENERAL	INGRAM LIBRARY SERVICES	2941060-408923	\$	39.00	LP BOOKS (MEM POOCK)
INGRAM LIBRARY SERVICES Total				<u>\$ 8,025.53</u>	

GENERAL	JP PARTY RENTALS LLC	1011060-408934	\$ 1,668.25	BERG 2RMB FABLE-RENTAL DEPOSIT
GENERAL	JP PARTY RENTALS LLC	1011060-408934	\$ 1,668.25	BERG 2RMB FABLE-REMAINDER
	JP PARTY RENTALS LLC Total		<u>\$ 3,336.50</u>	
GENERAL	LOOKOUT BOOKS	1011060-408922	\$ 901.72	YOUTH BOOKS
	LOOKOUT BOOKS Total		<u>\$ 901.72</u>	
GENERAL	MIDWEST TAPE, LLC	1011060-408925	\$ 40.48	ADULT VIDEOS
GENERAL	MIDWEST TAPE, LLC	1011060-408925	\$ 322.37	ADULT VIDEOS
	MIDWEST TAPE, LLC Total		<u>\$ 362.85</u>	
GENERAL	OFFICE EXPRESS OFFICE PRODUCTS	1011060-407101	\$ 195.15	BINDER CLIPS, BATTERIES, ETC.
	OFFICE EXPRESS OFFICE PRODUCTS Total		<u>\$ 195.15</u>	
GENERAL	OSMAN, MIKAYLA	1011060-408934	\$ 500.00	BERG 2 RMB SLP-MAGIC SHOW
	OSMAN, MIKAYLA Total		<u>\$ 500.00</u>	
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 83.74	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 282.98	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 349.72	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 38.50	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 47.50	ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 27.50	ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408944	\$ 1,349.37	YOUNG ADULT AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408944	\$ 888.32	YOUNG ADULT E-BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408946	\$ 227.20	YOUTH AUDIO BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408946	\$ 180.49	YOUTH E-BOOKS
GENERAL	OVERDRIVE, INC.	1011060-408942	\$ 27.50	ADULT E-BOOKS
	OVERDRIVE, INC. Total		<u>\$ 3,502.82</u>	
GENERAL	PLAYAWAY PRODUCTS	1011060-408924	\$ 326.20	ADULT PLAYAWAY AUDIO
	PLAYAWAY PRODUCTS Total		<u>\$ 326.20</u>	

GENERAL	QUADIENT FINANCE USA, INC.	1011060-407299	\$ 450.00	POSTAGE
	QUADIENT FINANCE USA, INC. Total		<u>\$ 450.00</u>	
GENERAL	RED BRICK RESOURCES	1011060-408922	\$ 674.70	YOUTH BOOKS
	RED BRICK RESOURCES Total		<u>\$ 674.70</u>	
GENERAL	UNIVERSITY OF IOWA	1011060-408934	\$ 700.00	BERG 2RMB SLP-IA RAPTOR PROJ.
	UNIVERSITY OF IOWA Total		<u>\$ 700.00</u>	
GENERAL	VESTIS	1011060-408601	\$ 28.80	LIBRARY MAT SERVICE
GENERAL	VESTIS	1011060-408601	\$ 28.80	LIBRARY MAT SERVICE
	VESTIS Total		<u>\$ 57.60</u>	
	Grand Total Vendor Payments		<u>\$ 31,665.42</u>	

FUND	VENDOR NAME	ACCOUNT #	AMOUNT	DESCRIPTION
GENERAL	US BANK	1011060-408920	\$ 217.06	ADULT BOOKS
GENERAL	US BANK	1011060-408920	\$ 8.35	ADULT VIDEOS
GENERAL	US BANK	1011060-408925	\$ 635.94	ADULT VIDEOS
GENERAL	US BANK	1011060-408934	\$ 1,066.92	BERG 2RMB BRANDING-TAIL FIX
GENERAL	US BANK	1011060-408947	\$ 81.23	BOARD GAMES
GENERAL	US BANK	1011060-408947	\$ 35.99	DOLL CARRYING CASE
GENERAL	US BANK	1011060-407101	\$ 3.28	FOTL:A-CHEX MIX & COOKIES
GENERAL	US BANK	1011060-408933	\$ 9.49	FOTL:A-CHEX MIX & COOKIES
GENERAL	US BANK	1011060-408933	\$ 33.63	FOTL:COLAB-EASY PRESS REFILL
GENERAL	US BANK	1011060-408933	\$ 119.58	FOTL:J-BEADS, BATTERIES, ETC.
GENERAL	US BANK	1011060-408933	\$ 20.15	FOTL:J-DOLL STAND
GENERAL	US BANK	1011060-408933	\$ 28.03	FOTL:J-FELT
GENERAL	US BANK	1011060-408933	\$ 16.99	FOTL:J-KAZOOS
GENERAL	US BANK	1011060-408933	\$ 31.08	FOTL:J-YOUTH BOOKS
GENERAL	US BANK	1011060-408933	\$ 69.05	FOTL:YA-DRY ERASE ITEMS, ETC.
GENERAL	US BANK	1011060-408306	\$ 184.00	HOSFORD CY26 ILA MEMBERSHIP
GENERAL	US BANK	1011060-408920	\$ 49.91	LP BOOKS (MEM POOCK)

GENERAL	US BANK	2941060-408923	\$	195.60	LP BOOKS (MEM POOCK)
GENERAL	US BANK	1011060-408306	\$	174.00	PAGEL CY26 ILA MEM. RENEWAL
GENERAL	US BANK	1011060-407101	\$	29.98	PLANT POTS & COASTERS
GENERAL	US BANK	1011060-408191	\$	115.00	QUICKBOOKS MONTHLY SUB.
GENERAL	US BANK	1011060-408934	\$	9.49	RAY 2RMB NATURE-PAINT TRAYS
GENERAL	US BANK	1011060-408934	\$	11.99	RAY 2RMB NATURE-PAPER
GENERAL	US BANK	1011060-408934	\$	60.92	RAY 2RMB NATURE-STRAINERS, ETC
GENERAL	US BANK	1011060-408191	\$	19.50	WEBSITE BACKUP SERVICE 1 YR.
GENERAL	US BANK	1011060-407111	\$	7.98	YOUTH BOOKS
GENERAL	US BANK	1011060-408920	\$	72.14	YOUTH BOOKS
GENERAL	US BANK	1011060-408922	\$	312.87	YOUTH BOOKS
	US BANK Total			<u>\$ 3,620.15</u>	
	Final Payment Total			<u><u>\$ 35,285.57</u></u>	

Bill To

Kelly Stern
 Cedar Falls Public Library
 524 Main St
 Cedar Falls IA 50613
 United States

Ship To

Kelly Stern
 Cedar Falls Public Library
 524 Main St
 Cedar Falls IA 50613
 United States

TOTAL

\$675.00

Tracking Number(s):

Currency
 US Dollar

Memo

PROFESSIONAL SERVICES FOR RFID READER

Transaction Description

Qty	Item	Serial Number	Shlp To	Unit Price	Amount
1	PS-FR-U Flat Rate Project ENVISIONWARE FLAT RATE PROFESSIONAL SERVICES			\$675.00	\$675.00

EnvisionWare Flat Rate Professional Services offer a comprehensive package including consultation, planning, installation, training, and post-installation review at a fixed price. A dedicated consultant will manage the project from start to finish, with detailed progress reports. The package includes a clear Scope of Work, a structured payment schedule based on project milestones, and a change management process to handle unforeseen changes or requirements effectively.

**** This quote is based on a flat rate of \$675 dollars, inclusive of up to 3 hours of Professional Services. Any services requested beyond 3 hours will require a Change Order. ****

Invoice:

Subtotal	\$675.00
Freight	\$0.00
Tax	\$0.00
PST (CA only)	
Amount Paid	\$0.00
Total	\$675.00

All sales subject to the standard EULA and Product Warranty provided with your products and/or accepted in the Customer Center. Sales are subject to our Standard Terms and Conditions (<http://system.envisionware.com/terms>) where a formal contract does not exist. This document is considered accepted if written communication to the contrary is not received within 7 days.

EnvisionWare, Inc.

Remittance Slip

To pay by credit card please visit the Customer Center
 Make checks payable to our ****New PAYMENT Address:****
 EnvisionWare, Inc.

Customer Cedar Falls Public Library
 Invoice #
 Amount Due \$675.00
 Amount Paid _____

August 1, 2025

AGREEMENT entered into between LISA GRAFF (hereinafter referred to as the "Author"), located in _____ represented by Felicia Leicht, and CEDAR FALLS PUBLIC LIBRARY (hereinafter referred to as the "Sponsor") located at 524 Main St., Cedar Falls, IA 50613.

THE PARTIES HERETO AGREE AS FOLLOWS:

1. **AUTHOR VISIT:** The Author hereby agrees to come to the Sponsor on the following date(s): April 22-24, 2026 and perform these services: Author visit with one evening presentation plus book-signing on Wednesday, April 22, three sessions for 5th grade groups on Thursday, April 23, and 3 sessions for 5th grade groups on Friday, April 24. The Author shall use best efforts to make these services as productive as possible.
2. **PAYMENT:**
 - a. **FEE:** The Sponsor agrees to pay as full compensation for the Author's Services rendered under Paragraph 1 the sum of \$2500 per day.
 - b. **EXPENSES:** In addition to the payments provided in Paragraph 2, section (a), the Sponsor agrees to pay Author a lump sum of \$1050 for Author's travel expenses.
 - c. Total sum of \$8550 shall be payable to the Author upon completion of visit.
3. **INABILITY TO PERFORM:** If the Author is unable to appear on the dates scheduled in Paragraph 1 due to illness, family emergency, or an unexpected publisher's engagement, the Sponsor shall have no obligation to make any payments under Paragraph 2, but shall attempt to reschedule the Author's appearance at a mutually acceptable future date. If the Sponsor is prevented from having the Author appear by Acts of God, hurricane, flood, governmental order, or other cause beyond its control, the Sponsor shall be responsible only for the payment of such expenses under Paragraph 2 as the Author shall have actually incurred. The Sponsor agrees in such a case to attempt to reschedule the Author's appearance at a mutually acceptable future date. If the Sponsor cancels for reasons within its control, the Sponsor shall be responsible for 50 percent of the Author's appearance fee.

IN WITNESS WHEREOF: the parties hereto have signed this Agreement as of the date first set forth above. Please return a copy of signed contract and retain one for your records.

AUTHOR (representative): Felicia Leicht

Felicia Leicht

SPONSOR: *Rebekah Hosford*
Rebekah Hosford

Regular Order

ORIGINAL

T.C.	DATE	INVOICE NO	PAGE
7	02/13/25		1

7293

BILL TO
 CEDAR FALLS PUBLIC LIBRARY
 524 MAIN ST
 CEDAR FALLS IA 50613-2830

SHIP TO
 CEDAR FALLS PUBLIC LIBRARY
 REBEKAH HOSFORD
 524 MAIN ST
 CEDAR FALLS IA 50613-2830

ACCOUNT NO.	ORDER REF. NO.	PURCHASE ORDER NUMBER						
ITEM	QUANTITY	DESCRIPTION	OFFICE USE	UNIT PRICE	EXTENSION	DISC.%	NET AMOUNT	
00812573	400	KINDERGARTEN IS COOL ISBN: 978-1-338-12573-3	PBK 2179	2.40	960.00		960.00	
00948845	6	LIT PARTNER BONUS PREK-1A PP ISBN: 978-0-439-48845-7	2179	0.00	0.00		0.00	
			ITEM TOTAL				960.00	
			SUBTOTAL				960.00	

QUANTITY	WEIGHT
406	78.14

PLEASE PAY THIS AMOUNT  960.00

SHIPPED ITEMS 466

PLEASE MAKE CHECKS OR MONEY ORDERS
 PAYABLE TO:
SCHOLASTIC INC.
 If there are any questions regarding payment, purchases or returns, please return this invoice for prompt adjustment.

0213
 0059

REVENUE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF JANUARY 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	9,725.03	15,274.97	39
<hr/>						
*	INTERGOVERNMENTAL	80,000.00	.00	63,301.13	16,698.87	237
CHARGES FOR SERVICES						
1011060-361501	FRIENDS OF THE LIBRARY	30,000.00	2,805.16	15,595.72	14,404.28	52
1011060-361502	LIBRARY-CO-LAB FEES	500.00	65.60	431.45	68.55	86
1011060-361503	LIBRARY-COPY MACHINE	10,000.00	1,040.50	7,707.73	2,292.27	77
1011060-361504	LIBRARY-ENDOWMENTS	60,000.00	.00	.00	60,000.00	0
1011060-361505	LIBRARY-FINES & FEES	.00	456.60-	76.10-	76.10	0
1011060-361506	LIBRARY-GIFTS & MEMORIALS	.00	450.00	2,601.75	2,601.75-	0
1011060-361507	LIBRARY-LOST & PAID BOOKS	4,500.00	454.00	2,731.04	1,768.96	61
1011060-361508	LIBRARY-OUTSIDE FUNDING	.00	.00	434.50	434.50-	0
1011060-361509	LIBRARY-REIMBURSEMENTS	.00	.00	.00	0.00	0
<hr/>						
*	CHARGES FOR SERVICES	105,000.00	4,358.66	29,426.09	75,573.91	28
**	GENERAL FUND	185,000.00	4,358.66	92,727.22	92,272.78	50

REVENUE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF JANUARY 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	130.19	1,012.03	1,012.03-	0
2941060-341020	CD/INVESTMENT INTEREST	.00	1,415.76	9,430.13	9,430.13-	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	USE OF MONEY & PROPERTY	.00	1,545.95	10,442.16	10,442.16-	0
CHARGES FOR SERVICES						
294-0000-356.78-00	LIBRARY-GIFTS & MEMORIALS	.00	.00	50,000.00	50,000.00-	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
*	CHARGES FOR SERVICES	.00	.00	50,000.00	50,000.00-	0
**	LIBRARY CAPITAL	.00	1,545.95	60,442.16	60,442.16-	0

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		318,380.00	6,304.61	158,704.38	159,675.62	50

EXPENDITURE GUIDELINE
FOR FISCAL YEAR 2026
FOR THE MONTH OF JANUARY 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	74,598.15	558,878.11	419,101.89	57
1011060-406102	PART-TIME WAGES	465,360.00	33,841.29	253,186.15	212,173.85	54
1011060-406201	PAYROLL ACCRUAL	4,330.00	360.83	2,525.85	1,804.15	58
1011060-406202	SEVERANCE ACCRUAL	15,940.00	1,328.33	9,298.35	6,641.65	58
1011060-406401	HEALTH INSURANCE PREMIUMS	234,940.00	17,011.68	117,337.19	117,602.81	50
1011060-406402	HEALTH INSURANCE REIMB.	2,850.00	.00	399.05	2,450.95	14
1011060-406403	LIFE INSURANCE	2,240.00	186.11	1,277.88	962.12	57
1011060-406404	LTD INSURANCE	2,930.00	242.94	1,668.42	1,261.58	57
1011060-406405	WORKMAN'S COMP. INS.	3,110.00	259.17	1,814.15	1,295.85	58
1011060-406501	FICA	110,420.00	8,109.68	60,841.77	49,578.23	55
101-1060-423.66-01	IPERS	136,250.00	10,236.70	76,243.41	60,006.59	56
*	PERSONAL SERVICES	1,956,350.00	146,174.88	1,083,470.33	872,879.67	56
COMODITIES						
1011060-407101	OFFICE SUPPLIES	10,000.00	413.32	3,273.12	6,726.88	33
1011060-407102	TECHNICAL PROCESSING SUPPLIES	30,000.00	653.78	2,030.69	27,969.31	7
1011060-407219	PRINTING	2,000.00	.00	140.00	1,860.00	7
1011060-407275	DISPLAY	2,000.00	.00	.00	2,000.00	0
1011060-407276	PUBLIC RELATIONS	1,200.00	.00	1,232.45	32.45-	103
1011060-407299	POSTAGE	17,500.00	784.58	11,326.33	6,173.67	65
1011060-407306	BUILDING REPAIR	4,000.00	.00	.00	4,000.00	0
*	COMODITIES	66,700.00	1,851.68	18,002.59	48,697.41	27
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	61,582.50	43,987.50	58
1011060-408191	LICENSES & SERVICE CONTRACTS	99,000.00	1,962.77	41,096.57	57,903.43	42
1011060-408201	TELEPHONE	4,000.00	106.56	609.80	3,390.20	15
1011060-408305	TRAVEL (FOOD/MILEAGE/LODGING)	4,700.00	.00	1,039.13	3,660.87	22
1011060-408306	EDUCATION	8,000.00	.00	2,439.17	5,560.83	30
1011060-408401	OPERATING INSURANCE	29,820.00	2,485.00	17,395.00	12,425.00	58
1011060-408501	UTILITIES	112,500.00	3,639.54	26,801.57	85,698.43	24
1011060-408601	REPAIR & MAINTENANCE	7,000.00	268.01	2,335.14	4,664.86	33
1011060-408919	CO-LAB MATERIALS	2,000.00	90.41	420.68	1,579.32	21
1011060-408920	ADULT BOOKS	51,000.00	2,319.36	14,436.55	36,563.45	28
1011060-408921	YOUNG ADULT BOOKS	20,000.00	563.35	5,304.69	14,695.31	27
1011060-408922	YOUTH BOOKS	45,000.00	1,264.47	12,329.54	32,670.46	27
1011060-408923	LARGE PRINT BOOKS	6,500.00	.00	.00	6,500.00	0
1011060-408924	ADULT AUDIO	7,500.00	396.68	1,993.32	5,506.68	27
1011060-408925	ADULT VIDEO	17,000.00	1,050.38	3,805.88	13,194.12	22
1011060-408926	NON-PRINT RESOURCES	35,000.00	.00	19,755.74	15,244.26	56
1011060-408927	NEWSPAPERS	3,000.00	452.40	1,205.40	1,794.60	40

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
1011060-408931	PERIODICALS	8,000.00	.00	3,697.09	4,302.91	46
1011060-408933	FRIENDS SUPPORTED PROGRAM	30,000.00	2,158.14	11,859.64	18,140.36	40
1011060-408934	ENDOWMENT SUPPORTED PROGRAM	60,000.00	2,014.07	48,338.70	11,661.30	81
1011060-408935	YOUTH AUDIO	2,000.00	.00	24.99	1,975.01	1
1011060-408936	YOUTH VIDEO	2,000.00	915.98	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
1011060-408942	ADULT E-MATERIALS	60,000.00	3,271.51	41,775.14	18,224.86	70
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	931.91	4,158.93	8,841.07	32
1011060-408947	LIBRARY OF THINGS	2,500.00	30.75	595.08	1,904.92	24
*	CONTRACTED SERVICES	755,090.00	32,718.79	327,573.37	427,516.63	43
	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	180,745.35	1,446,659.70	1,736,480.30	45
***	FINANCE & BUSINESS OPER.	3,183,140.00	180,745.35	1,446,659.70	1,736,480.30	45

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2026
 FOR THE MONTH OF JANUARY 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	180,745.35	1,446,731.55	1,761,408.45	45

EXPENDITURE GUIDELINE
 FOR FISCAL YEAR 2026
 FOR THE MONTH OF JANUARY 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	206.33	1,592.89	1,592.89-	0
*	CONTRACTED SERVICES	.00	206.33	1,592.89	1,592.89-	0
**	LIBRARY	.00	206.33	1,592.89	1,592.89-	0
***	FINANCE & BUSINESS OPER.	.00	206.33	1,592.89	1,592.89-	0
****	LIBRARY RESERVE	.00	206.33	1,592.89	1,592.89-	0

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% RECEIVED
		3,341,520.00	184,891.81	1,483,616.03	1,857,903.97	44

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

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

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

Co-Lab Construction				(\$38,445.92) spent			
					(\$17,541.99)	\$84,954.32	(\$64,617.92)
2019	31-Dec-18	\$1,179,619.76					
	Allocation for 2019	\$1,216,829.28	4%	\$48,673.17	(average of 12/31/15, 12/31/16, 12/31/17 FMV)		
	Furniture			(\$12,856.70)	spent		
	Mamava Nursing Pod			(\$15,700.00)	spent		
	Scooter			(\$1,650.00)	spent		
CANCEL	Library Carts			(\$2,500.00)	cancelled		
CANCEL	Canceled Library Carts			\$2,500.00	cancelled		
	<u>Miscellaneous (budgeted: \$7,000)*</u>			(\$4,825.00)	unspent		
	Unspent anticipated programming requests			\$4,825.00	unspent		
CANCEL	*Mamava Increase			(\$1,000.00)	cancelled		
CANCEL	*Mamava Increase			\$1,000.00	cancelled		
	*Burgeon Group Addition			(\$2,175.00)	spent		
					\$16,291.47	\$101,245.79	(\$32,381.70)
2020	31-Dec-19	\$1,357,543.53					
	Allocation for 2020	\$1,225,599.87	4%	\$49,023.99	(average of 12/31/16, 12/31/17, 12/31/18 FMV)		
	No requests for 2020						
					\$49,023.99	\$150,269.79	\$0.00
2021	31-Dec-20	\$1,493,993.61					
	Allocation for 2021	\$1,276,290.40	4%	\$51,051.62	(average of 12/31/17, 12/31/18, 12/31/19 FMV)		
	CIP Library Carpet Project 2021			(\$202,300.63)	spent		
	Reupholstery Project 2021			(\$8,670.00)	spent		
					(\$159,919.01)	(\$9,649.23)	(\$210,970.63)
2022	31-Dec-21	\$1,373,467.22					
	Allocation for 2022	\$1,343,718.97	4%	\$53,748.76	(average of 12/31/18, 12/31/19, 12/31/20 FMV)		
	Privacy Room 2022			(\$5,752.00)	spent		
					\$47,996.76	\$38,347.53	(\$5,752.00)
2023	31-Dec-22	\$1,105,713.14					
	Allocation for 2023	\$1,408,334.79	4%	\$56,333.39	(average of 12/31/19, 12/31/20, 12/31/21 FMV)		
	Atrium Windows 2023			(\$5,208.00)	spent		
	Library Automated Materials Handler			(\$50,310.00)	spent		
					\$815.39	\$39,162.92	(\$55,518.00)
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)		
	No requests for 2024						

				\$52,975.65	\$92,138.58	\$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	\$105,303.63	(\$36,500.00)
2026	31-Dec-25	\$1,398,911.65				
	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	\$131,097.18	(\$23,750.00)
2027	31-Dec-26	\$1,336,321.50				
	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					
PLAN	planning stage; no written request						
REQ	request has been written and submitted to Finance Committee, Library Board, Foundation Board for approval						
ENC	request has been approved by Library Board and Foundation Board						

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

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

	*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			(\$3,137.42) spent			
	Nature Quest 2025			(\$13,500.00)			
					\$1,622.67	\$51,701.32	(\$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	\$54,618.31	(\$16,500.00)
2027	31-Dec-26						
	Allocation for 2027	\$530,132.18	4%	\$21,205.29 (average of 12/31/23, 12/31/24, 12/31/25 FMV)			
					\$21,205.29	\$75,823.60	\$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
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)
<hr/>					
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)		

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 (\$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)	\$43,841.56					
	8/8/2012 (additional deposit)			\$310.30			
					\$310.30	\$310.30	\$0.00
2013	31-Dec-12	\$45,880.97	4%	\$1,835.24			
	Feb-13 Beckman Estate (additional deposit)			\$171.43			
	Distribution for 2013			(\$483.90)			
	Jun-13 Deposited distribution back into fund			\$483.90			
					\$2,006.67	\$2,316.97	\$0.00
2014	31-Dec-13	\$52,021.66	4%	\$2,080.87			
	Distribution for 2014			(\$1,702.91)			
	May-14 Deposited distribution back into fund			\$1,702.91			
					\$2,080.87	\$4,397.84	\$0.00
2015	31-Dec-14	\$53,829.89	4%	\$2,153.20			
					\$2,153.20	\$6,551.03	\$0.00
2016	31-Dec-15	\$53,006.00	4%	\$2,120.24			
					\$2,120.24	\$8,671.27	\$0.00
2017	31-Dec-16	\$55,707.39	4%	\$2,228.30			
					\$2,228.30	\$10,899.57	\$0.00
2018	31-Dec-17	\$64,379.56	4%	\$2,575.18			
					\$2,575.18	\$13,474.75	\$0.00
2019	31-Dec-18	\$58,900.73	4%	\$2,356.03			
					\$2,356.03	\$15,830.78	\$0.00
2020	31-Dec-19	\$63,823.59	4%	\$2,552.94			

					\$2,552.94	\$18,383.72	\$0.00
2021	31-Dec-20	\$63,856.37	4%	\$2,554.25			
					\$2,554.25	\$20,937.98	\$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	\$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						

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-Sep	25-Oct	25-Nov	25-Dec	26-Jan	FY26
Customer Count	15,785	16,943	14,406	13,688	14,755	114,128
Hours Open	254	281	234	259	250.5	1,822
Total Circulation	34,173	35,144	31,784	32,607	33,279	247,751
Adult	11,321	11,393	10,134	11,135	11,363	80,154
Young Adult	1,286	1,248	1,075	1,346	1,284	9,834
Youth	12,648	13,530	11,707	11,262	10,811	93,523
Interlibrary Loan (cf to other)	176	199	160	167	181	1,146
<i>Interlibrary Loan (other to cf)</i>	140	183	126	136	188	1,093
<i>CFPL@UNI</i>	37	30	31	8	15	148
WPL	1,470	1,446	1,292	1,364	1,509	9,888
Library of Things	106	153	123	109	101	900
Total Physical Circulation	25,255	26,171	22,916	23,743	25,452	185,505
<i>Overdrive</i>	6,569	6,686	6,716	6,634	7,629	48,231
<i>Hoopla</i>	1,584	1,592	1,568	1,590	1,563	11,154
<i>Freegal Downloadable Music</i>	765	695	584	640	629	4,855
Total igital Circulation	8,918	8,973	8,868	8,864	9,821	64,240
County	209	316	152	166	272	1,742
Open Access	5,813	5,738	4,967	5,138	5,115	39,286
Reference Service	338	342	301	307	315	2,454
Reference Desk	149	143	99	120	166	967
Youth Desk	142	125	180	155	115	1,191
YA Desk	0	0	0	0	0	0
Circulation	47	74	22	32	34	296
Titles Added	246	832	429	170	571	2,945
Items Added	320	950	512	226	651	3,581
Items Withdrawn	1,031	1,100	420	2,295	1,609	7,123
Meeting Room Use	41	43	44	46	62	333
Conference Room	16	20	20	18	24	127
Meeting Room	13	10	11	11	19	87
Co-Lab Room	12	13	13	17	19	119
YA/Youth Area	0	0	0	0	0	0
Youth Programs						
Events/Programs	46	46	48	33	47	264
Event Attendance	1,179	1,710	1,621	1,343	1,170	9,795
Outreach Services	2	2	5	1	2	19
Outreach Attendance	33	23	109	8	43	532
Teacher Units	11	6	9	6	13	54

Adult Programs						
Outreach Services	7	7	7	6	6	47
Outreach Attendance	66	54	143	36	33	1,240
Library Attendance	223	240	444	233	246	1,885
Library Activities	22	17	17	16	19	132
Young Adult Programs						
Library Attendance	77	65	67	52	64	503
Library Activities	9	11	9	8	6	60
Computer Usage	2,956	3,254	2,523	2,299	2,571	19,848
Netbook/iPad Circulation	3	11	10	8	8	53

	25-Jan	26-Jan	25-Dec
Customer Count	14,519	14,755	13,688
Hours Open	259	250.5	259
Total Circulation	36,136	33,279	32,607
Adult	12,200	11,363	11,135
Young Adult	1,548	1,284	1,346
Youth	12,616	10,811	11,262
Interlibrary Loan (cf to other)	224	181	167
<i>Interlibrary Loan (other to cf)</i>	139	188	136
<i>CFPL@UNI</i>	21	15	8
WPL	1,200	1,509	1,364
<i>Library of Things</i>	94	101	109
Physical Circulation	26,364	23,458	23,743
<i>Overdrive</i>	7,591	7,629	6,634
<i>Hoopla</i>	1,321	1,563	1,590
<i>Freegal Downloadable Music</i>	860	629	640
Resources Circulation	9,772	9,821	8,864
County	288	272	166
Open Access	5,598	5,115	5,138
Reference Service	474	315	307
Reference Desk	141	166	120
Youth Desk	302	115	155
YA Desk	0	0	0
Circulation	31	34	32
Titles Added	491	571	170
Items Added	577	651	226
Items Withdrawn	936	1,609	2,295
Meeting Room Use	51	62	42
Conference Room	15	24	18
Meeting Room	19	19	11
Co-Lab Room	17	19	13
YA/Youth Area	0	0	0
Youth Programs			
Events/Programs	41	47	33
Event Attendance	1,228	1,170	1,343
Outreach Services	3	2	1
Outreach Attendance	81	43	8
Teacher Units	27	13	6

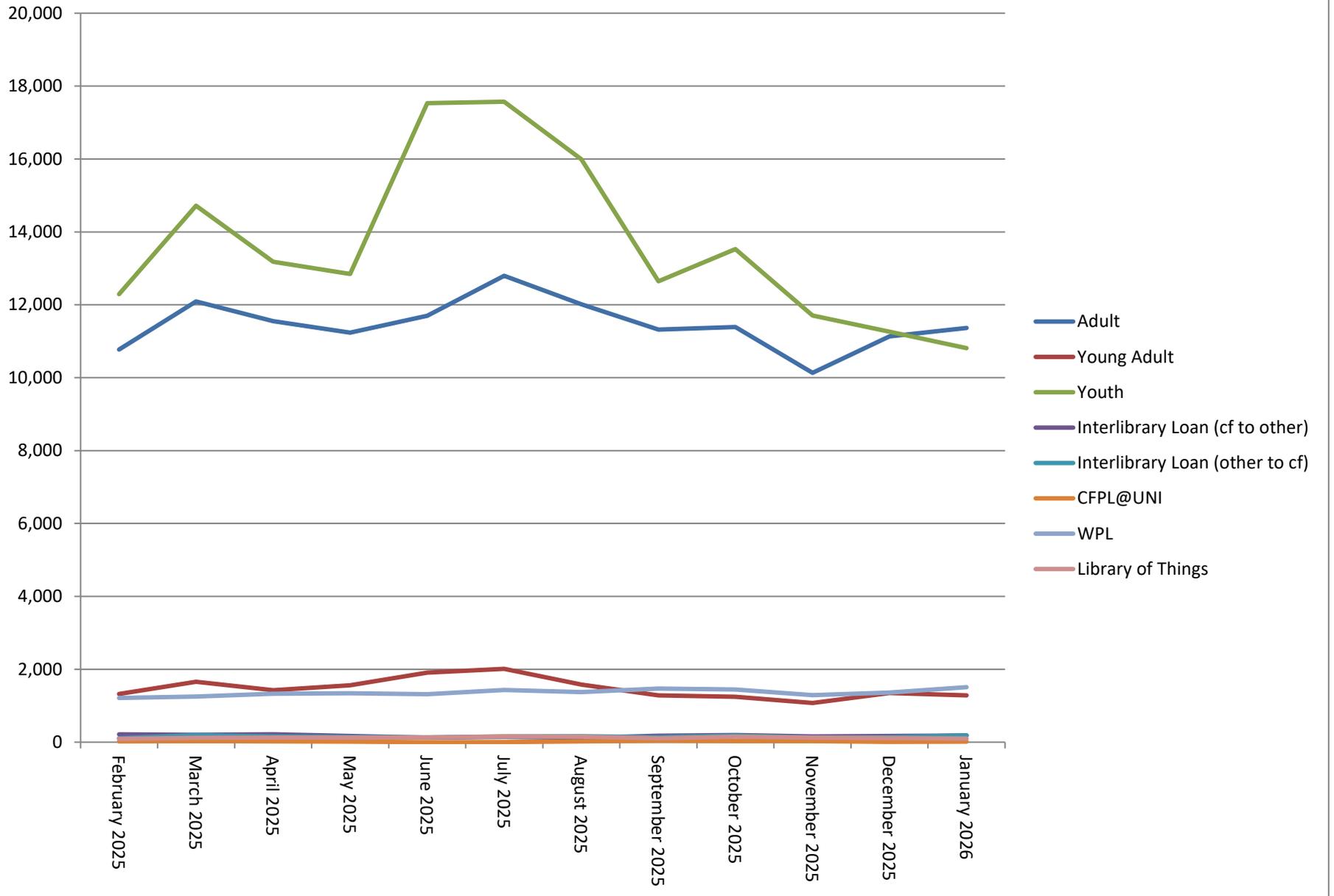
Adult Programs			
Outreach Services	5	6	6
Outreach Attendance	23	33	36
Library Attendance	176	246	233
Library Activities	11	19	16
Young Adult Programs			
Library Attendance	246	64	52
Library Activities	10	6	8
Computer Usage	2,072	2,571	2,299
Netbook/iPad Circulation	3	8	8

		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

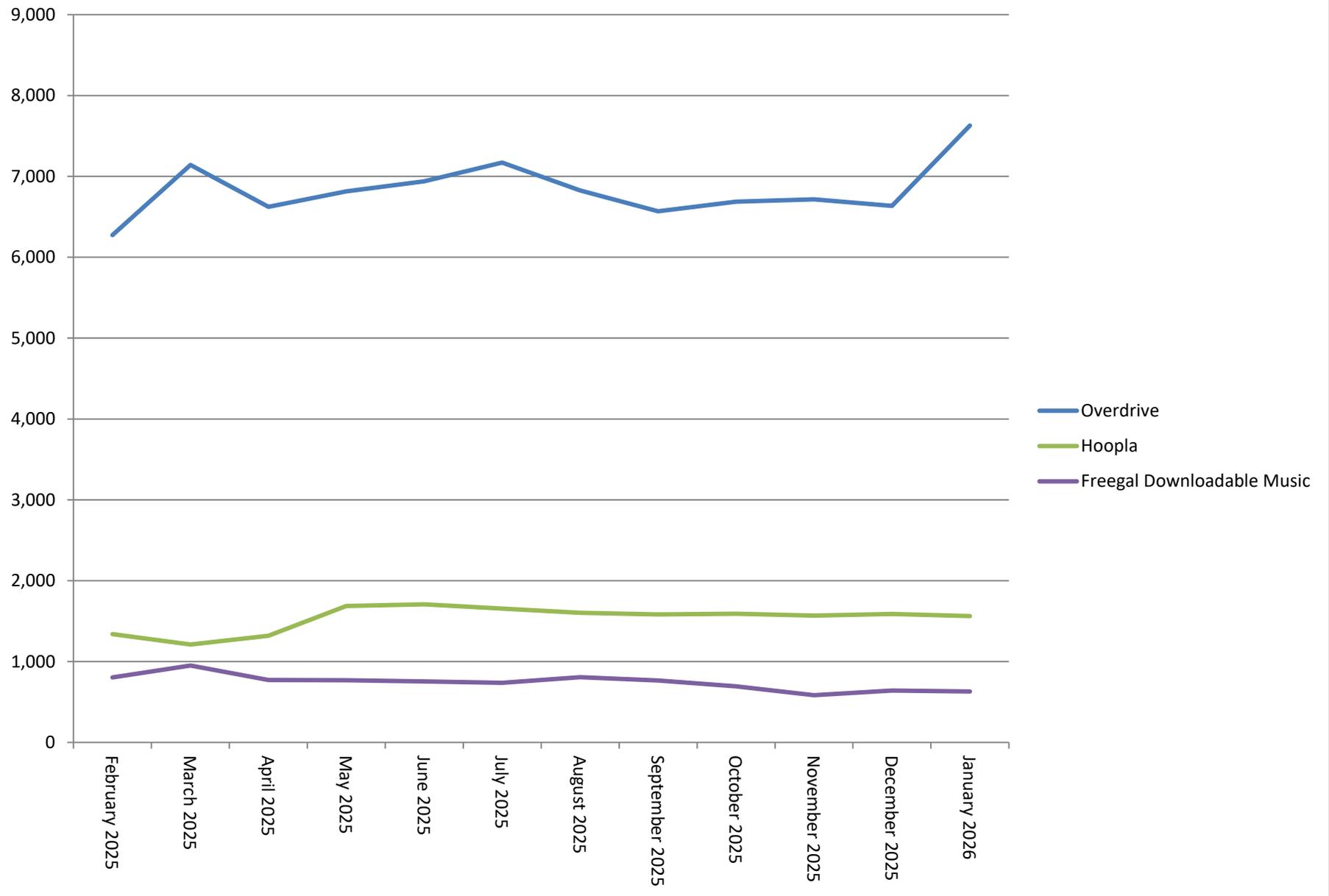
		Blank Park Zoo	Botanical of Des Moines	Grout Museum District	Science Center of Iowa
2024	April	6	5	4	4
	May	10	2	5	2
	June	19	5	9	5
	July	20	6	18	10
	August	16	5	13	7
	September	11	1	3	3
	October	9	1	0	1
	November	0	2	0	0
	December	1	0	4	2
2025	January	0	0	0	0
	February	0	0	0	0
	March	0	0	0	0
	April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

Date	Day of Week	Patron Count	
		Curbside	Building
2/1/2026	Sunday		267
2/2/2026	Monday	0	587
2/3/2026	Tuesday	0	563
2/4/2026	Wednesday	0	635
2/5/2026	Thursday	0	394
2/6/2026	Friday	0	492
2/7/2026	Saturday	0	678
2/8/2026	Sunday		288
2/9/2026	Monday	0	526
2/10/2026	Tuesday	0	504
2/11/2026	Wednesday	0	609
2/12/2026	Thursday	0	433
2/13/2026	Friday	0	509
2/14/2026	Saturday	0	731
2/15/2026	Sunday		325
2/16/2026	Monday	0	631
2/17/2026	Tuesday	0	551
2/18/2026	Wednesday	0	636
2/19/2026	Thursday	0	420
2/20/2026	Friday	0	316
2/21/2026	Saturday	0	590
2/22/2026	Sunday		299
2/23/2026	Monday	0	569
2/24/2026	Tuesday	0	620
2/25/2026	Wednesday	0	603
2/26/2026	Thursday	0	378
2/27/2026	Friday	0	598
2/28/2026	Saturday	0	585
Total		0	14,337

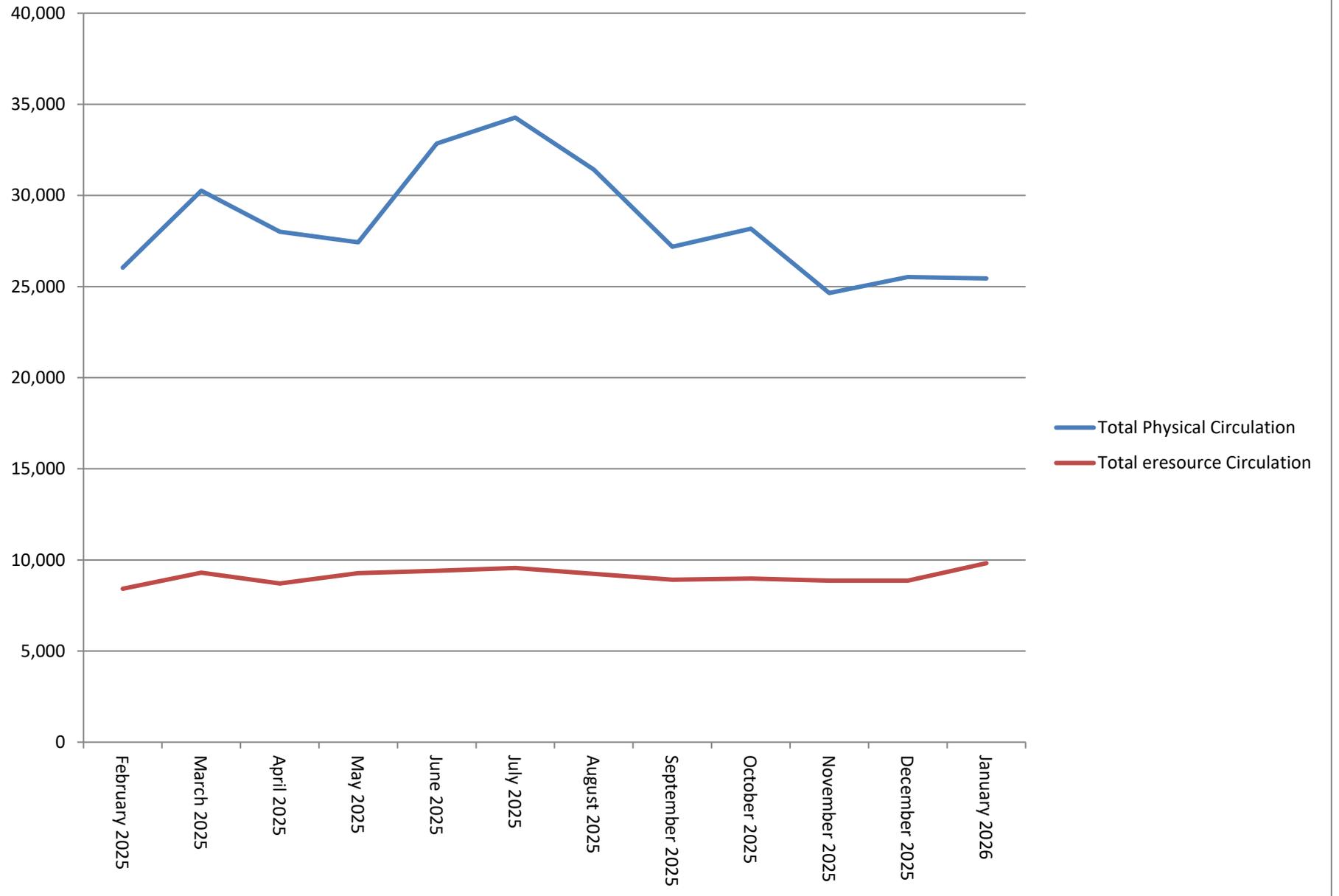
Physical Collection



eResource Collection



Physical VS eResource



Cedar Falls Public Library
LIBRARY BEHAVIOR POLICY

All are welcome to use the library facilities as long as their activity does not interfere with use by others. Users responsible for disturbing others will be warned once and then required to leave the premises if the behavior does not cease. Failure to comply will result in staff calling the appropriate authorities. Abusive language to staff or patrons, damage to the library or its contents, or behavior that is not in compliance with the City of Cedar Falls' ordinances for behavior in public places will not be tolerated. (Including, but not limited to Chapter 16:

https://library.municode.com/ia/cedar_falls/codes/code_of_ordinances?nodetid=COOR_CH16OFMIPR)

When the behavior policy is violated, suspension of library access may also be implemented after warnings to correct behavior.

No library materials may be taken into restrooms.

No smoking, e-cigarettes, or alcoholic beverages are permitted anywhere on the premises.

By following these rules, staff and patrons will make the Cedar Falls Public Library a safe place for learning, ~~recreational~~ reading, and research.

Reviewed/Revised 01/07/2015, 09/04/2019, 09/07/2022, 03/04/2026

Cedar Falls Public Library
POLICY REGARDING REGISTERED SEX OFFENDERS

The purpose of this policy is to ensure that the Library is in compliance with Iowa Code Chapter 692A that excludes registered sex offenders convicted of offenses against minors from public libraries. Sex offenders convicted of a sex offense against a minor shall not be present upon the real property of a public library and they shall not loiter within three hundred feet of the real property boundary of a public library. The Code provides an exception to this prohibition if the library administrator provides written permission.

The Library Director will not give written permission for registered sex offenders convicted of sex offenses against minors to be in the library. This decision can be appealed to the Library Board of Trustees. The issuance of a library card at any time is NOT permission to enter the library.

The law provides for only two exceptions to the above library exclusion zone: Sex offenders who otherwise live within an established residence within the exclusion zone and sex offenders who are legally entitled to vote may enter the premises if it is a polling location and only for the time reasonably necessary to exercise the right to vote.

Registered sex offenders convicted of sex offenses against minors may be eligible for some library services. They may receive information via telephone or online. They may register for a card directly with the Director, or her designee, via telephone or online, and make arrangements for a person of their choosing to select, check out, and return materials using that card. They may use that card to access the Library's online materials or databases.

Violations of this policy will be immediately reported to law enforcement, and violators will lose all library privileges. Violators will be subject to prosecution for violation of the Iowa Code.

Approved: 07/08/2009; Reviewed/Revised 09/02/2015, 01/08/2020, 11/02/2022, 03/04/2026

CFD 2125: Personnel Policy – Background Check Procedure

Adopted February 2, 2026 by the Cedar Falls City Council

POLICY:

It is the policy of the City of Cedar Falls that background checks shall be conducted for all prospective employees and volunteers. In addition, background checks will be conducted for current City employees at least every five years for those who work with minors and/or elderly on a consistent basis as part of their normal job duties. This process helps to ensure the integrity of the City's hiring process and the safety of City employees. All conditional offers of employment are contingent upon acceptable results of a thorough background check at the discretion of the City.

DEFINITIONS:

- **Adverse Action:** within the context of background checks, action taken as a direct result of the information received from a background report that negatively affects the status of an individual's employment.
- **Consumer Report:** a report expected to be used or collected in whole or part for the purpose of serving as a factor used in establishing the consumer's eligibility for credit or insurance used primarily for personal, family, household, or employment purposes.
- **Fair Credit Reporting Act (FCRA):** The Fair Credit Reporting Act (FCRA) is a federal law that helps to ensure the accuracy, fairness, and privacy of the information in consumer credit bureau files. The law regulates the way credit reporting agencies can collect, access, use and share the data they collect in the consumer reports of prospective employees.

PROCEDURES:

1. General Guidance

A. Background checks may include but are not limited to:

- 1). Social security number verification and address history
- 2). National criminal database search
- 3). National sex offender search
- 4). Re-verification of criminal records
- 5). Alias names

B. The following additional background search will be undertaken if applicable to the position.

- 1). **Motor Vehicle Records:** provides a report on an individual's driving history and license validity in the state requested. This search will be run when driving is an essential requirement of the position. The City follows EMC Insurance's countrywide commercial auto: driver qualification criteria (see appendix A) when reviewing applicants' motor

vehicle records and determining eligibility for driving positions.

- C. Background checks will be conducted on all final candidates for employment with the City of Cedar Falls, including full-time, part-time, and special purpose, as well as volunteers for City-sponsored activities and programs.
- D. National third-party background checks will be conducted on all employees and volunteers for City-sponsored activities and programs upon hire and every fifth year thereafter who work with minors and/or elderly on a consistent basis as part of their normal job duties. While this is City policy, it is also a requirement of the City's liability insurance carrier. The City will conduct all third-party background checks in accordance with the Fair Credit Reporting Act (FCRA) and other applicable federal and state laws.
- E. Background checks for positions that include driving as a requirement of the position will be conducted through a third-party consumer reporting agency.
- F. Background checks for non-driving positions will be conducted by the City's Public Safety Department.
- G. The Public Safety Department and Information Systems Division will run additional background checks per department policy and in accordance with state and federal law.
- H. Failure to submit to a required background check may result in discipline up to and including termination of employment.

2. **Obtaining Background Reports**

- A. Prior to a third-party consumer report background check being conducted, the applicant will be required to complete disclosure and authorization forms authorizing the City to conduct specific background checks. This authorization will be made in either electronic or written form and will remain valid throughout the applicant's employment with the City, if hired, as allowed by applicable law.
- B. Background checks shall be kept confidential and will only be shared with individuals who have a business need to review the information to make employment decisions. Reports will be retained in accordance with the City's document retention procedures and federal and state law.

3. **Disqualification.** A person will be disqualified and prohibited or terminated from employment if the person has been found guilty of the following crimes.

- A. Felony offenses against persons. Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, prostitution, solicitation, indecent exposure, murder, manslaughter, aggravated assault, willful injury, first-degree arson, kidnapping, robbery, aggravated burglary, etc.
- B. Felony theft offenses including forgery.
- C. Felony offenses other than felonies against persons within the past ten years. Examples

- include, but are not limited to: drug offenses, embezzlement, fraud, bribery, child endangerment, etc.
- D. Misdemeanor violent offenses within the past five years. Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.
 - E. Misdemeanor drug offenses within the past five years. Examples include, but are not limited to: drug possession, possession of drug paraphernalia, etc.
 - F. Any two or more misdemeanor alcohol offenses within the past five years. Examples include, but are not limited to: operating while intoxicated, drunk and disorderly, public intoxication, etc.
 - G. Any other Misdemeanor within the last five years that would be considered a potential concern or is directly related to the functions of the position offered.
 - H. Any person who provides inaccurate and/or falsified information or who refuses to complete the background check process will be disqualified.
 - I. Exceptions to the above disqualifying criteria may be made by the Human Resources Division in conjunction with the department director of the position being considered.
4. **Adverse Action.** Applies to third-party consumer reports only in accordance with FCRA requirements. If information obtained in a consumer report would lead the City to take adverse action such as denial or termination of employment, the following steps shall be taken.
- A. Prior to taking any adverse action in whole or in part on information in the background check, the applicant will be provided with a pre-adverse action notice along with a copy of their background check obtained from the City's third-party vendor, a summary of rights under the FCRA, and any other applicable documents as required under the FCRA or state law.
 - B. Applicants will be afforded an opportunity and an appropriate time period (typically five days) to provide information or data that explains any discrepancies or inaccuracies contained in the background report before an employment decision is made. If after that time period, adverse action is still deemed necessary, the applicant will be provided with an adverse action notice regarding that decision.

ADOPTED / AMENDED: 02/02/26

CFD 2256: Personnel Policy – Vacation

Approved February 16, 2026 by the Cedar Falls City Council

POLICY:

It is the Policy of the City of Cedar Falls to grant annual vacations with pay to full-time and part-time, non-union employees, excluding seasonal and special purpose employees, according to the guidelines below. The provisions of any applicable collective bargaining agreement shall apply in place of the guidelines below.

DEFINITIONS:

- **Accrue:** To accumulate but not yet earn. Vacation accrues based upon the ratio that the number of days since date of hire or the most recent anniversary date bears to the total number of days of vacation to be earned on the next anniversary date, calculated on a daily basis.
- **Earn:** To have available for use all accumulated vacation time. Vacation time is earned on the first anniversary after the date of hire, and on each anniversary date thereafter as provided in the guidelines below.

PROCEDURES:

1. Vacation Time Earned.

A. Unless otherwise specified by Union contract, all full-time employees and part-time, non-union employees (other than seasonal and special purpose employees) will be granted vacations with pay on the following basis:

1). Upon hire date -- Two work weeks.

- a. If a new employee leaves City employment for any reason and prior to the employee's one-year anniversary date, any vacation time taken by the employee shall be paid back to the City in the form of a deduction from the employee's final paycheck. New employees who leave City employment prior to their one-year anniversary shall also not receive any accrued vacation benefits on their final paycheck.

2). On an employee's first anniversary following the July 1, 2026 effective date, employees shall earn one additional day of vacation per year on their anniversary date for each year of completed service until they reach the maximum vacation threshold of five work weeks at fifteen years of service.

- a. During the transitional timeframe of July 1, 2026-June 30, 2027, on an employee's first anniversary date following the July 1, 2026 effective date, employees' vacation accrual will be adjusted to reflect one additional earned day of vacation for each year based upon completed years of service. Example: a full-time employee with a hire date of September 30, 2022 who was granted two weeks of vacation upon hire,

current vacation accrual will be adjusted to 14 days (two work weeks and 4 days) on September 30, 2026. A full-time employee with a hire date of September 30, 2018 who was granted two weeks of vacation upon hire, current vacation accrual will be adjusted to 18 days (three works weeks and 3 days) on September 30, 2026. Employees with 15 or more years of service shall earn the maximum of five work weeks of vacation.

- B. The vacation policy may differ for City of Cedar Falls Library employees; refer to the applicable Library policy for additional information.
- C. The number of weeks of vacation and the availability of those weeks may vary from the schedule above if other arrangements are made as a condition of employment as approved by the Department Director (or City Administrator if a director position). For employees with any other arrangements made as a condition of employment, the schedule above shall be adjusted so that an additional one day of vacation shall be added to the vacation already granted at the completion of each subsequent year of service, up to a maximum of five total weeks of vacation. If an employee with an alternate vacation arrangement made as a condition of employment leaves City employment for any reason prior to the employee's one year anniversary see section 1.A.1).a.
- D. Part-time, non-union employees' vacation benefits will be earned on a pro rata basis based upon the number of hours in their normal weekly work schedule not to exceed 29 hours per week. This calculation is as follows: normal hours worked per week /40 hours per week to determine the prorated percentage to use to calculate vacation hours earned upon initial eligibility, which can then be multiplied by the number of total hours granted as outlined in 1.A. of this policy. Employees shall earn one additional prorated day of vacation per year on their anniversary date for each year of completed service using the above calculation to determine the percentage until they reach the maximum vacation threshold of five prorated work weeks at fifteen years of service.
- E. Parks & Public Works permanent part-time union employees, as designated by the City, will earn vacation benefits on a pro rata basis based upon the number of actual hours worked in the previous year ending on the last day of the last pay period prior to June 30th. This calculation is as follows: actual hours worked/2,080 hours per year multiplied by 80 hours. Such vacation accrual shall not exceed fifty-eight (58) hours. Parks & Public Works permanent part-time union employees whose status changes to full-time, non-union status shall be granted credit for all years of service since 07/01/2022 if hired as permanent part-time prior to this date.
- F. Part-time, non-union employees whose status changes to full-time, non-union status shall be granted credit for all years of service in their part-time non-union positions for purposes of computing vacation time entitlement. Years of service as a part-time, union employee or special purpose/seasonal employee shall not be credited for purposes of computing vacation time entitlement.
- G. Vacation time earned will be figured on the basis of the employment year and shall include

the total straight paid time the employee has worked for the City since the date of last employment anniversary. Military duty will be figured as working time for calculating vacation accrual (see also CFD 2357: Military Leave).

2. Non-union public safety management employees.

A. Non-union public safety management shift employees assigned to a 6-3 shift shall accrue and earn vacation as follows:

- 1). Upon hire -- two work weeks (99 hours)
- 2). On an employee's first anniversary following the July 1, 2026 effective date, employees shall earn one additional day (9.9 hours) of vacation per year on their anniversary date for each year of completed service until they reach the maximum vacation threshold of five work weeks (247.5 hours) at fifteen years of service.

a. See section 1.A.2).a. for how vacation will be handled during the transitional timeframe of July 1, 2026-June 30, 2027.

B. Non-union public safety management shift employees assigned to a 24-hour shift shall accrue and earn vacation as follows:

- 1). Upon hire -- 6 four days (144 hours)
- 2). On an employee's first anniversary following the July 1, 2026 effective date, employees shall earn one additional day (14.4 hours) of vacation per year on their anniversary date for each year of completed service until they reach the maximum vacation threshold of five work weeks (360 hours) at fifteen years of service.

a. See section 1.A.2).a. for how vacation will be handled during the transitional timeframe of July 1, 2026-June 30, 2027.

C. If a non-union public safety management shift employee is reassigned to a different shift, entitlement to vacation is recalculated at the time of shift reassignment. Such employee's entitlement to vacation for the remainder of the year after reassignment is based upon the ratio that the hours of vacation remaining prior to reassignment bear to the total number of vacation hours available prior to reassignment. That ratio is applied to the total number of vacation hours available for the entire year in the new assignment. For example, a non-union public safety management shift employee assigned to a 6-3 shift who is in their 1st year of service and who has used 32 hours of vacation and is reassigned to a 24-hour shift is entitled to 97.45 hours of vacation for the remainder of the year (99 hours original entitlement – 32 hours used = 67 hours remaining/99 hours full 6-3 shift entitlement x 144 full 24-hour shift entitlement = 97.45 hours after rounding). If that same reassignment happened in the 6-3 shift employee's 2nd year of service, the calculation would be as follows: 108.9 hours entitlement on 2nd anniversary – 32 hours used = 76.9 hours remaining /108.9 hours full 6-3 shift entitlement at 2nd anniversary x 158.4 full 24-hour shift entitlement on 2nd anniversary = 111.85 hours after rounding.

3. **Vacation Requests & Approval.**

- A. Employees will request vacation periods giving a first and second choice. Division Managers or Department Directors will respect wishes of the employees insofar as needs of the City and service will permit.
- B. Division seniority shall govern in the choice of vacation periods, provided such choice has been exercised between January 1st and March 30th annually.
- C. Vacation requests for more than two consecutive work weeks must be approved by the Department Director.
- D. For purposes of this policy a “work week” is considered to be three (3) scheduled workdays for 24-hour shift employees, five (5) scheduled workdays for non-shift employees, and six (6) scheduled workdays for 6-3 shift employees.
- E. Employees may not use accrued, but unearned, vacation time prior to their anniversary date except when special circumstances warrant and as approved by the Division Manager and Department Director or City Administrator, and Human Resources.
- F. All vacation requests are subject to approval.
- G. Requests for vacation days shall be submitted in writing to the Department Director or Division Manager and approved at least twenty-four (24) hours prior to the beginning of the vacation unless mutual agreement has been reached between the employee and the Department Director.

4. **Vacation Accumulation.** Vacation time shall not accumulate from year to year and annual leave must be used by the end of the employment year following the anniversary date on which it was earned unless the application for vacation has been refused or the extension is approved as provided in Comment (6).

5. **Vacation Carryover Guidelines.**

- A. City Administrator, Department Directors, Division Managers, Public Safety Supervisor Captains, Police Captains, and Fire Battalion Chiefs may carry over up to five weeks of earned vacation, for one year past the employee’s anniversary date. If the vacation is unused following the end of the one-year period, the vacation will be voided. Under unusual circumstances, such as certain serious medical conditions, and with the prior approval of the employee’s Division Manager and Department Director or City Administrator, and Human Resources , extensions beyond those set forth in this subsection (A) may be allowed.
- B. All other employees may carryover up to five (5) workdays or one work week (49.5 hours if a 6-3 shift; 72 hours if a 24-hour shift) of vacation past the employee’s anniversary date. If vacation is unused following the end of the three-month carry-over period, the vacation will be voided. Under unusual circumstances, such as certain serious medical conditions, and with the prior approval of the employee’s Division Manager and Department Director or City

Administrator, and Human Resources, extensions beyond those set forth in this subsection (B) may be allowed.

6. Maximum Paid Vacation Periods.

A. Regardless of availability of earned vacation time, the maximum an employee may take at any one time cannot exceed five (5) times the number of workdays in the employee's work week, regardless of Department Director approval. This limitation shall not apply to a retiring employee (in accordance with *CFD 2114: Retirement*), or to an employee on an approved leave of absence.

7. Minimum Vacation Requirements. Vacations for periods of less than one-half (1/2) hour or as established by department policy, shall not be granted.

8. Use of Other Benefit Time. Employees may not combine vacation with other benefit time such as regular holidays, floating holidays, government days or compensatory time, or with scheduled days off, which results in more than sixteen (16) consecutive calendar days off from work for non-shift employees, more than twenty-two (22) consecutive calendar days off for 24 hour shift employees, or more than twenty-one (21) consecutive calendar days off for 6-3 shift employees, unless otherwise approved by the Department Director, or unless for an approved leave of absence.

9. Vacation Time Payment at Termination of Employment. Unless otherwise specified in a Union contract, when an employee has completed the probationary period and has passed the employee's one year anniversary date, but employment with the City is terminated for any reason, said employee shall be compensated for earned but unused vacation time as well as accrued vacation time on the basis of the number of vacation days accrued.

ADOPTED / AMENDED:

1/1/05, 7/1/06, 1/1/08, 11/25/13, 6/1/15, 7/18/16, 3/1/19, 1/6/20, 7/6/20, 3/7/22, 1/25/24 admin edit, 04/21/2025, 02/16/26

CFD 2158: Personnel Policy – Longevity Pay

Approved February 16, 2026 by the Cedar Falls City Council

POLICY:

It is the policy of the City of Cedar Falls to provide longevity pay for all full-time employees unless otherwise stated within a union contract.

PROCEDURES:

1. General Guidance.

- A. Effective July 4, 2026, all full-time employees shall receive longevity pay in accordance with the following schedule:

Years of Continuous Service	\$/Month
0 through 4 years	None
5 through 9 years	29.00
10 through 14 years	48.00
15 through 19 years	67.00
20 through 24 years	85.00
25 through 29 years	104.00
30 through 34 years	123.00
35 through 39 years	142.00
40 years and beyond	160.00

- B. Effective July 1, 2026, longevity pay will begin on the first day of the next full pay period following eligibility.
- C. For part-time employees who go to full-time status, longevity pay is not paid until after the employee has been a full-time employee for a full four years.
- D. Former union employees who are promoted to non-union management positions shall be given credit for all years of full-time service with the City.

ADOPTED / AMENDED: 1/1/05, 02/16/26

TO: Cedar Falls Public Library Board of Trustees
FROM: Kelly Stern, Library Director
DATE: February 27, 2026
SUBJECT: Collection Inquiry About Library Resources

Following this memo, please find documents related to a Collection Inquiry About Library Resources submitted in February 2026: Collection Inquiry About Library Resources for the book *How Do You Make a Baby?* by Anna Fiske, submitted by Danielle Stutzman; CFPL Collection Development Policy, and reviews of the book from professional review sources commonly used by public libraries for making purchasing decisions. If you need further information or assistance as you consider the Inquiry, I would be glad to provide it.

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

COLLECTION INQUIRY ABOUT LIBRARY RESOURCES

Name: Danielle Stutzman

Date: 2/3/26

Address: 528 Chateau Ct

Phone: 319-290-8319

City: Cedar Falls

State: IA Zip: 50613

Please initial to confirm that you have read the following library policies that direct the selection process for library materials purchased at the Cedar Falls Public Library. Return form to the Library Director at the information below.

CFPL Collection Development Policy

American Library Association Library Bill of Rights, Freedom to Read, and Freedom to View Statements

The CFPL director's letter regarding collection inquiries about library resources

1. Resource on which you are commenting:

- Book
- Audiovisual Resource
- Magazine
- Content of Library Program
- Newspaper
- Other

Title: How Do you Make a Baby?

Author/Producer: Anna Friske

2. What brought this title to your attention?

I was browsing for books about puberty. The images in the book are not age appropriate + overly graphic to be in the easy reach of the wide range of young readers in our youth section.

3. Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side as needed.) Comment:

I request that this book be moved to a shelf that would require adult assistance due to the adult themes present in this book. I also wonder if this book was requested by a library patron or curated by library staff. I suggest that material that pushes the boundaries ought

4. What resource(s) do you suggest to provide additional information on this topic?

I do not have any to recommend at this time.

only be purchased by patron request.

Return to Library Director, Cedar Falls Public Library
524 Main Street, Cedar Falls, IA 50613

I have attached my original email along with the pictures. Thank you!

Book Concerns

12 messages

Danielle Stutzman <danielle.t.stutzman@gmail.com>

To: Youth Department <youth@cedarfallslibrary.org>, director@cedarfallslibrary.org, Rebekah Hosford <rhosford@cedarfallslibrary.org>

Fri, Jan 30, 2026 at 12:06 PM

Hello and Happy Friday to you all!

I hope this week has brought you warm cozy moments in between the frigid weather! These are days when I am so grateful for our wonderful library and all that it offers our community.

I am writing today as both a frequent patron and a healthcare professional (Maternal Health RN/Educator/Lactation Consultant) out of a sincere desire to see our library thrive as a trusted resource for families. Recently, while browsing the youth nonfiction section for resources to discuss puberty with my daughter, I encountered the book "*How Do You Make a Baby?*" by Anna Fiske.

As a professional trained in clinical education, I was deeply concerned by the graphic nature of the illustrations. While I value accurate information, the visual presentation in this specific title borders on being developmentally inappropriate for the youth environment. Rather than providing clarity, the graphic nature of the content can create confusion for children who lack the emotional and cognitive maturity to process adult themes without parental guidance.

One of our favorite things to do when we go to the library is to browse the books. My four girls feel safe at the library and love to explore independently. My vision for a "safe" library space includes clarity over confusion. The content is curated by trained professionals who respect the psychological stages of childhood development. It also includes parental partnership. The space honors the parent's role as the primary educator by ensuring sensitive materials are categorized or placed thoughtfully. Finally, a safe library is a place of literary excellence. We focus on promoting great books that have stood the test of time and or inspire character traits such as honesty, courage and resilience.

I want to be able to trust that the youth and teen departments are vetted not just for information, but for developmental suitability. I recognize that some parents may find value in this book; therefore, I am asking the staff to consider strategic placement or "search-only" availability for titles containing graphic adult themes. This would allow parents to intentionally select these materials rather than having young children encounter them incidentally while browsing.

Please consider this feedback as an encouragement toward excellence. We all want our children to be nourished by literature that builds them up and inspires a love for the written word. I look forward to hearing how the library plans to continue fostering a transparent partnership with the families it serves.

I have attached pictures included in this book in case it has not been thoroughly looked at by staff.

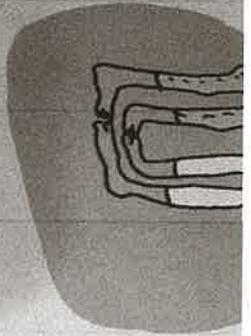
Thank you for your time and consideration.

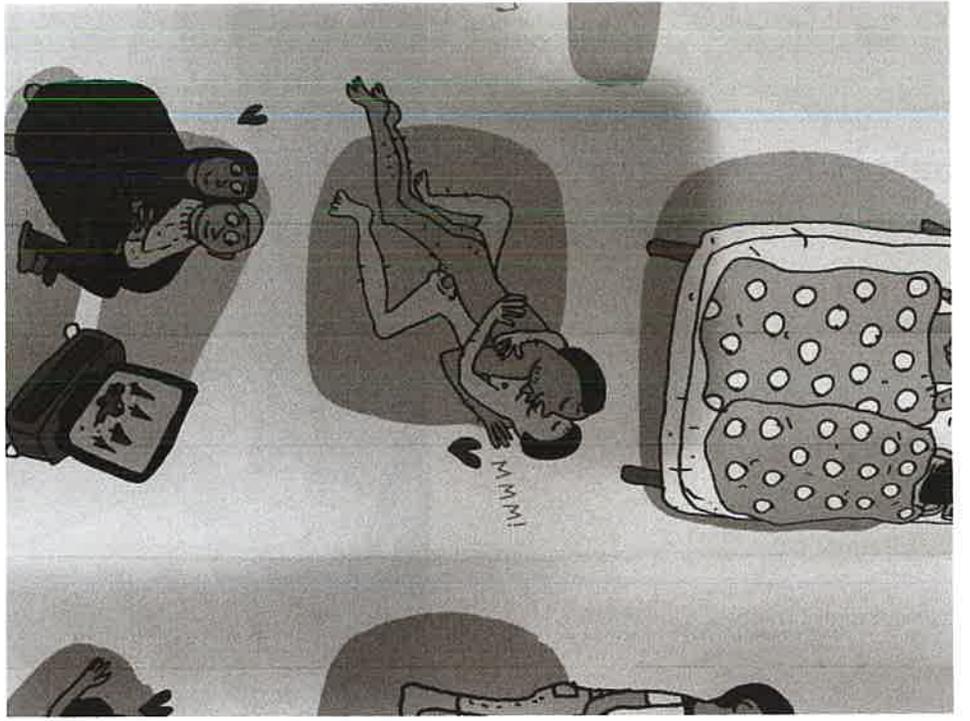
Danielle Stutzman

TO GET EVEN CLOSER THEY TAKE OFF
THEIR CLOTHES AND HUG.



WHEN PAPA'S PENIS IS IN MAMA'S VAGINA
THEY'RE AS CLOSE AS TWO PEOPLE CAN BE.





**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

COLLECTION DEVELOPMENT

Purpose of Policy: This policy sets broad guidelines for the selection of library materials that correspond to the library's mission and identified roles. It may also be used to inform the public and staff about the principles upon which selections are made.

1. Definitions

- A. Selection refers to the decision to add, retain, or withdraw materials in the library's collection.
- B. Library materials include all items in the library's collection regardless of format.
- C. Access is the availability of materials in a variety of formats for users of all ages and abilities.

2. Goal of Materials Selection

The goal of selection is to provide collections within the library's legal service area that meet the informational, educational, and recreational needs of the patrons.

3. Responsibility for Selection

- A. Selection of all materials shall be the responsibility of the Library Director who operates within the framework of policies determined by the Library Board of Trustees. A staff of librarians with professional education and training assists the Director in the principles and practices of materials selection.
- B. Both the general public and staff members may recommend materials for consideration.

4. Criteria for Selection

- A. The Library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement² and the ALA Library Bill of Rights³.
- B. Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.
- C. All librarians have a professional responsibility to be just to all in their selections, not exclusive, in developing collections. Efforts will be made to provide materials representing a variety of viewpoints.
- D. Reviews in professionally recognized resources are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, and the advice of people competent in specific subject areas will also be used.
- E. The library keeps its collections vital and useful by retaining or replacing essential materials and by removing on a systematic and continuous basis/schedule those works that are worn, outdated, of little historical significance, or no longer in demand.

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

5. GIFTS

- A. Gifts shall meet the same selection criteria as purchased materials. The library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition. The appraisal of the gift for tax purposes is the responsibility of the donor.
- B. When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. In accordance with the needs and selection policies of the library, the library staff will make selection of specific titles.
- C. Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection.

6. Concerns Regarding Material

- A. The patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.
- B. Any patron residing in Cedar Falls or rural Black Hawk County who objects to the presence or absence of a work may do so by completing the Collection Inquiry form included at the end of this policy. The professional staff and the Library Trustees will review challenges. The patron will be informed of the Trustees' decision. Once specific materials or other resources have completed the review process, they will not be eligible for review again for a five-year period.

Policy Reviewed/Revised: 09/02/2015, 02/06/2019, 3/2/22, 12/6/23, 10/1/25

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**



524 Main Street
Cedar Falls, IA 50613
319-273-8643

Making a Collection Inquiry

Dear Library Patron:

Thank you for taking an interest in the library's collections. Before submitting a statement of concern, I encourage you to speak with me or the librarian who ordered the material in question. Our Collection Inquiry about Library Resources also requires that you read the Library's Collection Development Policy, the Library Bill of Rights, the Freedom to Read statement, and the Freedom to View statement to familiarize yourself with the policy and principles that guide our selection of materials. After reading these documents, if you still feel the item in question falls outside of these accepted parameters, you are welcome to proceed with your inquiry.

The Cedar Falls Public Library is committed to providing a broad range of materials in a variety of formats to meet the educational and entertainment needs of our community. Two of the values statements in our current strategic plan underscore this commitment:

Belonging

Respecting differences and welcoming all.

Intellectual Freedom—Upholding personal rights to confidentially and freely access information.

In order to serve our entire community, our collections reflect a variety of experiences and viewpoints that may not align with every individual's beliefs. Staff are available to discuss your concerns and identify alternate materials that may be available.

Regarding minors' use of library materials, parents or guardians are responsible to be aware of what their children are reading or viewing. Library staff do not monitor what children read or view in the library, nor do they restrict checkout of materials based on age, in accordance with national standards and library policies. Parents or guardians are also responsible for items borrowed with a child's library card; however, items on a child's card are still subject to confidentiality laws. Please contact a library staff member if you have further questions about parental access to items on a child's card.

We appreciate your interest and concern and look forward to the opportunity to speak with you about the library's mission, collections, and services. Please feel free to contact me with any questions.

Sincerely,

Kelly Stern, Library Director
319-268-5541

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

COLLECTION INQUIRY ABOUT LIBRARY RESOURCES

Name:

Date:

Address:

Phone:

City:

State:

Zip:

Please initial to confirm that you have read the following library policies that direct the selection process for library materials purchased at the Cedar Falls Public Library. Return form to the Library Director at the information below.

___ CFPL Collection Development Policy

___ American Library Association Library Bill of Rights, Freedom to Read, and Freedom to View Statements

___ The CFPL director's letter regarding collection inquiries about library resources

1. Resource on which you are commenting:

___ Book

___ Audiovisual Resource

___ Magazine

___ Content of Library Program

___ Newspaper

___ Other

Title:

Author/Producer:

2. What brought this title to your attention?

3. Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side as needed.) Comment:

4. What resource(s) do you suggest to provide additional information on this topic?

Return to Library Director, Cedar Falls Public Library
524 Main Street, Cedar Falls, IA 50613

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking?

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

We cut off literature at the source if we prevent writers from dealing with the stuff of life.

Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves

Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)

of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by The American Library Association and Association of American Publishers.

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

AMERICAN LIBRARY ASSOCIATION FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

**Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)**

AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Professional Reviews for *How Do You Make a Baby?* by Anna Fiske

From School Library Journal

K-Gr 4—Fiske combines frank, straightforward text with cartoon-style illustrations to explain to children where babies come from. This nonfiction book details each step of the process, from conception to birth. The text begins with the statement, "Making a baby begins with love. There are many kinds of love." The illustrations depict how couples express their love by having sex. In the next spread, the text asks the reader to identify which couples in an array of illustrations are having sex. There is information on the science of conception; multiple illustrations show sperm competing to fertilize an egg. The uncertain time line for successful fertilization and the possibility of turning to in-vitro fertilization are included. Gestation is covered from a biological standpoint and through humorous depictions of women in various stages of pregnancy, from morning sickness to the ninth month of pregnancy. The anticipation and joy of birth are evoked and accompanied by artwork and text that provide medical details. One spread shows the doctor cutting the umbilical cord. A drawing on the right side of the page shows the doctor holding the placenta. The couples and their babies are racially diverse, and same-sex couples are represented. Fiske concludes that a new baby is "the most brilliant and beautiful" miracle. VERDICT An informational and fun treatment of what can be a difficult subject. Readers will appreciate the humor and straightforward presentation. Recommended for general purchase.—Theresa Muraski, Univ. of Wisconsin-Stevens

Horn Book Magazine

January 9, 2021

With a combination of cartoon illustrations, goofy humor, and candid information, this very Scandinavian baby-making primer approaches the topic with eyes wide open. The title question yields some ridiculous answers ("With dangerous chemicals? With butter, sugar, flour, and eggs?") before getting serious ("Making a baby begins with love"). After some real talk about how couples express affection ("Cuddling together naked, man and woman, woman and woman, or man and man is called having sex. It's something adult couples do because they're close and they like it"), Fiske covers the basics -- conception, embryo development, pregnancy -- in some depth. The journey of the sperm to the egg, for example, plays out over nine pages. Fiske includes the fact that having sex doesn't always result in a pregnancy and that some couples are unable to conceive ("We don't have any sperm"). The drawings maintain a sense of humor while introducing forthright details about intercourse: as a naked man and woman kiss, his erect penis says, "Hello!" and her vagina replies, "Come in!" This covers-off look at baby-making doesn't leave much to the

imagination; those seeking an uninhibited approach to the topic will welcome this book's directness. Kitty Flynn January/February 2021 p.128(c) Copyright 2021. The Horn Book, Inc., a wholly owned subsidiary of Media Source, Inc.

Kirkus Reviews

August 4, 2020

Finally: a “where do babies come from” book that doesn’t mince words—or pictures. This frank, cartoon-illustrated picture book answers its titular question with Scandinavian directness. “People in love enjoy being as close as possible. They hug, kiss and touch each other.” So far this is much like many others of its ilk, but then: “To get even closer they take off their clothes and hug. When Papa’s penis is in Mama’s vagina they’re as close as two people can be.” Illustrating this is a goofy cartoon of nude sexual partners, the penis uttering a cheery “Hello!” and the vagina responding, “Come in!” It’s as far from prurient as can be imagined. In vitro fertilization and the unpredictable timeline of typical fertilization are both addressed before the book moves on to pregnancy and birth, the latter of which is visually presented as directly as intercourse was. Internal views of swimming sperm and gestating babies speak to the science of conception and pregnancy. Adults and babies are racially diverse; while the emphasis is on opposite-sex partnership and parenthood, same-sex couples are present in both text and pictures. Gender identity goes unmentioned, as does gestational surrogacy, and the one page on adoption cannot begin to encompass its complexity. The text’s mild cheekiness balances the informational load and should ease shared read-alouds in families unaccustomed to this book’s straightforwardness. Answers an often difficult question with humor and even grace. (Informational picture book. 8-12) Copyright © Kirkus Reviews, used with permission.

Publishers Weekly

June 29, 2020

A frank, conversational narrative and playful illustrations convey information about conception, gestation, and birth in this limited introduction to an often-taboo topic: babies’ provenance. Fiske dives right in, inviting reader interaction: one spread asks readers to identify “who is having sex here” among loving couples rendered in energetic cartoon line drawings. Fiske doesn’t shy away from showing genitals and coitus, and includes descriptions of in vitro fertilization (for couples who “can’t make babies when they have sex”) as well as adoption (parents who “have been waiting a very, very, very long time”) alongside humorous depictions of smooching duos and swimming sperm. For all its apparent straightforwardness, however, the volume misses myriad opportunities: while vaginal and cesarean births are plainly presented (albeit sans fluids), ovaries aren’t clearly

shown until well after their first reference; the text also confuses sex and gender (“The sperm determines whether it will be a girl or a boy”). Gay and straight couples are featured, as is an individual wearing heels and earrings with a suit and tie, but heterosexual duos dominate the framing, and the book lacks references to nonbinary and trans people in its descriptions of fertilization and pregnancy (“Pregnant mothers all look different”). More irreverent than inclusive, this effort is restricted in its applicability. Ages 7–10.