

Huntsville-Madison County Public Library
Board of Directors Meeting
MINUTES
November 10, 2021

The meeting was called to order by the Chairman.

Present: Lee Jones, Chairman
Melissa Thompson, Vice Chair
G. W. Boon, Member
Ranae Bartlett, Member
Doug Martinson, Member
Cindy Hewitt, Executive Director
Connie Chow, Deputy Director
Bill Cooper, Friends of the Library
Ronica Ondocsin, Huntsville Library Foundation
Christina Tabereaux, Huntsville Library Foundation
Dorothie Linton, Recorder

Approval of Agenda

Mr. Jones asked for additions or corrections to the Agenda and hearing none called for a motion to approve the Agenda as presented. Ms. Thompson motioned to approve, Mr. Boon seconded, and the motion carried.

Approval of Minutes

Mr. Jones called for additions or corrections to the Minutes. Ms. Bartlett motioned to approve the Minutes as presented, Mr. Boon seconded, and the motion carried.

Executive Director's Report

Activity Report

Ms. Hewitt reported that the library's circulation statistics are good, with the new South Huntsville Branch facility circulation numbers nearly even with the Madison Branch. The Downtown Huntsville Branch did see a decrease in circulation due to a power failure lasting multiple days.

Use of the library's downloadable media is increasing with the BLAST Music platform seeing lots of usage. The library has added a new streaming service called Kanopy through its existing OverDrive Media service and it had been very popular.

Wi-Fi hotspots are still very popular and the library will be adding 100 new hotspots to meet demand.

Use of curbside pick-up services is declining but will remain as a permanent service for patrons who could benefit from the convenience as long as there is demand.

Financial Report

Ms. Hewitt reported that overall the Library is in good financial standing.

Strategic Planning Update

Ms. Hewitt announced that the library has been awarded a \$15,000 dollar grant to provide Google Certification classes to the public in line with HMCPL Strategic Goal 2.

The Realtors Association will begin sponsoring the HMCPL newsletter in line with HMCPL Strategic Plan Goal 3, increasing the library's community presence.

In line with HMCPL Strategic Plan Goal 5, the North Huntsville Library will be partnering with Calhoun Community College on resources for individuals searching for jobs.

The Triana Library has partnered with the Alabama Department of Fish and Wildlife to provide education and access to fishing equipment. A partnership event held in October saw great response, with 75 attendees.

Branch Updates

Ms. Hewitt informed the Board that the town of New Hope will work with the library to provide input for a facility that will house a new library to replace the recently closed Elizabeth Carpenter Library of New Hope. The new space will be 68 feet by 50 feet and will have access to an adjacent meeting space. The library will be responsible for all furnishings. There is no timeline as of yet but work on finishing the new space could begin as early as the next fiscal year.

LSTA FY2023 Grant

Ms. Hewitt announced that the library will submit a letter of intent for the FY2023 LSTA grant cycle to provide funds to support adding RFID equipment at the four locations that currently do not have any. The total amount needed to complete the project is under \$10,000.

Downtown Branch Committee Report

Ms. Thompson presented that the committee to review the current Downtown Huntsville Branch facility has met and begun the process of evaluating the option of renovating the existing facility in comparison to a new facility. There is a tentative timeline of three years but the committee is

still in the early stages of its work and will be continuing to meet with the City of Huntsville to explore options that best meet the Library's needs.

Foundation Report

Ms. Ondocsin reported that the annual Vive Le Livre event was a success with over 320 attendees present.

The Foundation has elected new officers as follows:

Marie Newberry, Chair
Holly McCarty, Vice-Chair
Lain Littleton, Treasurer
Linda Smith, Secretary

Friends of the Library Report

Mr. Cooper announced that the Friends bookstore had \$36,000 in sales for the calendar year thus far. The additional hours the bookstore has been open have helped greatly to see a return to numbers comparable with numbers from 2020. Recruitment numbers remain low. The Friends are anticipating a return to pre-COVID-19 hours for the bookstore.

New Business

Approve Updated HR Policy: Section 8.6 Holidays

Ms. Hewitt presented a proposed revision to existing staff policy 8.6. After brief discussion, Ms. Thompson motioned to approve the revisions, Mr. Boon seconded, and the motion carried.

Approve MOA with NACH

Ms. Chow presented a new MOA with the North Alabama Coalition for the Homeless. Mr. Martinson motioned to approve the revisions, Ms. Bartlett seconded, and the motion carried.

Reallocate New Hope Budget to New Building

Ms. Hewitt put forth a request to reallocate the former New Hope Branch budget towards the new facility for the FY2022 budget. The \$75,000 will be used to finish the library space. Ms. Thompson motioned to approve the reallocation, Ms. Bartlett seconded, and the motion carried.

Insurance Bid Policy Change

Ms. Hewitt presented a recommendation from the library's current insurance broker to change existing policy of opening bids for insurance coverage every three years to a less frequent bid request process. The Board discussed the evaluation of received bids and the process that other agencies go through as well as questioning the cost of brokerage fees. After discussion, the Board requested further information before voting on a change to library policy.

New Vaccine Mandate Effective Nov 5, 2021

Ms. Linton presented information on the new OSHA COVID-19 Vaccine Mandate and possible compliance options for the Library should the mandate go fully into effect. The Board discussed the potential need for changes to Library policy in line with the mandate should it go into effect and agreed to revisit the issue pending the outcome of legal challenges to the mandate.

Proposed Dates for 2022 Board Meetings

Ms. Hewitt presented the proposed dates for Library Board meetings for 2022. The dates were approved as presented with no changes.

Next Meeting Date

The next meeting will be January 19, 2022 at the South Huntsville Library.

There being no further business the meeting adjourned.

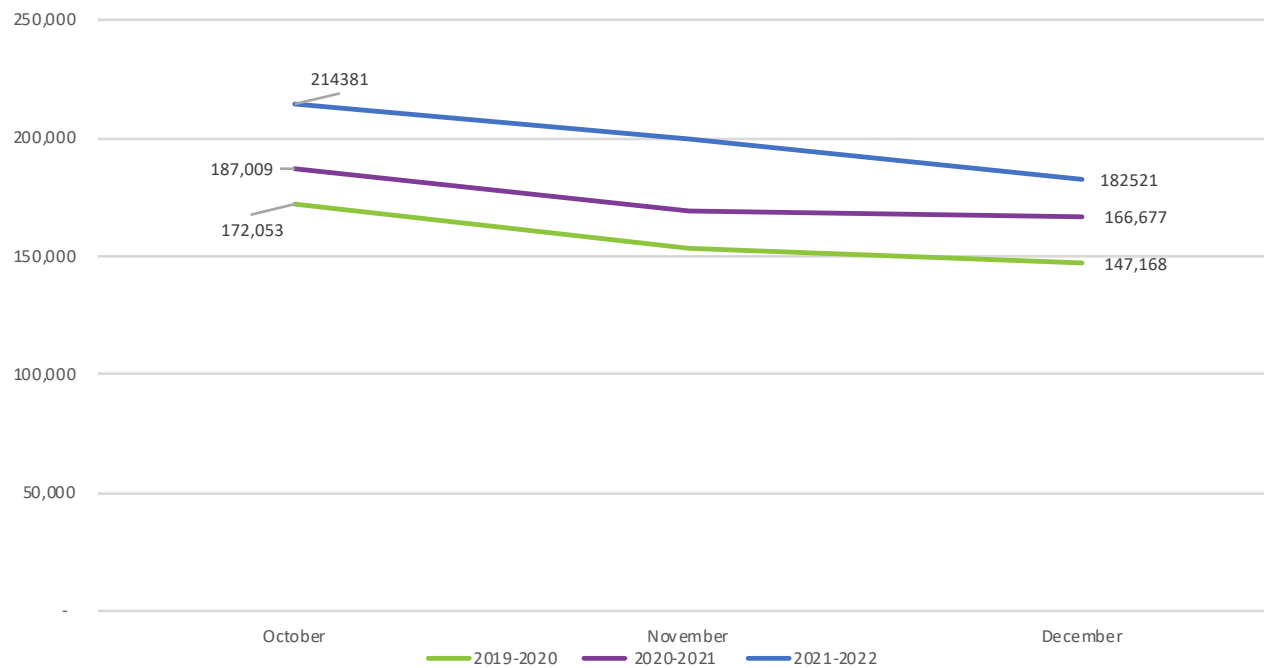
Submitted by:

Approved:

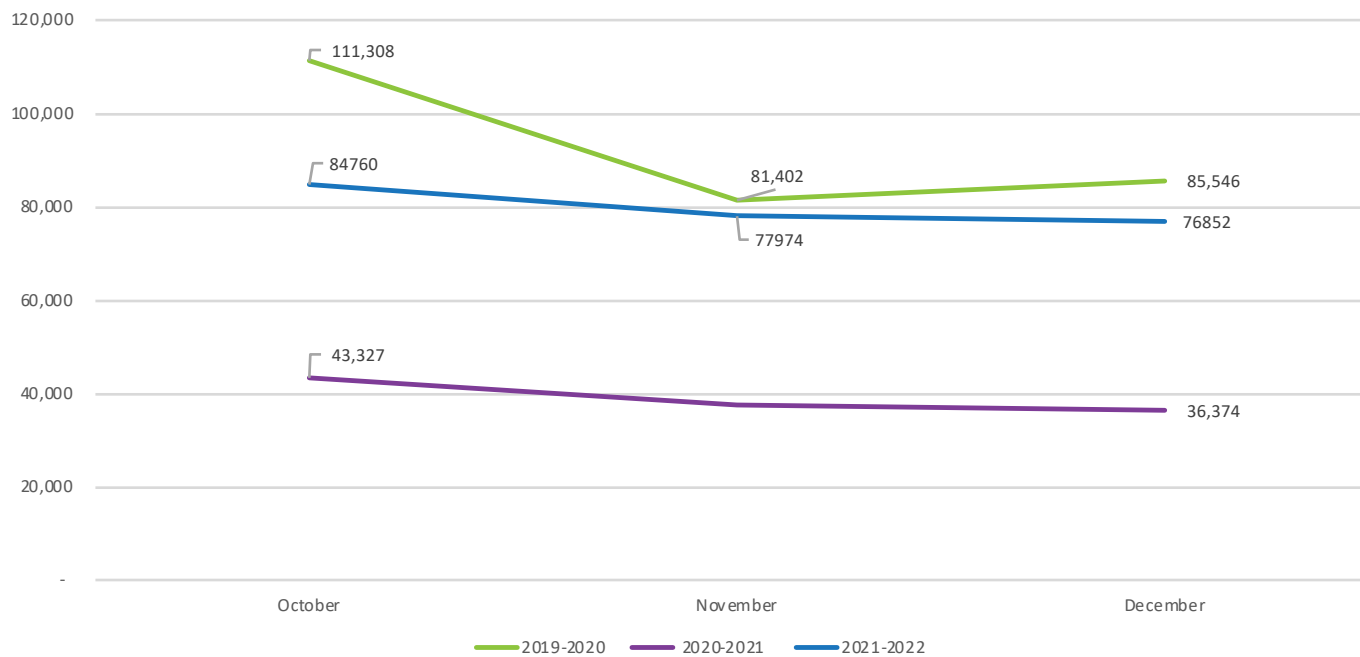
Dorothie Linton

Lee Jones, Chairman

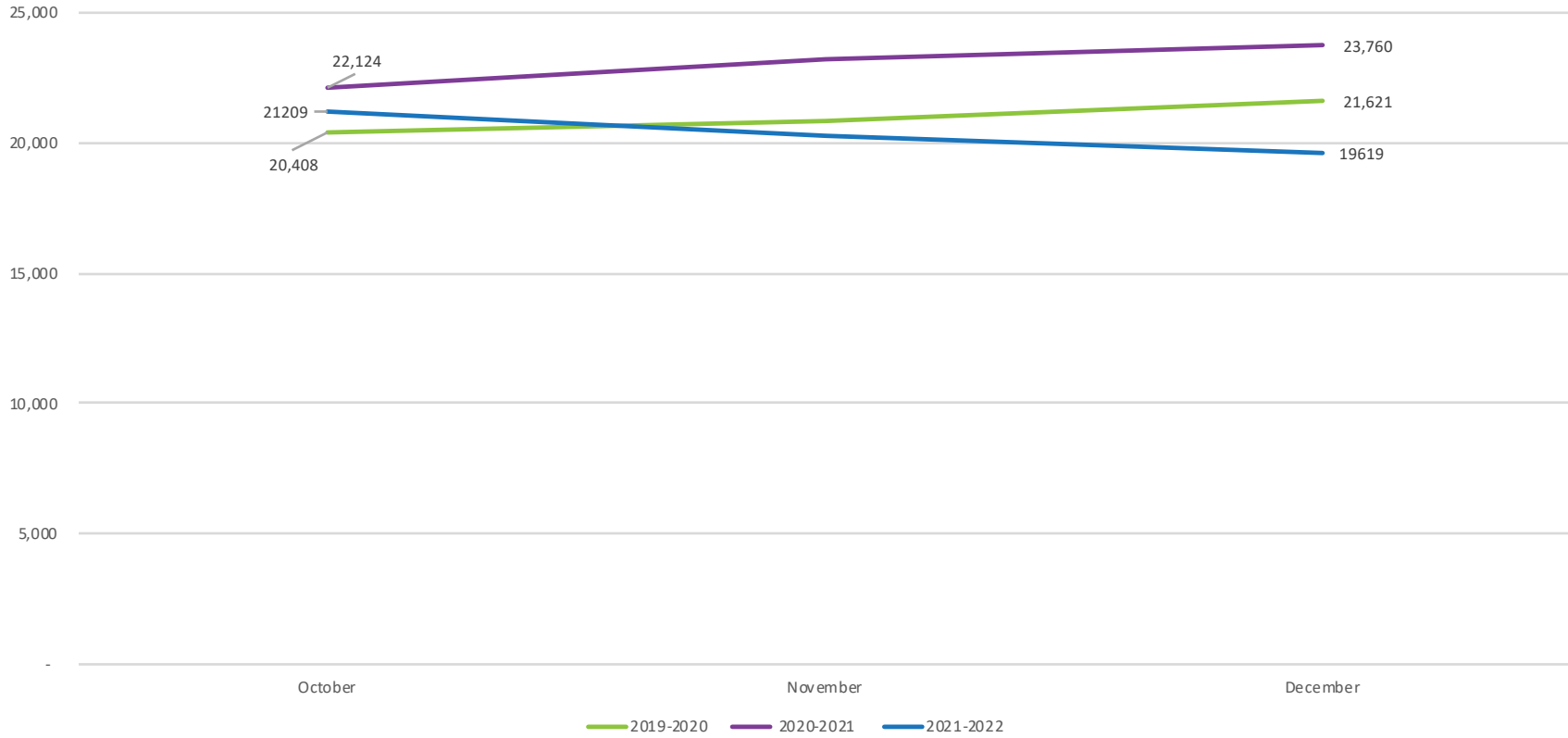
Systemwide Circulation - FY 2020-2022



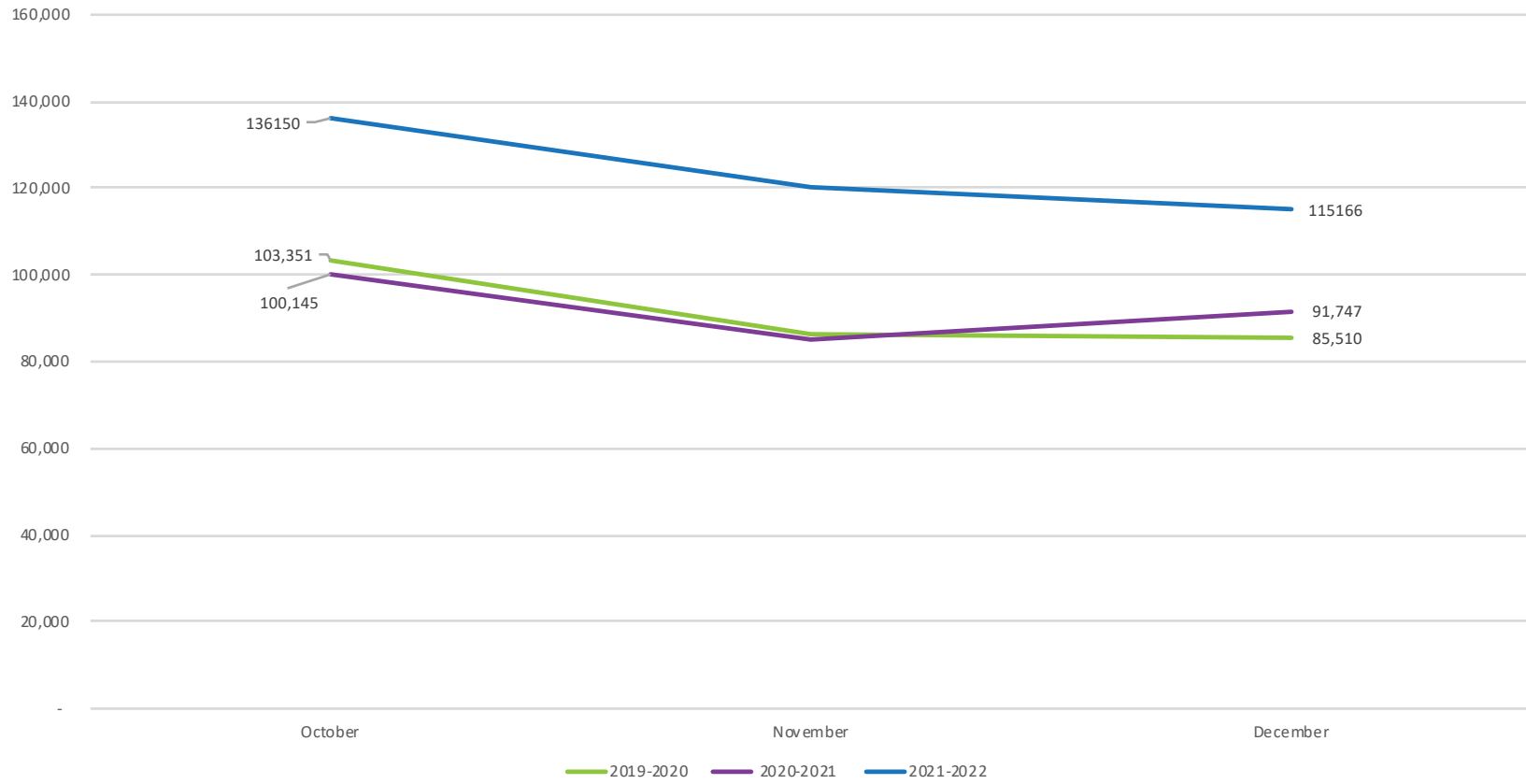
Systemwide Library Visits FY 2020- 2022



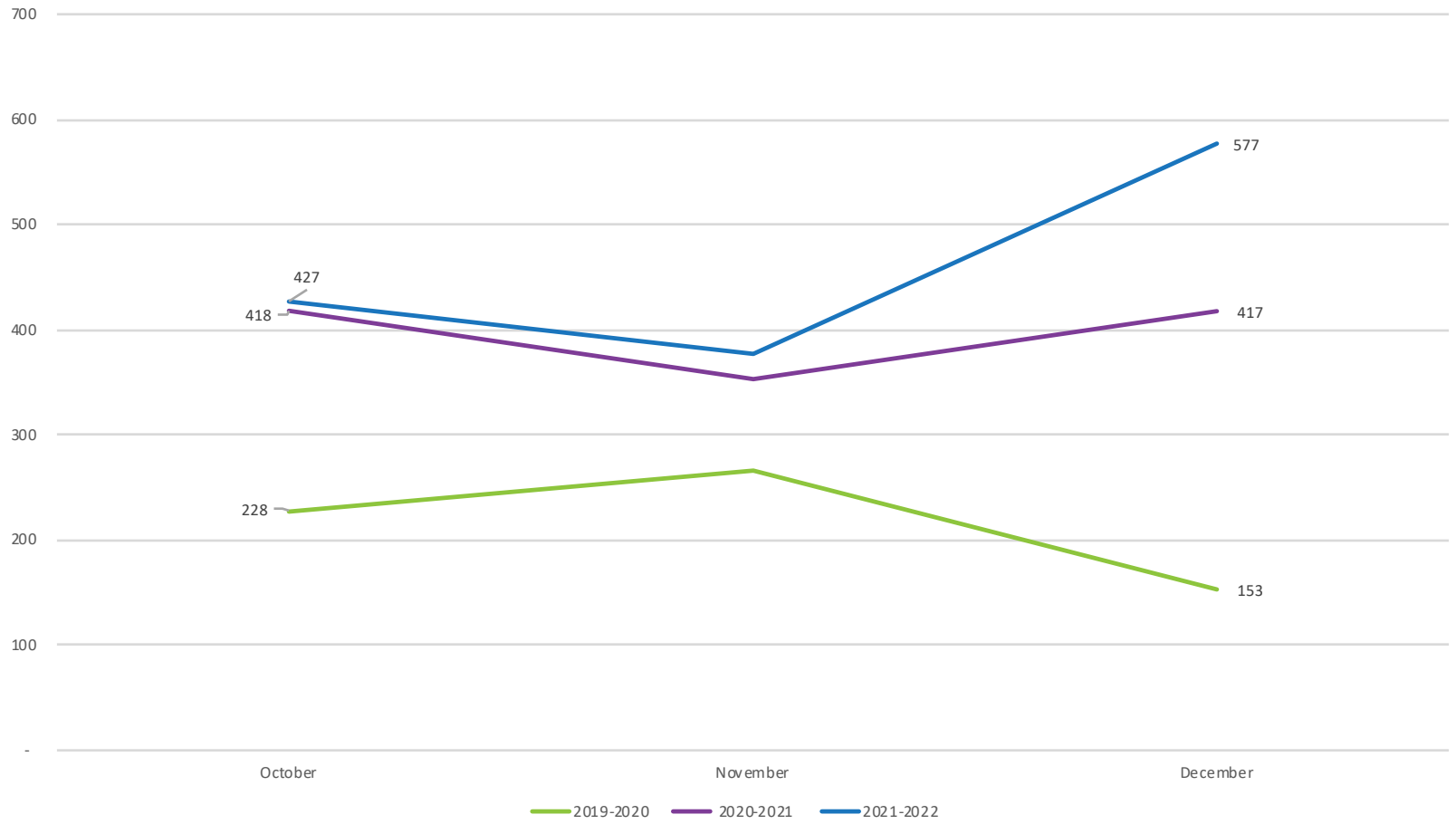
Downloadables - FY 2020-2022



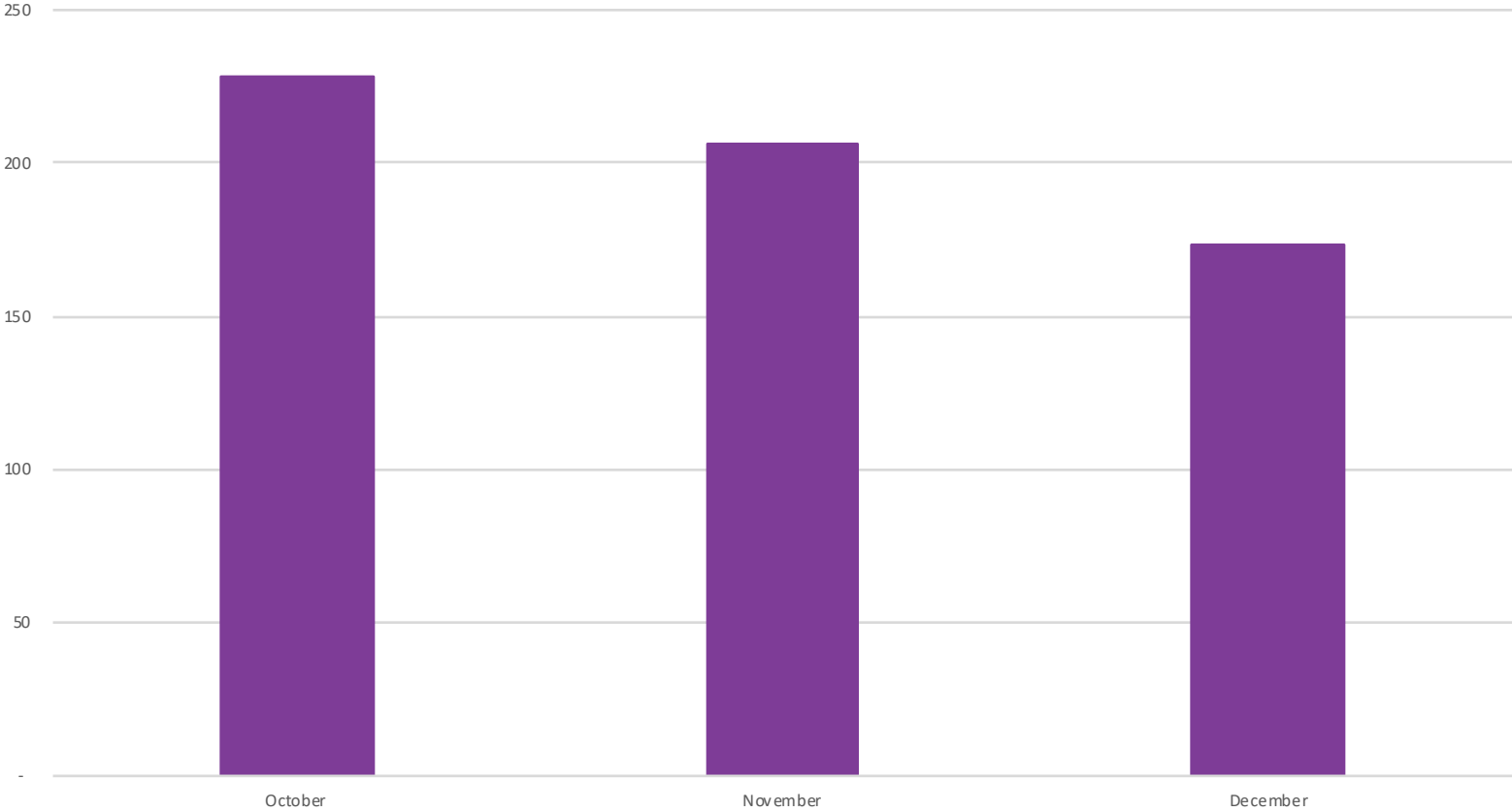
HMCPL.org Visits - FY 2020-2022



Hotspot Circulation



Curbside Interactions



December 2021 HMCPL Statistics

Systemwide Circulation				
	FY2020	FY2021	FY2022	% +/-
October	172,053	187,009	214,381	14.64%
November	153,188	169,056	200,100	18.36%
December	147,168	166,677	182,521	9.51%
January	166,226	164,800		
February	163,794	162,561		
March	132,898	188,251		
April	41,904	170,748		
May	119,446	177,034		
June	108,940	212,220		
July	169,057	211,705		
August	194,266	185,968		
September	192,233	195,892		
Year	1,761,173	2,191,921	597,002	

Systemwide totals include downloadables.

hmcpl.org				
	FY2020	FY2021	FY2022	% +/-
October	103,351	100,145	136,150	35.95%
November	86,458	85,104	120,147	41.18%
December	85,510	91,747	115,166	25.53%
January	110,451	100,380		
February	102,681	94,860		
March	88,569	69,871		
April	38,194	132,669		
May	132,702	152,925		
June	123,503	134,248		
July	122,145	136,236		
August	116,087	136,580		
September	115,587	131,500		
Year	1,225,238	1,366,265	371,463	

Number of visits to hmcpl.org website including our public catalog.

Downloadables				
	FY2020	FY2021	FY2022	% +/-
October	20,408	22,124	21,209	-4.14%
November	20,804	23,235	20,272	-12.75%
December	21,621	23,760	19,619	-17.43%
January	22,311	24,500		
February	21,456	24,503		
March	23,201	18,179		
April	26,390	16,734		
May	25,805	17,997		
June	24,200	17,739		
July	25,293	18,790		
August	25,360	21,112		
September	23,698	22,326		
Year	280,547	250,999	61,100	

*Downloadables include digital media from Hoopla, Freegal, Overdrive, Freeding, Blast, Kanopy, & Gutenberg
 *Hoopla went live on March 24, 2020
 *Freegal Music was discontinued at the end of February 2021
 *Blast went live on August 31, 2021
 *Kanopy went live on October 1, 2021

Music Downloadables				
	FY2020	FY2021	FY2022	% +/-
October	5,726	6,206	12,101	-80.50%
November	7,427	7,391	664	-91.02%
December	8,366	7,939	666	-91.61%
January	7,487	7,237		
February	7,432	7,560		
March	6,670	157		
April	7,108	121		
May	7,167	95		
June	6,628	98		
July	8,018	103		
August	8,357	2,009		
September	7,515	4,108		
Year	87,901	43,024	2,540	

*Music Downloadables includes Freegal, Blast, and Hoopla (music)
 *Freegal Music was discontinued at the end of February 2021
 *Blast went live on August 31, 2021

Wi-Fi # of Logins				
	FY2020	FY2021	FY2022	% +/-
October	49,515	9,793	18,969	93.70%
November	29,942	6,983	15,534	122.45%
December	27,298	7,101	14,112	98.73%
January	31,141	6,575		
February	29,510	5,726		
March	17,026	7,506		
April	4,536	7,250		
May	8,144	6,090		
June	10,614	12,601		
July	10,688	13,865		
August	11,212	13,407		
September	11,181	14,202		
Year	240,807	111,099	48,615	

*In May 2021, wireless access points were upgraded, with different statistical reporting. IT adjusted reporting measures in order to accurately capture statistics.

Wi-Fi Volume of Downloads (TB)				
	FY2020	FY2021	FY2022	% +/-
October	3.12	0.90	0.36	-59.91%
November	2.54	0.68	0.52	-23.53%
December	2.56	0.73	0.57	-22.24%
January	2.70	0.75		
February	3.03	0.64		
March	1.66	0.99		
April	0.31	0.85		
May	0.64	0.64		
June	0.73	0.78		
July	0.82	0.79		
August	0.97	0.62		
September	0.98	0.47		
Year	20	8.84	1.45	

*The volume of downloads is calculated in terabytes.
 *Volume of Downloads post-May 2021 does not include branches with the new wireless access points.

Public Computer Use				
	FY2020	FY2021	FY2022	% +/-
October	12,537	2,822	4,472	58.47%
November	9,624	2,330	4,280	83.69%
December	10,466	2,221	4,143	86.54%
January	12,114	2,467		
February	11,569	2,274		
March	5,723	3,008		
April	-	3,065		
May	10	3,592		
June	1,258	4,584		
July	2,370	4,817		
August	2,447	4,965		
September	2,456	4,528		
Year	70,574	40,673	12,895	

Online Database Use				
	FY2020	FY2021	FY2022	% +/-
October	52,148	77,038	54,881	-28.76%
November	92,516	21,573	53,773	149.26%
December	45,374	23,231	46,401	99.74%
January	69,749	19,763		
February	61,072	35,627		
March	23,152	175,379		
April	29,301	56,558		
May	19,328	43,480		
June	24,125	83,585		
July	25,775	23,626		
August	68,739	22,406		
September	39,108	35,283		
Year	550,387	617,549	155,055	

*Statistical definitions were adjusted to be more accurate in FY2021.
 *Statistics for FY2020 were recalculated accordingly
 *April 2021 Database Statistics missing numbers from MyHeritage due to vendor reporting.

Reference Questions				
	FY2020	FY2021	FY2022	% +/-
October	24,049	24,821	10544	-57.52%
November	19,099	21,789	11271	-48.27%
December	22,954	22,369	12256	-45.21%
January	23,920	23,555		
February	22,527	21,252		
March	14,012	18,208		
April	996	14,897		
May	6,984	17,388		
June	7,881	16,362		
July	8,641	14,648		
August	12,091	12,150		
September	24,473	10,757		
Year	187,627	218,196	34071	

Program Attendance				
	FY2020	FY2021	FY2022	% +/-
October	13,278	7,182	6891	-4.05%
November	9,429	2,937	5061	72.32%
December	7,362	3,300	4321	30.94%
January	9,840	3,427		
February	9,453	3,557		
March	3,706	4,168		
April	3,450	5,448		
May	2,131	3,917		
June	3,399	7,121		
July	3,385	3,245		
August	2,888	2,211		
September	5,254	2,145		
Year	73,575	48,658	16273	

*New reporting parameters from APLS affect June 2021 forward. The new numbers do not include passive programs.

*November, December 2021 numbers do not include LearningQuest

Cavalry Hill Circulation				
	FY2020	FY2021	FY2022	% +/-
October	696	625	798	27.68%
November	756	549	535	-2.55%
December	907	811	601	-25.89%
January	1,051	598		
February	703	578		
March	539	1,277		
April	102	1,092		
May	118	728		
June	360	1,044		
July	507	841		
August	570	994		
September	451	932		
Year	6,760	10,069	1,934	

Downtown Circulation				
	FY2020	FY2021	FY2022	% +/-
October	40,407	43,425	33272	-23.38%
November	33,318	36,606	28553	-22.00%
December	31,915	35,739	28965	-18.95%
January	36,418	33,258		
February	36,967	33,084		
March	27,827	43,385		
April	3,743	36,464		
May	19,016	36,440		
June	18,391	43,946		
July	35,569	47,614		
August	41,760	55,073		
September	41,973	54,181		
Year	367,304	499,215	90,790	

*Downtown had a power failure and was closed October 5-13, 2021

Gurley Circulation				
	FY2020	FY2021	FY2022	% +/-
October	3,935	4,817	5006	3.92%
November	3,308	4,018	4746	18.12%
December	2,776	4,454	4733	6.26%
January	3,186	4,603		
February	3,592	4,441		
March	3,481	5,135		
April	549	4,642		
May	2,305	4,416		
June	1,816	5,869		
July	3,418	5,677		
August	4,329	5,101		
September	4,382	5,486		
Year	37,077	58,659	14,485	

Hazel Green Circulation				
	FY2020	FY2021	FY2022	% +/-
October	5,432	6,072	6326	4.18%
November	4,406	5,139	5697	10.86%
December	4,376	5,239	5319	1.53%
January	5,385	5,326		
February	5,627	5,198		
March	3,704	7,150		
April	388	5,821		
May	2,670	6,315		
June	2,665	7,622		
July	4,507	7,788		
August	5,519	7,477		
September	6,004	6,449		
Year	50,683	75,596	17,342	

Madison Circulation				
	FY2020	FY2021	FY2022	% +/-
October	48,059	55,445	62070	11.95%
November	42,063	47,155	55162	16.98%
December	40,057	47,250	51311	8.59%
January	45,565	47,234		
February	46,564	47,344		
March	35,566	58,361		
April	3,727	53,188		
May	34,595	55,159		
June	32,088	69,350		
July	51,224	69,892		
August	59,212	64,453		
September	57,605	58,784		
Year	496,325	673,615	168,543	

Monrovia Circulation				
	FY2020	FY2021	FY2022	% +/-
October	12,419	13,918	12554	-9.80%
November	10,091	12,190	11802	-3.18%
December	10,128	12,276	10845	-11.66%
January	10,568	11,744		
February	11,187	11,769		
March	8,788	13,756		
April	886	11,827		
May	9,761	11,869		
June	9,462	13,719		
July	15,106	13,854		
August	16,820	13,483		
September	15,650	12,990		
Year	130,866	153,395	35,201	

New Hope Circulation				
	FY2020	FY2021	FY2022	% +/-
October	1,983	1,926	1346	-30.11%
November	1,740	1,835	146	-92.04%
December	1,858	2,458	1	-99.96%
January	1,648	2,018		
February	1,890	1,643		
March	1,281	1,905		
April	97	2,149		
May	1,352	2,374		
June	1,002	3,111		
July	1,838	3,007		
August	1,982	3,483		
September	2,040	3,073		
Year	18,711	28,982	1,493	

*New Hope closed to the public September 30, 2021. Statistics following this are renewals.

North Huntsville Circulation				
	FY2020	FY2021	FY2022	% +/-
October	-	-	12570	
November	-	-	10525	
December	-	-	10101	
January	-	-		
February	-	-		
March	-	265		
April	-	5,655		
May	-	9,522		
June	-	12,126		
July	-	12,864		
August	-	11,988		
September	-	11,849		
Year	-	64,269	33,196	

North Huntsville opened April 5, 2021. Statistics prior to this are renewals.

South Huntsville Circulation				
	FY2020	FY2021	FY2022	% +/-
October	-	-	57753	
November	-	-	57424	
December	-	-	49481	
January	-	-		
February	-	-		
March	-	-		
April	-	-		
May	-	-		
June	-	-		
July	-	-		
August	-	-		
September	-	6155		
Year	-	6155	164658	

*South Huntsville opened September 28, 2021.

Outreach Circulation				
	FY2020	FY2021	FY2022	% +/-
October	2,540	224	465	107.59%
November	6,484	4,492	4340	-3.38%
December	4,182	540	693	28.33%
January	6,709	3,031		
February	1,652	2,480		
March	3,660	1,251		
April	2,030	1,181		
May	5,453	1,037		
June	417	1,841		
July	281	803		
August	1,953	1,551		
September	2,357	4,059		
Year	37,718	22,490	5,498	

Triana Circulation				
	FY2020	FY2021	FY2022	% +/-
October	599	523	1012	93.50%
November	405	445	898	101.80%
December	293	401	852	112.47%
January	631	345		
February	611	292		
March	303	404		
April	5	517		
May	423	480		
June	353	879		
July	449	1,055		
August	390	982		
September	447	1,025		
Year	4,909	7,348	2,762	

Number of Library Visitors by Branch									
	Cavalry Hill			Downtown			Gurley		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	3,535	194	1083	48,975	17,754	15955	1,396	1,119	910
November	2,180	271	1027	36,156	14,517	19810	771	562	697
December	2,471	249	1212	37,344	14,375	20429	1,022	909	329
January	2,941	209		41,476	15,498		1,214	774	
February	2,901	305		43,992	14,833		1,326	620	
March	1,563	737		21,341	19,365		804	980	
April	12	592		51	18,643		66	1,118	
May	21	764		5,082	18,348		726	1,016	
June	414	1,438		10,699	25,450		940	1,545	
July	598	1,319		14,954	27,262		967	1,335	
August	469	947		16,106	29,461		1,116	1,585	
September	528	1,011		15,582	26,208		1,223	1,343	
Year	17,633	8,036	3,322	291,758	241,714	56,194	11,571	12,906	1,936

	Hazel Green			Madison			Monrovia		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	1,972	2,359	2577	27,703	10,165	18387	5,735	2,520	3174
November	2,093	2,018	2303	21,320	10,011	15105	140	2,281	2795
December	2,920	2,109	2348	21,305	7,790	15027	1,887	2,354	2943
January	3,213	2,091		25,340	9,379		5,144	2,282	
February	3,156	2,126		24,355	9,096		5,291	2,255	
March	1,833	2,579		14,707	10,250		2,871	2,836	
April	194	2,522		287	9,471		79	2,708	
May	1,132	2,128		8,269	11,792		1,439	2,716	
June	1,912	3,084		1,905	20,475		2,139	3,563	
July	2,030	3,101		11,784	19,334		2,739	3,382	
August	2,267	2,681		12,398	19,154		2,800	3,384	
September	1,868	2,573		9,846	17,367		2,714	3,239	
Year	24,590	29,371	7,228	179,219	154,284	48,519	32,978	33,520	8,912

	New Hope			North Huntsville			South Huntsville		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	2,236	565	135	-	-	10091	-	-	30994
November	1,189	569	0	-	-	7890	-	-	27323
December	820	586	0	-	-	7827	-	-	25155
January	1,335	572		-	-		-	-	
February	1,340	487		-	-		-	-	
March	613	606		-	-		-	-	
April	1	671		-	6,571		-	-	
May	143	715		-	6,722		-	-	
June	331	1,074		-	10,240		-	-	
July	409	815		-	8,541		-	-	
August	590	956		-	8,719		-	-	
September	613	1,051		-	8,349		-	2892	
Year	9,620	8,667	135	0	49,142	25,808	0	2892	2892

*South Huntsville branch opened September 28, 2021. People counters began September 29.
 *New Hope closed September 30, 2021

	Triana		
	FY2020	FY2021	FY2022
October	1,968	455	1454
November	1,912	327	1024
December	1,834	311	1312
January	2,117	311	
February	2,066	399	
March	1,184	855	
April	13	874	
May	5	793	
June	5	1,299	
July	299	1,813	
August	416	1,084	
September	210	966	
Year	12,029	9,487	3,790

	Total Number of Library Visitors-HMCPL		
	FY2020	FY2021	FY2022
October	111,308	43,327	84,760
November	81,402	37,658	77,974
December	85,546	36,374	76,582
January	101,310	38,543	0
February	102,828	36,566	0
March	53,829	45,412	0
April	1,760	49,902	0
May	18,300	51,361	0
June	25,469	75,442	0
July	42,007	68,162	0
August	44,514	67,971	0
September	41,060	64,999	0
Year	709,333	615,717	239,316

Hotspot Circulation									
	Cavalry Hill			Downtown			Gurley		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	4	14	8	80	210	93	0	9	53
November	10	10	8	100	176	100	0	7	35
December	6	11	18	49	201	218	1	10	33
January	14	22		95	172		1	8	
February	10	20		92	197		7	11	
March	3	32		163	202		12	15	
April	0	36		231	157		0	14	
May	0	26		245	135		0	16	
June	0	28		341	286		5	8	
July	0	26		263	98		2	8	
August	2	45		234	155		11	17	
September	2	17		214	150		6	18	
Year	51	287	34	2,107	2,139	411	45	141	121

	Hazel Green			Madison			Monrovia		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	41	54	76	23	31	46	13	18	36
November	39	54	70	28	21	63	22	21	22
December	19	79	77	19	39	66	13	16	43
January	45	69		35	43		35	12	
February	51	68		36	20		20	12	
March	21	85		4	42		20	11	
April	0	75		0	44		0	14	
May	4	65		4	46		6	11	
June	15	78		47	47		8	5	
July	50	68		19	51		9	15	
August	68	71		89	58		12	25	
September	74	77		49	53		12	34	
Year	427	843	223	353	495	175	170	194	101

	New Hope			North Huntsville			South Huntsville		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	23	44	0	-	0	87	-	-	27
November	26	31	0	-	0	46	-	-	33
December	20	30	0	-	0	67	-	-	54
January	35	38		-	0		-	-	
February	43	32		-	0		-	-	
March	25	64		-	0		-	-	
April	0	46		-	4		-	-	
May	22	50		-	4		-	-	
June	5	44		-	16		-	-	
July	56	34		-	23		-	-	
August	52	47		-	24		-	-	
September	42	50		-	19		-	6	
Year	349	510	0	0	90	200	0	6	114

	Triana		
	FY2020	FY2021	FY2022
October	0	0	1
November	0	0	0
December	0	0	1
January	0	0	
February	0	0	
March	0	0	
April	0	0	
May	0	0	
June	0	0	
July	0	0	
August	0	0	
September	0	0	
Year	0	0	2

	Total Hotspot Circulation-HMCPL		
	FY2020	FY2021	FY2022
October	184	380	427
November	225	320	377
December	127	386	577
January	260	364	0
February	259	360	0
March	248	451	0
April	231	390	0
May	281	353	0
June	421	512	0
July	399	323	0
August	468	442	0
September	399	424	0
Year	3,502	4,705	1,381

Devices in Circulation as of	1/3/21	110
Devices on Hold as of	1/3/21	96

2020-2021 Number of Curbside Interactions by Branch

	Cavalry Hill		Downtown		Gurley		Hazel Green		Madison	
	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022
October	-	-	-	53	-	8	-	0	-	101
November	-	-	-	60	-	4	-	1	-	61
December	-	-	-	59	-	3	-	0	-	48
January	-	-	179		18		58		189	
February	-	-	537		62		42		670	
March	-	-	406		64		4		629	
April	-	-	248		47		11		527	
May	-	-	166		25		16		342	
June	-	-	126		25		2		181	
July	-	-	140		32		3		123	
August	-	-	190		25		2		165	
September	-	-	165		14		-		122	
Year	0	0	2,157	172	312	15	138	1	2,948	210

*HMCPL started formally tracking curbside interactions mid-January 2021. The Curbside Service began in May 2020

*Due to the nature of the building, Cavalry Hill is unable to offer curbside pickup.

	Monrovia		New Hope		North Huntsville		South Huntsville		Triana	
	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022
October	-	49	-	0	-	5		12	-	0
November	-	58	-	0	-	10		12	-	0
December	-	40	-	0	-	3		20	-	0
January	53		2		-				3	
February	146		28						-	
March	141		16		-				-	
April	146		8		3				-	
May	85		4		-				-	
June	124		5		5				-	
July	80		10		5				-	
August	106		5		5				-	
September	84		-		7		1		-	
Year	965	147	78	0	25	18	1	44	3	0

* North Huntsville opened April 5, 2021

*South Huntsville opened September 28, 2021

Total Number of Curbside Interactions-HMCPL		
	FY2021	FY2022
October	0	228
November	0	206
December	0	173
January	502	0
February	1,485	0
March	1,260	0
April	990	0
May	638	0
June	468	0
July	393	0
August	498	0
September	393	0
Year	6,627	607

FINANCIAL ANALYSIS

OCT 21-DEC 21

TOTAL						
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 21	Budget	\$ Over Budget	% of Budget	INCOME AND EXPENSE SHOULD BE AT 25%
Ordinary Income/Expense						
Income						
	GOVERNMENT SUPPORT	1,729,908.15	6,874,906.00	-5,144,997.85	25.16%	
	FRIENDS OF THE LIBRARY SUPPORT	23,915.63	78,000.00	-54,084.37	30.66%	FRIENDS OF THE LIBRARY SUPPORT-Increased activity at the library.
	FOUNDATION SUPPORT	70,000.00	70,000.00	0.00	100.0%	FOUNDATION SUPPORT-Paid Annual Support
	INVESTMENT INCOME	11,296.77	30,625.00	-19,328.23	36.89%	INVESTMENT INCOME-Additional payout Hawthorne Trust \$4,341.
	FEES	45,831.31	131,801.00	-85,969.69	34.77%	FEES--Increased activity at the library.
	FINES/	16,470.63	49,800.00	-33,329.37	33.07%	FINES/-Increased activity at the library.
	GIFTS and GRANTS	32,379.63	225,430.00	-193,050.37	14.36%	
	MISCELLANEOUS	7,580.22	0.00	7,580.22	100.0%	
	PROGRAM REVENUES	1,255.97	0.00	1,255.97	100.0%	
	Total Income	1,938,638.31	7,460,562.00	-5,521,923.69	25.99%	
Gross Profit						
Expense						
	CAPITAL CAMPAIGN EXPENSE	48,740.72	0.00	48,740.72	100.0%	CAPITAL CAMPAIGN EXPENSE-Computers, LDS, Tv's
	AUTOMATED SERVICES	73,631.71	170,817.00	-97,185.29	43.11%	AUTOMATED SERVICES-Bywater 46,000
	BUILDING OPERATIONS	242,945.28	1,131,458.00	-888,512.72	21.47%	
	GENERAL OPERATING	63,622.68	273,708.00	-210,085.32	23.25%	
	MATERIALS	125,482.99	831,723.00	-706,240.01	15.09%	
	SALARIES & BENEFITS	1,018,273.11	4,733,668.00	-3,715,394.89	21.51%	
	GRANT EXPENSES	33,089.32	239,470.00	-206,380.68	13.82%	
	OTHER GIFT EXPENSES	46,731.04	0.00	46,731.04	100.0%	OTHER GIFT EXPENSES-Computers & AWE machines
	MISCELLANEOUS EXPENSES	0.00	79,718.00	-79,718.00	0.0%	
	Total Expense	1,652,516.85	7,460,562.00	-5,808,045.15	22.15%	
	Net Ordinary Income	286,121.46	0.00	286,121.46	100.0%	
	Net Income	286,121.46	0.00	286,121.46	100.0%	

Huntsville Public Library
Balance Sheet
As of December 31, 2021

				Dec 31, 21
ASSETS				
Current Assets				
Checking/Savings				
Cash and cash on hand				
VISA DEBIT CARDS				
			VISA GIFT CARD-OUTREACH 1701	500.00
			VISA GIFT CARD 0225 (300) GUR	246.67
			VISA GIFT CARD #8056 (500)-TRI	500.00
			VISA GIFTCARD #5932 (425) -TRI	2.16
Total VISA DEBIT CARDS				1,248.83
Servis1st Bank-Master Account				
			Servis1st Bank-Master-Rainy Day	1,422,404.00
			Servis1st Bank-Master Account - Other	1,100,009.99
Total Servis1st Bank-Master Account				2,522,413.99
Servis1st Bank-Gifts				259,339.39
Servis1st Bank-Merchant Acct				5,445.94
Servis1st Bank-Payroll				10,888.77
Petty cash				1,695.00
Total Cash and cash on hand				2,801,031.92
Certificates of Deposit				
			Firstbank - EME Funds	88,512.12
			IBERIA BANK CD-PATRICIA KYSER2	52,739.70
			Progress-Cummer #6010025186	95,981.12
			Progress CD- EME #6010025827	171,743.60
			Progress Bank CD#01-Mary Cummer	73,632.19
			Progress Bank CD#04 AEDG	51,000.00
			PROGRESS BANK-Rainy Day ..0582	250,513.70
			Servis1st CD- Rainy Day 340851	250,504.36
			Servis1st CD-McLain #340778	27,199.86
			Synovus - Cummer CD 1650745158	95,664.25
			TRUSTMARK BANK EMER FUNDS-2185	100,015.07
Total Certificates of Deposit				1,257,505.97
Investments				
			C. Schwab HMCPL 3703-9063	839,077.63
			C. Schwab M. Pruitt 4478-8529	102,883.13
			C.Schwab Jean Payne 7587-0478	73,584.14
			C. Schwab- Roberts 4311-4986	20,781.29
Total Investments				1,036,326.19
Total Checking/Savings				5,094,864.08
Accounts Receivable				
			Accounts Receivable	-321.30
Total Accounts Receivable				-321.30
Other Current Assets				
			Miscellaneous Deposits	14,671.25
Total Other Current Assets				14,671.25
Total Current Assets				5,109,214.03

Huntsville Public Library
Balance Sheet
As of December 31, 2021

				Dec 31, 21
Fixed Assets				
	Library collection			3,429,085.55
	Miscellaneous fixed assets			6,396,740.93
	Donated photographs			126,077.00
	Acc deprec - library collection			-2,101,520.50
	Acc deprec - misc fixed assets			-4,840,368.25
	Total Fixed Assets			3,010,014.73
TOTAL ASSETS				8,119,228.76
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
	Accrued liabilities			
	Garnishment/Bankruptcy			-3.50
	Withheld Accident Ins(pretaxed)			323.40
	Withheld Cancer Ins (pretaxed)			769.95
	Withheld Critical Illness Princ			-450.68
	Withheld Voluntary Life Prem			-1,138.04
	Withheld Health Ins (pretaxed)			-15,793.37
	Withheld Health Ins (taxed)			-861.08
	Withheld LTD Principal			-631.50
	Withheld S-T Disability Ins			75.66
	Withheld STD Principal			-381.85
	Withheld UnitedWay Contribution			4.00
	Withheld Vision (pretaxed)			-644.43
	Withheld Vision (taxed)			15.19
	Total Accrued liabilities			-18,716.25
Deferred revenue				
	Deferred revenue - grants			7,975.47
	Deferred revenue - Other			750.00
	Total Deferred revenue			8,725.47
	Total Other Current Liabilities			-9,990.78
	Total Current Liabilities			-9,990.78
Total Liabilities				-9,990.78
Equity				
	Investment in Fixed Assets			2,926,306.12
	Restricted Fund			359,349.75
	Retained Earnings			2,394,582.30
	UNRESTRICTED-GENERAL FUND			1,736,672.96
	GAAP ENTRY			426,186.95
	Net Income			286,121.46
	Total Equity			8,129,219.54
TOTAL LIABILITIES & EQUITY				8,119,228.76

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2021

		Total COH			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	1,344,878.62	5,363,288.00	-4,018,409.38	25.08%
	FRIENDS OF THE LIBRARY SUPPORT	21,887.13	58,000.00	-36,112.87	37.74%
	FOUNDATION SUPPORT	65,000.00	65,000.00	0.00	100.0%
	INVESTMENT INCOME	11,296.77	30,625.00	-19,328.23	36.89%
	FEES	34,909.85	105,721.00	-70,811.15	33.02%
	FINES/	10,139.08	28,050.00	-17,910.92	36.15%
	GIFTS and GRANTS	30,897.05	225,430.00	-194,532.95	13.71%
	MISCELLANEOUS	7,417.16			
	PROGRAM REVENUES	1,578.49			
	Total Income	1,528,004.15	5,876,114.00	-4,348,109.85	26.0%
	Gross Profit	1,528,004.15	5,876,114.00	-4,348,109.85	26.0%
Expense					
	CAPITAL CAMPAIGN EXPENSE	48,740.72			
	AUTOMATED SERVICES	40,979.66	95,376.00	-54,396.34	42.97%
	BUILDING OPERATIONS	220,543.61	1,059,042.00	-838,498.39	20.83%
	GENERAL OPERATING	51,876.15	227,046.00	-175,169.85	22.85%
	MATERIALS	87,000.01	561,573.00	-474,572.99	15.49%
	SALARIES & BENEFITS	786,788.45	3,693,607.00	-2,906,818.55	21.3%
	GRANT EXPENSES	33,089.32	239,470.00	-206,380.68	13.82%
	OTHER GIFT EXPENSES	34,507.46			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	1,303,525.38	5,876,114.00	-4,572,588.62	22.18%
	Net Ordinary Income	224,478.77	0.00	224,478.77	100.0%
	Net Income	224,478.77	0.00	224,478.77	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2021

		Total Gurley				
		INCOME AND EXPENSE SHOULD BE AT 25%	Oct - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
	Income					
	GOVERNMENT SUPPORT		23,324.98	96,800.00	-73,475.02	24.1%
	FRIENDS OF THE LIBRARY SUPPORT		2,000.00	2,000.00	0.00	100.0%
	FOUNDATION SUPPORT		1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME		0.00			
	FEES		601.75	825.00	-223.25	72.94%
	FINES/		335.00	1,000.00	-665.00	33.5%
	GIFTS and GRANTS		150.00			
	MISCELLANEOUS		0.00			
	PROGRAM REVENUES		0.00			
	Total Income		27,411.73	101,625.00	-74,213.27	26.97%
	Gross Profit		27,411.73	101,625.00	-74,213.27	26.97%
	Expense					
	CAPITAL CAMPAIGN EXPENSE		0.00			
	AUTOMATED SERVICES		1,325.15	4,050.00	-2,724.85	32.72%
	BUILDING OPERATIONS		807.25	1,598.00	-790.75	50.52%
	GENERAL OPERATING		697.09	3,011.00	-2,313.91	23.15%
	MATERIALS		1,687.41	16,243.00	-14,555.59	10.39%
	SALARIES & BENEFITS		17,406.66	76,723.00	-59,316.34	22.69%
	GRANT EXPENSES		0.00			
	OTHER GIFT EXPENSES		887.66			
	MISCELLANEOUS EXPENSES		0.00			
	Total Expense		22,811.22	101,625.00	-78,813.78	22.45%
	Net Ordinary Income		4,600.51	0.00	4,600.51	100.0%
	Net Income		4,600.51	0.00	4,600.51	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2021

		Total Hazel Green			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	25,875.02	135,000.00	-109,124.98	19.17%
	FRIENDS OF THE LIBRARY SUPPORT	12.00			
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	1,309.52	4,325.00	-3,015.48	30.28%
	FINES/	617.19	2,100.00	-1,482.81	29.39%
	GIFTS and GRANTS	0.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	Total Income	28,813.73	142,425.00	-113,611.27	20.23%
	Gross Profit	28,813.73	142,425.00	-113,611.27	20.23%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	1,708.12	5,018.00	-3,309.88	34.04%
	BUILDING OPERATIONS	1,957.81	6,799.00	-4,841.19	28.8%
	GENERAL OPERATING	884.25	4,369.00	-3,484.75	20.24%
	MATERIALS	2,228.15	21,373.00	-19,144.85	10.43%
	SALARIES & BENEFITS	23,763.30	104,866.00	-81,102.70	22.66%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	0.00			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	30,541.63	142,425.00	-111,883.37	21.44%
	Net Ordinary Income	-1,727.90	0.00	-1,727.90	100.0%
	Net Income	-1,727.90	0.00	-1,727.90	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2021

		Total Madison			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	226,375.00	938,000.00	-711,625.00	24.13%
	FRIENDS OF THE LIBRARY SUPPORT	0.00	16,000.00	-16,000.00	0.0%
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	7,340.44	16,675.00	-9,334.56	44.02%
	FINES/	4,327.99	15,000.00	-10,672.01	28.85%
	GIFTS and GRANTS	1,020.00			
	MISCELLANEOUS	127.55			
	PROGRAM REVENUES	-322.52			
	Total Income	239,868.46	986,675.00	-746,806.54	24.31%
	Gross Profit	239,868.46	986,675.00	-746,806.54	24.31%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	25,564.89	55,205.00	-29,640.11	46.31%
	BUILDING OPERATIONS	13,653.10	57,254.00	-43,600.90	23.85%
	GENERAL OPERATING	8,050.44	30,021.00	-21,970.56	26.82%
	MATERIALS	30,040.23	191,351.00	-161,310.77	15.7%
	SALARIES & BENEFITS	141,367.99	652,844.00	-511,476.01	21.65%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	10,591.13			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	229,267.78	986,675.00	-757,407.22	23.24%
	Net Ordinary Income	10,600.68	0.00	10,600.68	100.0%
	Net Income	10,600.68	0.00	10,600.68	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2021

		Total Monrovia			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	67,875.01	172,800.00	-104,924.99	39.28%
	FRIENDS OF THE LIBRARY SUPPORT	2.50	2,000.00	-1,997.50	0.13%
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	1,483.65	3,945.00	-2,461.35	37.61%
	FINES/	878.40	3,300.00	-2,421.60	26.62%
	GIFTS and GRANTS	270.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	Total Income	71,509.56	183,045.00	-111,535.44	39.07%
	Gross Profit	71,509.56	183,045.00	-111,535.44	39.07%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	3,719.76	10,103.00	-6,383.24	36.82%
	BUILDING OPERATIONS	2,255.64	5,765.00	-3,509.36	39.13%
	GENERAL OPERATING	1,873.78	7,150.00	-5,276.22	26.21%
	MATERIALS	2,971.93	25,824.00	-22,852.07	11.51%
	SALARIES & BENEFITS	31,433.12	134,203.00	-102,769.88	23.42%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	91.22			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	42,345.45	183,045.00	-140,699.55	23.13%
	Net Ordinary Income	29,164.11	0.00	29,164.11	100.0%
	Net Income	29,164.11	0.00	29,164.11	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2021

		Total New Hope			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	19,979.51	79,918.00	-59,938.49	25.0%
	FRIENDS OF THE LIBRARY SUPPORT	8.00			
	FOUNDATION SUPPORT	0.00			
	INVESTMENT INCOME	0.00			
	FEES	18.55			
	FINES/	74.23			
	GIFTS and GRANTS	42.58			
	MISCELLANEOUS	12.51			
	PROGRAM REVENUES	0.00			
	Total Income	20,135.38	79,918.00	-59,782.62	25.2%
	Gross Profit	20,135.38	79,918.00	-59,782.62	25.2%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	0.00			
	BUILDING OPERATIONS	3,447.61	200.00	3,247.61	1,723.81%
	GENERAL OPERATING	4.11			
	MATERIALS	304.50			
	SALARIES & BENEFITS	1,258.27			
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	194.07			
	MISCELLANEOUS EXPENSES	0.00	79,718.00	-79,718.00	0.0%
	Total Expense	5,208.56	79,918.00	-74,709.44	6.52%
	Net Ordinary Income	14,926.82	0.00	14,926.82	100.0%
	Net Income	14,926.82	0.00	14,926.82	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2021

		Total Triana			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	21,600.01	89,100.00	-67,499.99	24.24%
	FRIENDS OF THE LIBRARY SUPPORT	6.00			
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	167.55	310.00	-142.45	54.05%
	FINES/	98.74	350.00	-251.26	28.21%
	GIFTS and GRANTS	0.00			
	MISCELLANEOUS	23.00			
	PROGRAM REVENUES	0.00			
	Total Income	22,895.30	90,760.00	-67,864.70	25.23%
	Gross Profit	22,895.30	90,760.00	-67,864.70	25.23%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	334.13	1,065.00	-730.87	31.37%
	BUILDING OPERATIONS	280.26	800.00	-519.74	35.03%
	GENERAL OPERATING	236.86	2,111.00	-1,874.14	11.22%
	MATERIALS	1,250.76	15,359.00	-14,108.24	8.14%
	SALARIES & BENEFITS	16,255.32	71,425.00	-55,169.68	22.76%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	459.50			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	18,816.83	90,760.00	-71,943.17	20.73%
	Net Ordinary Income	4,078.47	0.00	4,078.47	100.0%
	Net Income	4,078.47	0.00	4,078.47	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2021

		TOTAL			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	1,729,908.15	6,874,906.00	-5,144,997.85	25.16%
	FRIENDS OF THE LIBRARY SUPPORT	23,915.63	78,000.00	-54,084.37	30.66%
	FOUNDATION SUPPORT	70,000.00	70,000.00	0.00	100.0%
	INVESTMENT INCOME	11,296.77	30,625.00	-19,328.23	36.89%
	FEES	45,831.31	131,801.00	-85,969.69	34.77%
	FINES/	16,470.63	49,800.00	-33,329.37	33.07%
	GIFTS and GRANTS	32,379.63	225,430.00	-193,050.37	14.36%
	MISCELLANEOUS	7,580.22	0.00	7,580.22	100.0%
	PROGRAM REVENUES	1,255.97	0.00	1,255.97	100.0%
	Total Income	1,938,638.31	7,460,562.00	-5,521,923.69	25.99%
	Gross Profit	1,938,638.31	7,460,562.00	-5,521,923.69	25.99%
Expense					
	CAPITAL CAMPAIGN EXPENSE	48,740.72	0.00	48,740.72	100.0%
	AUTOMATED SERVICES	73,631.71	170,817.00	-97,185.29	43.11%
	BUILDING OPERATIONS	242,945.28	1,131,458.00	-888,512.72	21.47%
	GENERAL OPERATING	63,622.68	273,708.00	-210,085.32	23.25%
	MATERIALS	125,482.99	831,723.00	-706,240.01	15.09%
	SALARIES & BENEFITS	1,018,273.11	4,733,668.00	-3,715,394.89	21.51%
	GRANT EXPENSES	33,089.32	239,470.00	-206,380.68	13.82%
	OTHER GIFT EXPENSES	46,731.04	0.00	46,731.04	100.0%
	MISCELLANEOUS EXPENSES	0.00	79,718.00	-79,718.00	0.0%
	Total Expense	1,652,516.85	7,460,562.00	-5,808,045.15	22.15%
	Net Ordinary Income	286,121.46	0.00	286,121.46	100.0%
	Net Income	286,121.46	0.00	286,121.46	100.0%

**Huntsville Public Library Capital Campaign
 Balance Sheet by Class
 As of December 31, 2021**

		SHV - Other		
		(SHV)	Total SHV	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
	Servis1st Bank Capital Campaign	129,645.50	129,645.50	129,645.50
	Total Checking/Savings	129,645.50	129,645.50	129,645.50
	Total Current Assets	129,645.50	129,645.50	129,645.50
	TOTAL ASSETS	129,645.50	129,645.50	129,645.50
LIABILITIES & EQUITY				
Equity				
	Unrestricted Net Assets	129,563.84	129,563.84	129,563.84
	Net Income	81.66	81.66	81.66
	Total Equity	129,645.50	129,645.50	129,645.50
	TOTAL LIABILITIES & EQUITY	129,645.50	129,645.50	129,645.50

**Huntsville Public Library Capital Campaign
 Profit & Loss by Class
 October through December 2021**

					SHV	TOTAL
				Ordinary Income/Expense		
			Income			
			Investments			
			Interest-Savings, Short-term CD	81.66	81.66	
			Total Investments	81.66	81.66	
			Total Income	81.66	81.66	
			Gross Profit	81.66	81.66	
			Net Ordinary Income	81.66	81.66	
			Net Income	81.66	81.66	

**Huntsville Public Library
Building Maintenance**

November - December 2021

Date	Name	Memo	Amount	Total
MADISON				
DECEMBER INVOICES PAID				
12/12/2021	Servis 1st Bank-VISA	REPAIR SANITIZER MACHINE	396.90	
		TOTAL FOR DECEMBER		396.90
MAIN				
NOVEMBER INVOICES PAID				
Trans to Cap				
11/15/2021	Jake Marshall Service, Inc.	SUPPLY AND INSTALL 1 HONEYWELL HVFDSB3CO400G130/U FOR AHU2	5,562.27	
		TOTAL FOR NOVEMBER		5,562.27
NOVEMBER INVOICES PAID				
11/01/2021	The Home Depot Credit Services		85.91	
11/01/2021	City of Huntsville	POWER OUTAGE IN 2/3 OF BUILDING W.O. 150812	608.70	
11/01/2021	City of Huntsville	CONTROLS WORK ORDER CHILLER AND CHILLER PUMP W.O. 151007	83.52	
11/01/2021	City of Huntsville	PLUMBING-WATER LEAK IN STAFF LOUNGE W.O. 151081	41.76	
11/01/2021	City of Huntsville	INSTALL SOLENOID FOR WATER FOUNTAIN W.O. 151091	20.88	
11/01/2021	City of Huntsville	WATER ON RIGHT SIDE OF 1ST FLOOR CIRCULATION DESK KEEPS RUNNING	41.76	
11/01/2021	Lewter Hardware Co.	SUPPLIES	6.99	
11/01/2021	Auto San	RESTROOM DEODORIZERS MONTHLY FEE	76.00	
11/04/2021	City of Huntsville	REPAIR LEAK IN PIPE CONNECTED TO SPRINKLER SYSTEM W.O.150257	216.35	
11/04/2021	City of Huntsville	CHARGES TO CHECK AHU-1 W.O.150428	400.58	
11/04/2021	City of Huntsville	REPAIR HONEYWELL KEYCARD READER ON BACK DOOR W.O.150453	180.00	
11/04/2021	City of Huntsville	REPAIR BACK DOOR MECHANISM TO MAGNETIZE THE DOOR SHUT W.O.151135	104.40	
11/04/2021	City of Huntsville	REPAIR TOILET IN 1ST FLOOR MEN'S ROOM W.O.151173	41.76	
11/04/2021	City of Huntsville	REPAIR WATER FOUNTAIN ON THIRD FLOOR W.O.151385	20.88	
11/10/2021	Pro-Air Services, Inc.	REPLACE EXV AND SUCTION TEMP SENSOR ON B CIRCUIT IN CHILLER 2	3,500.00	
11/11/2021	Kone Chicago	ELEVATOR REPAIRS	5,952.05	
11/30/2021	Petty Cash-HSV Public Library	KEYS	13.63	
		TOTAL FOR NOVEMBER		11,395.17

**Huntsville Public Library
Building Maintenance**

November - December 2021

MAIN		November - December 2021		
DECEMBER INVOICES PAID				
Trans to Cap				
12/07/2021	Pro Electric Inc.	INSTALLED POWER AND NEW OUTLETS FOR NEW A/C ON 3RD FLOOR	8,800.00	
TOTAL FOR DECEMBER				8,800.00
DECEMBER INVOICES PAID				
12/01/2021	City of Huntsville	TIGHTEN UP KNOBS ON 2 INNER OFFICE DOORS -FOL W.O. 151579	41.76	
12/01/2021	City of Huntsville	REPAIR 1ST FLOOR MEN'S TOILET AND 2ND FLOOR MEN'S -CLOGGED W.O 151884	41.76	
12/01/2021	Auto San	RESTROOM DEODORIZERS MONTHLY FEE	76.00	
12/01/2021	dormakaba USA, INC.	REPAIR ID ENTRANCE DOOR DUE TO DAMAGE WHEN UTILITIES TRANSFORMER WENT OUT	2,241.17	
12/01/2021	Solid Waste Authority		29.86	
12/08/2021	Armstrong Relocation & Companies	WORKSTATION BUILD OUT FOR PUBLIC RELATIONS	350.00	
12/09/2021	City of Huntsville	CHILLER ANS CHILLER PUMP NOT COMMUNICATING W.O. 151007A	540.00	
12/09/2021	City of Huntsville	LOOK AT DRIVE ON AIR HANDLER W.O. 151223	676.65	
12/09/2021	City of Huntsville	BOILER STEAM SYSTEM IS NOT BUILDING PRESSURE W.O. 151273	432.00	
12/09/2021	City of Huntsville	CONDENSATE LEAK IN SECOND FLOOR AIR HANDLER ROOM W.O. 151301	216.00	
12/09/2021	City of Huntsville	CHECK HVAC CONTROL SYSTEM FOR AHU2 W.O. 151318	541.39	
12/09/2021	City of Huntsville	REPAIR FLORESCENT LIGHT IN BATHROOM ON RIGHT IN STAFF LOUNGE W.O. 152043	62.64	
12/09/2021	City of Huntsville	JAKE MARSHALL ASSESSMENT FOR SECURING ACCESS FOR STAFF ONLY AREAS W.O. 152201	48.31	
12/09/2021	City of Huntsville	THIRD FLOOR STAIRWAY DOOR NEAR ELEVATOR NOT CLOSING PROPERLY(STICKING) W.O. 151223	20.88	
12/12/2021	Servis 1st Bank-VISA	KICKDOWN DOOR HOLDER	39.39	
12/20/2021	Allied Boiler Supply, Inc.	SERVICE CALL-REPLACE PUMPS AND INSTALLED VACUUM BREAKERS	4,542.25	
TOTAL FOR DECEMBER				9,900.06
NORTH				
NOVEMBER INVOICES PAID				
11/12/2021	Servis 1st Bank-VISA	DOOR MAT	13.18	
TOTAL FOR NOVEMBER				13.18
SOUTH				
DECEMBER INVOICES PAID				
12/01/2021	City of Huntsville	MOVE BIKE RACK FROM MURPHY TO SOUTH W.O. 151823	62.64	

Strategic Plan Updates – January 2022

Goal 1: Consistently deliver exemplary customer service to demonstrate the value of the public library.

- Producing foundational training segments for onboarding and refresher training.
- Utilizing HR software for compliance training.

Goal 2: Share the value of the Library's contribution to the local quality of life.

- Launched Your Library@ Work PR campaign to highlight library achievements from annual report.
- Library Foundation established a monthly giving campaign that launched the beginning of January.

Goal 3: Transform our physical footprint to meet the expectations of our rapidly changing community.

- Technology Training Center renovation at Downtown branch near completion.
- New Hope foundation poured. Applying for a Daniel Foundation grant to help fund the new facility furnishings.
- Requesting City of Huntsville add North and South to city bus routes.

Goal 4: Enhance user experience across the library system for all generations.

- Developed a work around for supply chain issues with timely releases from our materials vendor.

Goal 5: Deliver fun and engaging learning experiences that build literacy and skills in our community.

- Madison Library has developed a story walk from a small grant they received. Families walk along a route and read a story.
- Weekend Family Story Times began this month in response to meeting needs of working parents.



Johnny V. Osborne, ARM, AAI, CLCS
Vice President

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Cindy Hewitt
Executive Director
Huntsville-Madison County Public Library
915 Monroe St SW
Huntsville, AL 35801

September 30, 2021

Subject: Insurance Broker Partnership Proposal

To Whom It May Concern,

First and foremost, I really appreciate the partnership we have developed over the last few years working together. I hope you have seen the value we have brought to the Library and your team that oversees the Business Insurance program. For the last several years, the Library has operated under a board policy to bring multiple local brokers in every three years to quote the insurance program and essentially moves the program to the most inexpensive option. I certainly understand the reasoning behind this but want to bring a couple items to your attention regarding this strategy.

1) Evaluating insurance proposals and coverages can be very difficult for individuals and organizations that do not have the expertise in evaluating and reviewing these items on a regular basis. Ultimately, how do you know you are making the best decision when evaluating different quotes? I believe it to be very cumbersome process for clients to fully evaluate the ins and outs of various proposals showing differing coverages and limits without the expertise of knowing how the nuances could affect your overall risk management program. Having a dedicated broker partner eliminates this issue and provides more consistent consultation regarding the program and understanding of how the program has developed and continues to evolve.

2) Putting the program out to bid every 3 years works against you with regards to the insurance carriers. There is a very limited list of carriers that have the appetite to provide coverage for an organization such as the Library with your specific exposures. Carriers are looking for longer term partnerships with their insureds, and when those same handful of carriers see submissions for the Library every 3 years, it causes them to lose interest in providing quotes for the program because they believe it to be a short term window to partner with the Library. Very simply put, the Library isn't positioned in the most favorable light in the insurance market because of the frequency the program has been "shopped" and this also includes the consistent change in brokers as well. In short, this reduces the most ideal outcome of securing the best program in the end. The way we manage the placement and marketing of our client's programs varies with regards to the frequency we go out and get quotes to evaluate. It is not wise to go out and get quotes as frequently for the reasons already stated, but that also depends on what is happening with the market and claims activity. One of our main jobs is to constantly evaluate the market and when it makes sense to bring various options for you to evaluate. Sometimes that's more frequent than others, but in the end you rely on your broker partner to make those recommendations to you just as we have done. We knew the market was volatile this year and we went out and secured multiple quotes this year to evaluate and we were able to confirm that the current program we had in place was without question the best program and most competitively priced one as well.

Every broker is not created equal. We all have differing relationships with the carriers. Marsh has a significant relationship with the insurance carriers with the appetite to partner with you and many times this relationship allows us to secure more beneficial terms and conditions that other brokers cannot secure.

3) I would also assume that changing brokers frequently is difficult on your team. It is a very rigorous exercise to gather all the information needed to secure quotes from multiple brokers. With that change, comes a new learning process between the broker and client as well. You have a new set of contacts to get to know. Many times different brokers operate and communicate differently than maybe what you've been used to. Consistency with this relationship could alleviate a lot of this burden on your team.

4) Marsh is the largest broker in the world. What that means to you is that we have our local team that partners with you and continues to develop that relationship. What sets us apart is that we have unparalleled resources that we use and leverage to your benefit that no other broker in the world can attest to. We have our own in house claims department, loss control, and coverage experts that we employ to serve you. Other smaller brokers do not have these in house services and many times will have to pass the cost of those services on to you as the client on top of the compensation already paid to them. That is not the case with Marsh. We provide these services to you as part of our partnership with no added cost. When it comes to the quoting/placement of the program - we also have access to the entire marketplace with carriers whereas smaller brokers only have access to a limited pool of carriers. So when we go out and get various quotes, you can feel confident knowing that we've evaluated the entirety of the market and this can be accomplished by one broker rather than multiple.

5) We have vast experience partnering with local municipalities/public entity clients. Here is a sample list of clients that we currently work with: City of Huntsville, Madison County, Alabama Space Science Exhibit Commission, Health Care Authority of the City of Huntsville, Huntsville/Madison County Airport Authority, Madison Utilities, Madison County Schools.

To summarize, I believe it to be in the best interest of the Library to pursue a more consistent broker partnership. You should have access to the best insurance program and best services available to you. Partnering with a broker will provide you with a more consistent relationship, better consultation and services, comprehensive resources and ultimately bring about the solution of securing the most competitive terms in the marketplace. I believe that broker partner is MMA and am asking the Library and the Board to consider partnering with us as long as you believe us to be the best partner for you. Thank you for your consideration.

Sincerely,

Johnny V. Osborne
Vice President

Policy	Policy Number	Carrier	Exp.Date	Premium
Workers Comp	WC10000071532021A	AlaComp	1/1/2023	\$ 9,558
Flood	4100743766	Auto-Owners	12/9/2022	\$ 1,675
Accident	PHPA068330	Philadelphia	10/1/2022	\$ 946
Cyber Liability	ESK0033637332	Lloyds of London	10/1/2022	\$ 5,051
Auto	ADAD995449	Hanover	10/1/2022	\$ 12,075
Umb	UHAH057184	Hanover	10/1/2022	\$ 3,256
Package (<i>Property & General Liability</i>)	ZBAH057183	Hanover	10/1/2022	\$ 59,357
Fidelity Bond	01256639	C N A	7/1/2022	\$ 375
Management Liability	105873585	Travelers	10/1/2022	\$ 4,678
				\$ 96,971