

Huntsville-Madison County Public Library
Board of Directors Meeting
MINUTES
January 19, 2022

The meeting was called to order by the Chairman.

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

Special Guests

Johnny Osbourne and Blake Stephenson, Marsh & McLennan Agency

Approval of Agenda

Mr. Jones asked for additions or corrections to the Agenda and hearing none declared the Agenda approved.

Approval of Minutes

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

Special Guest:

Mr. Osbourne presented a proposal to change the Library's current broker partnership approach which requires the Library to go out to bid every three years. Mr. Osbourne asked the Board to consider a longer term relationship in order to increase the potential number of companies interested in submitting contracts during the bid process. Mr. Osbourne stated that Marsh & McLennan Agency currently monitors the marketplace to determine if the Library could potentially find cost-savings or more comprehensive coverage and that he believes the short term three year contract may result in companies being disinclined to work with the Library as there is no guarantee that the contract will be renewed.

After brief discussion, the Board elected to further review this proposal at a future date.

Executive Director's Report

Activity Report

Ms. Hewitt reported that the library's circulation statistics are up and higher than ever. The number of library visits are at 90% in comparison to 2019 with new library facilities doing very well in attracting patrons.

While overall use of the library's downloadable media is down, this can be attributed to the discontinuation of the Freegal service. Use of Hoopla has tripled since it was added to the Library's resources. The use of Wi-Fi hotspots continues to increase and staff are continually working to ensure patrons have access to this service.

Financial Report

Ms. Hewitt reported that overall the Library is in good financial standing and has seen a minor increase in fine revenue.

New Hope Update

Ms. Hewitt reported that the building foundation slab for the site of the future New Hope Branch Library has been poured and work will continue on the mixed use facility.

Strategic Plan Update

Ms. Hewitt announced the Library is on target with its Strategic Plan. In regard to Goal 1, training content has begun being developed for use by staff via the Paylocity HR platform.

In relation to Goal 2, the Library's PR department has launched a new campaign, Your Library @ Work, and will distribute materials to the branches for promotion.

In relation to Goal 3, work on the new space for the Technology Training Center is nearly complete. The Library Foundation has applied for a grant which will be used to purchase furnishings for the New Hope facility once it is complete. The Library has requested that the City of Huntsville consider adding bus routes at both the North Huntsville and South Huntsville branches to increase accessibility for patrons using public transit.

There have been an increasing number of delays in the publication and processing of new materials from our regular vendors. In order to ensure materials are available to patrons in a timely manner, the Technical Services department has begun working with secondary vendors to expedite delays. In response to community feedback, several locations have begun offering story times during the weekends.

COVID Update

Ms. Hewitt reported that overall only 10% of library staff has been affected by COVID-19. The Library has had very few positive staff members and no recorded instances of multiple staff testing positive at the same location at the same time.

Foundation Report

Ms. Tabereaux introduced the new Foundation chairperson, Marie Newberry. The annual Vive le Livre event had 320 people in attendance and garnered \$82,000 in revenue. \$60,000 of these funds was used to fund the Library's Digital Media Zone, \$10,000 was used to purchase Library materials, and \$20,000 was used to fund internal Foundation grants.

The Foundation's end of year appeal campaign has raised \$47,000. The Foundation is now offering a recurring donation option that will allow donors to make regular donations to the Foundation, earning the title of Sustainer. There are six participating donors so far.

Friends of the Library Report

Mr. Cooper reported that the total amount of sales for 2021 was \$44,309. Sales have increased as the book store hours have increased even though the store is not yet operating at its full pre-COVID hours. The Friends will be holding a \$.25 book sale in the coming months and are hopeful that the public will attend as they have in the past. Membership is down 30% but the Friends are hoping to see an increase in the coming year as hours and sales return to closer to pre-COVID levels.

Unfinished Business

Ms. Hewitt re-stated Mr. Osborne's request for a change to the current bid proposal process and explained that this is a broker bid year. Mr. Gray suggested that the Board adopt a minimum three year review process as opposed to a three year bid process with the decision to go out to bid based on the review's findings and the ability to review the broker's service in less than three year's based on quality of service. Ms. Thompson agreed with this suggestion and recommended continuing with current broker for the length of the remaining period.

Mr. Boon recommended that the Board vote on a revised policy at the March meeting. All other Board members agreed.

New Business

Mr. Jones announced that he is approaching the end of his third four year term and that he intends to step down from the Library Board at the end of this term. The remaining Board

members as well as Ms. Hewitt and Ms. Chow expressed their gratitude for Mr. Jones' years of service.

Next Meeting Date

The next meeting will be held March 16, 2022.

There being no further business the meeting adjourned.

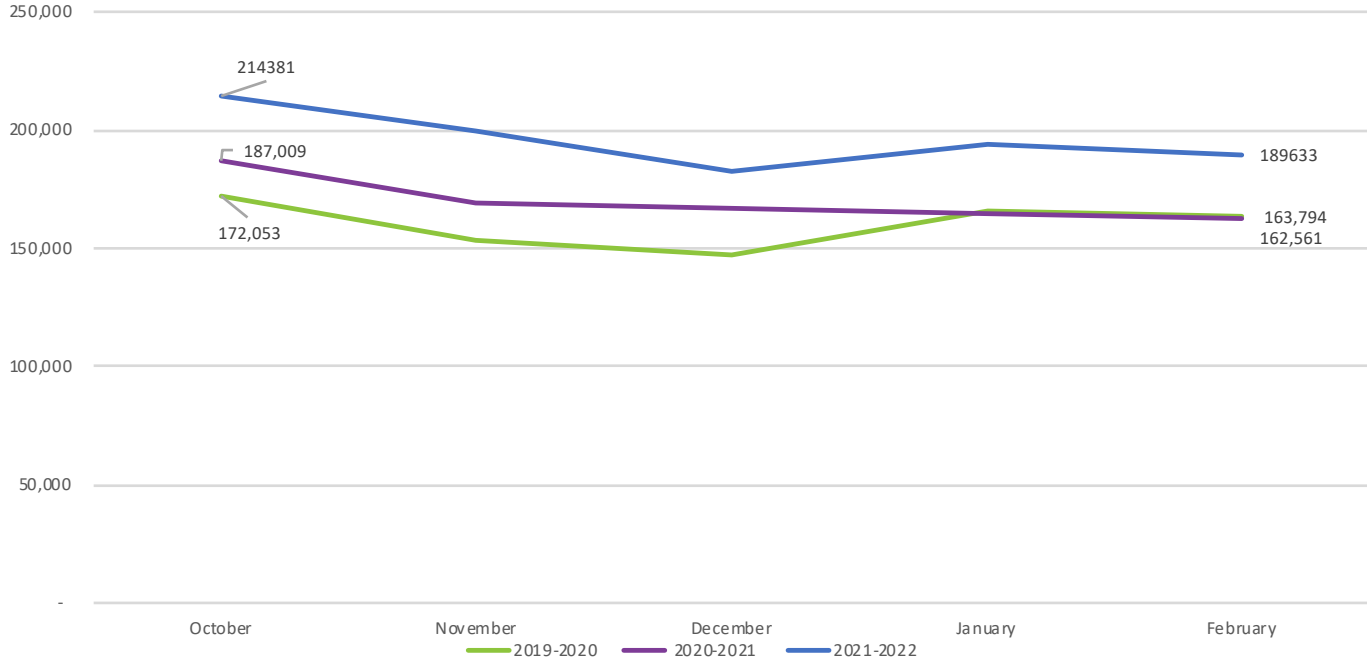
Submitted by:

Approved:

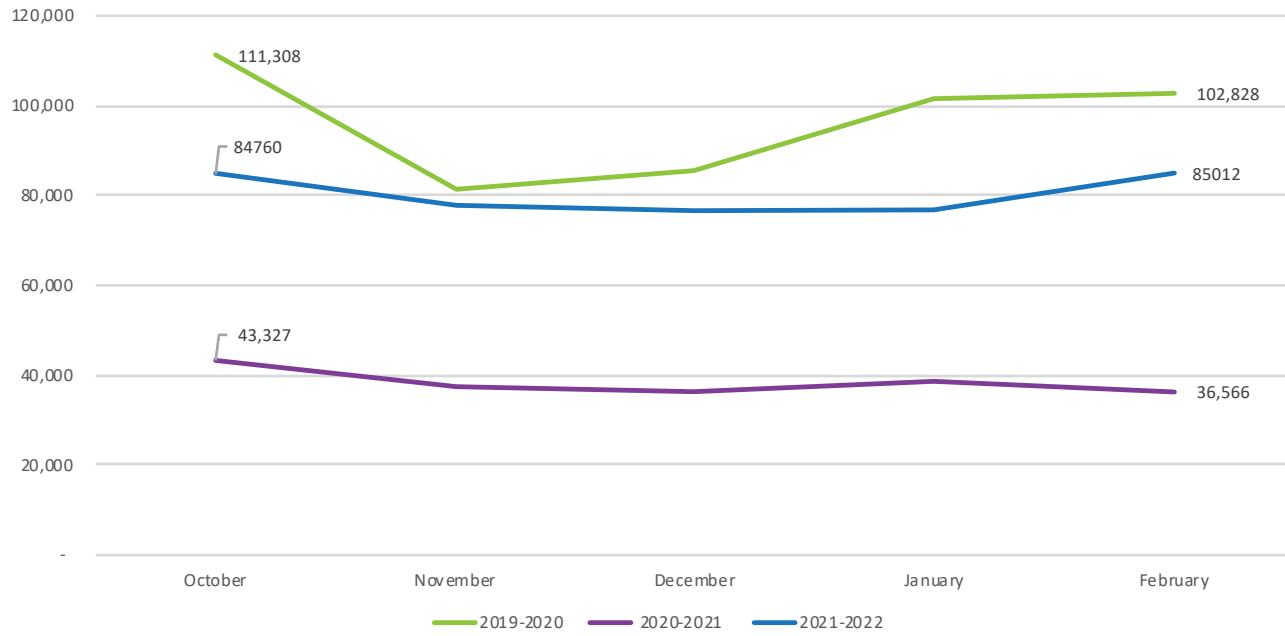
Dorothie Linton

Lee Jones, Chairman

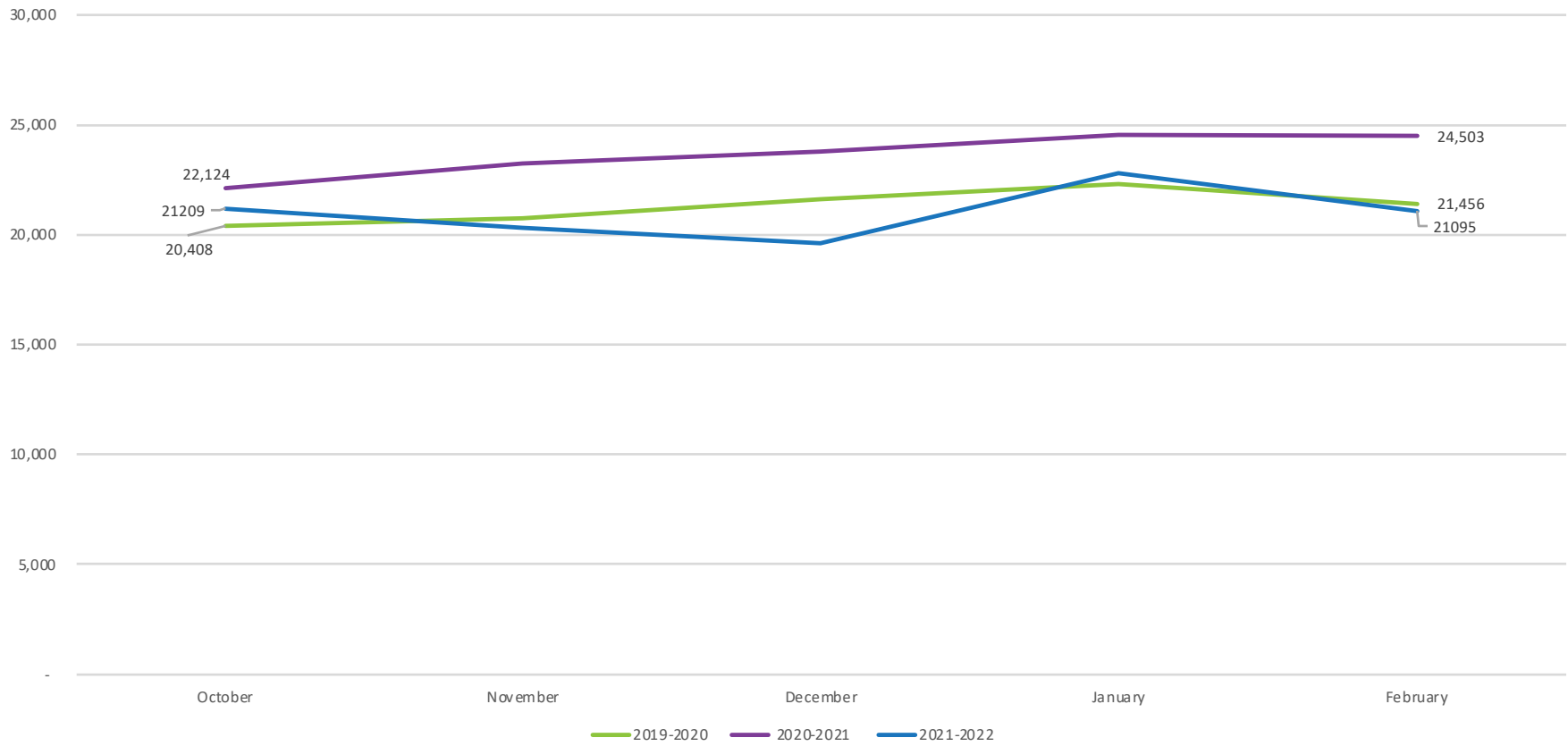
Systemwide Circulation - FY 2020-2022



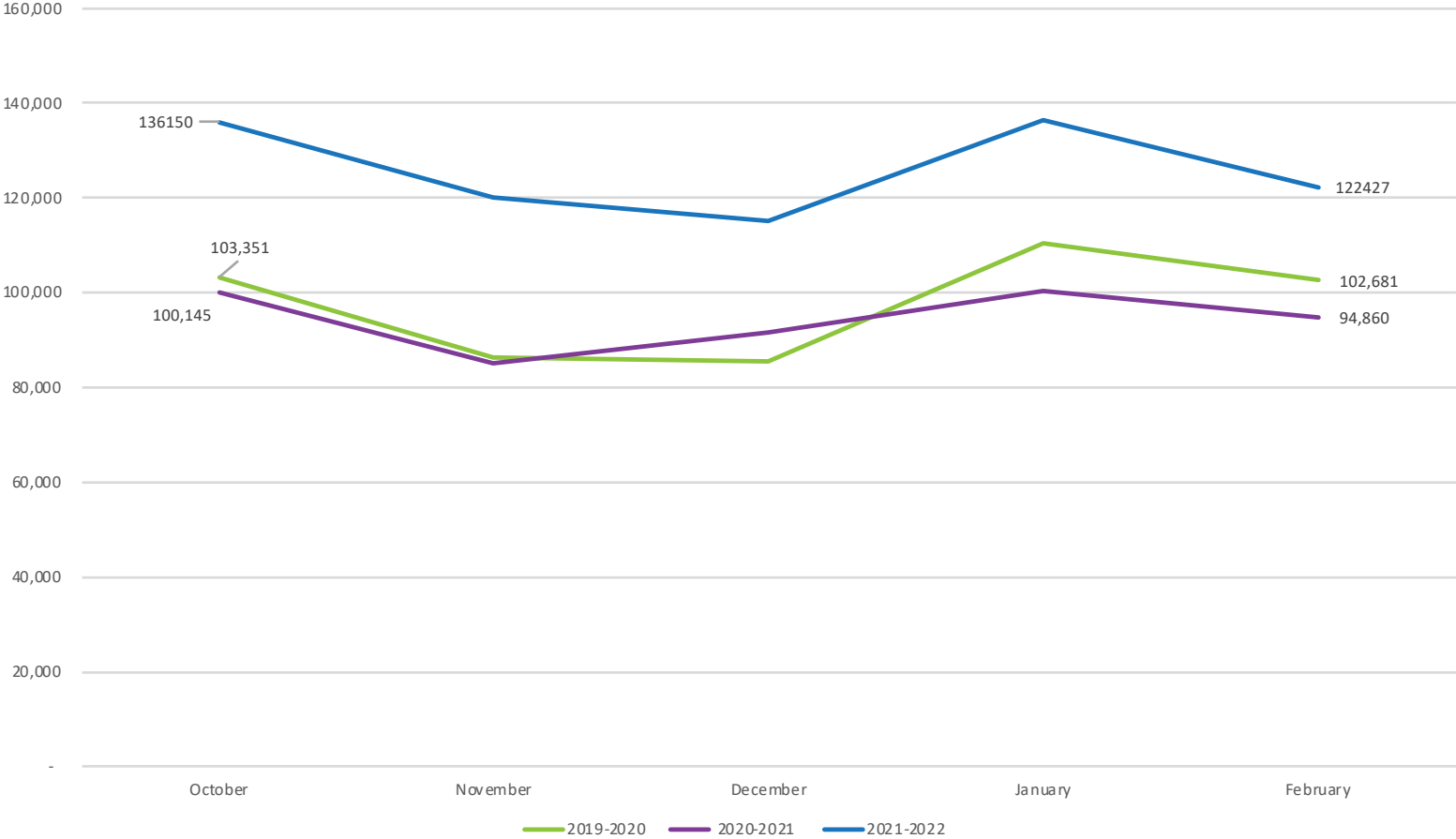
Systemwide Library Visits FY 2020- 2022



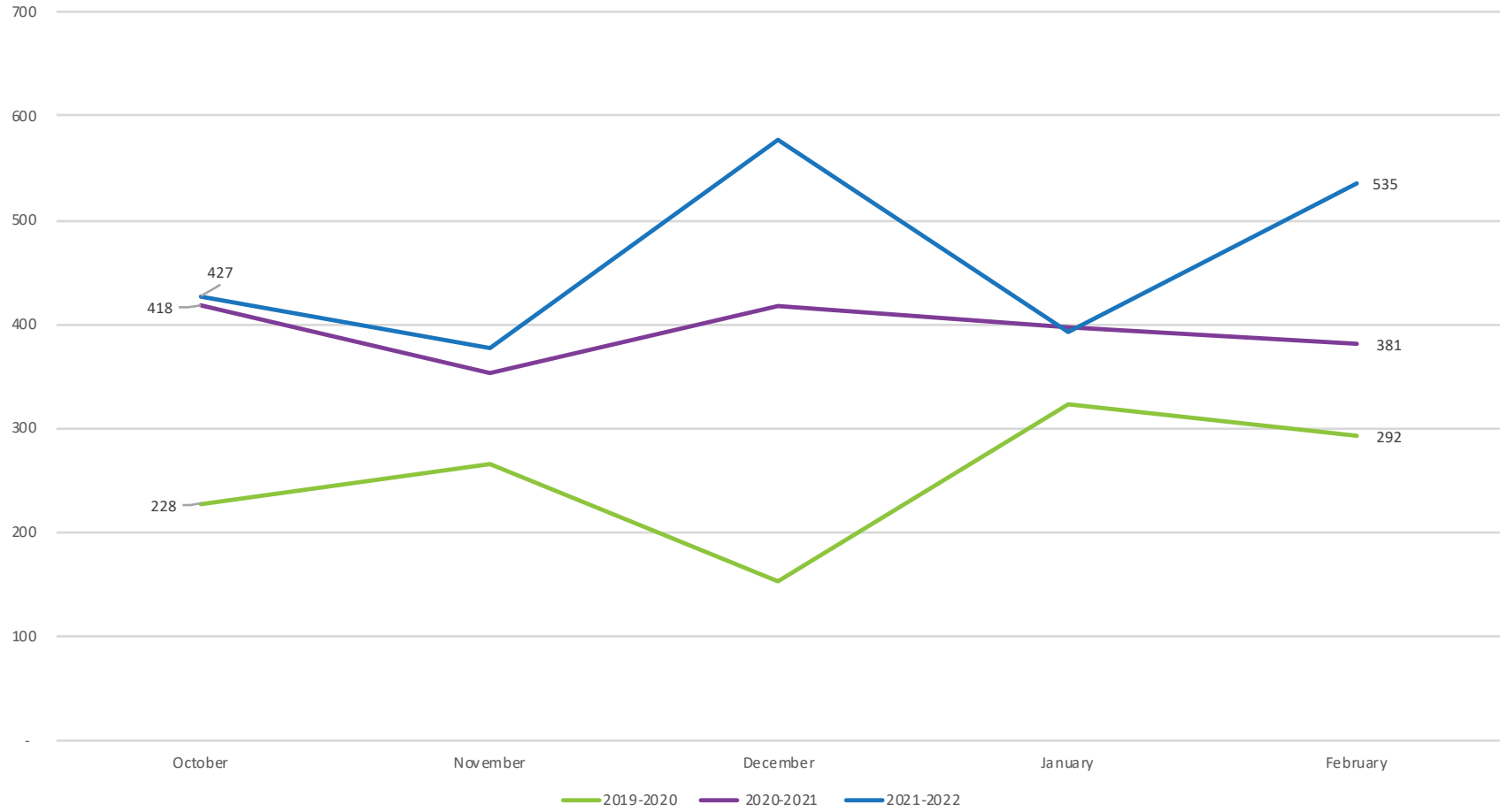
Downloadables - FY 2020-2022



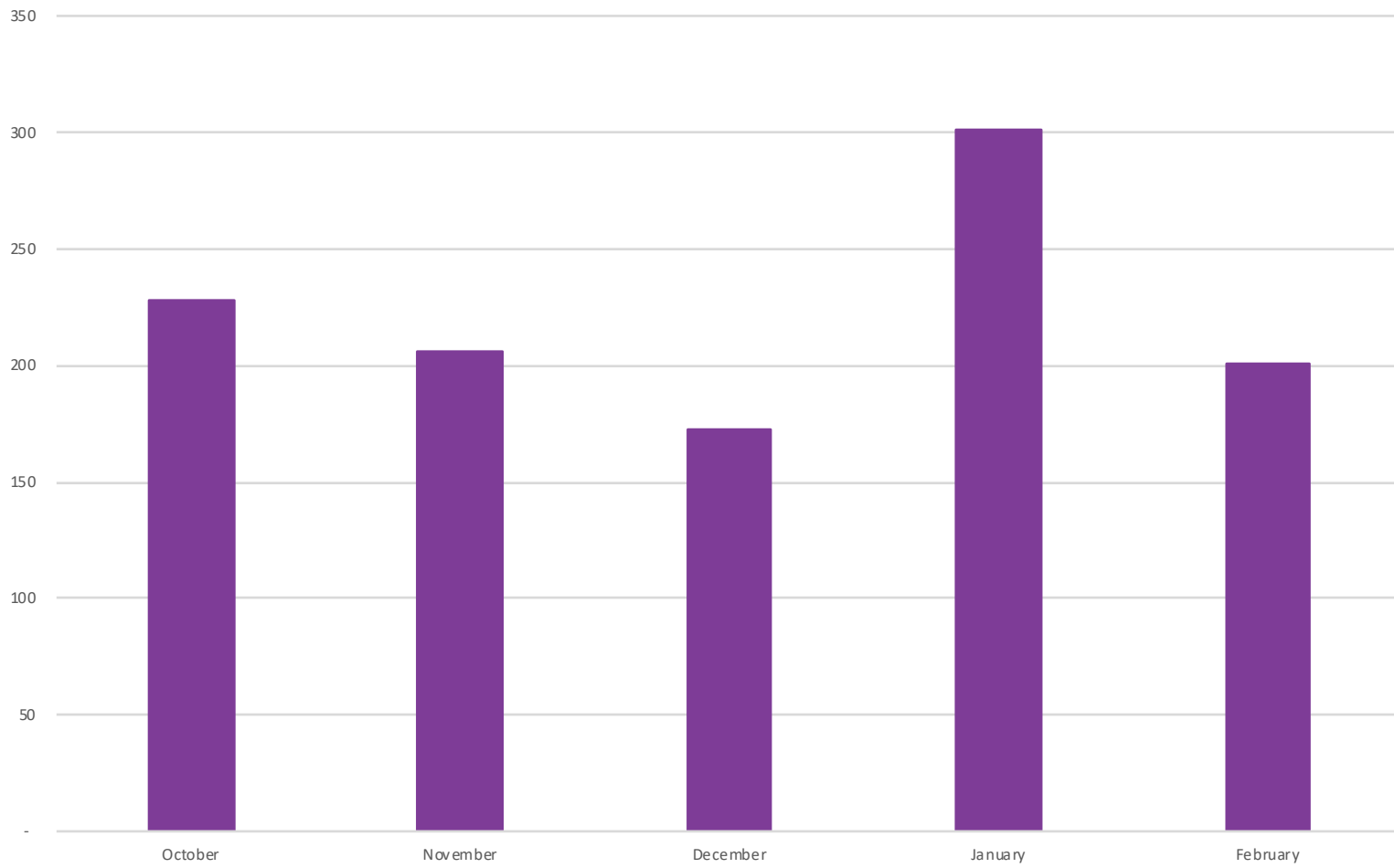
HMCPL.org Visits - FY 2020-2022



Hotspot Circulation



Curbside Interactions



February 2022 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	194,484	18.01%
February	163,794	162,561	189,633	16.65%
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	981,119	

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	136,458	35.94%
February	102,681	94,860	122,427	29.06%
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	630,348	

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	22,805	-6.92%
February	21,456	24,503	21,095	-13.91%
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	105,000	

*Downloadables include digital media from Hoopla, Freegal, Overdrive, Freading, 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	12,10	-80.50%
November	7,427	7,391	664	-91.02%
December	8,366	7,939	666	-91.61%
January	7,487	7,237	1,023	-85.86%
February	7,432	7,560	958	-87.33%
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	4,521	

*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	13,786	109.67%
February	29,510	5,726	14,857	159.47%
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	77,258	

*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	0.5	-33.16%
February	3.03	0.64	0.51	-19.80%
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	2.46	

*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	4,572	85.33%
February	11,569	2,274	4,859	113.68%
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	22,326	

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	79,484	302.19%
February	61,072	35,627	55,259	55.10%
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	289,798	

*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.
 *January 2022 missing numbers from Novelist 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	14577	-38.12%
February	22,527	21,252	14685	-30.90%
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	63333	

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	3787	10.50%
February	9,453	3,557	5465	53.64%
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	25525	

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

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	534	-10.70%
February	703	578	664	14.88%
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	3,132	

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	31067	-6.59%
February	36,967	33,084	30984	-6.35%
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	152,841	

*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	4910	6.67%
February	3,592	4,441	4519	1.76%
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	23,914	

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	5181	-2.72%
February	5,627	5,198	5388	3.66%
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	27,911	

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	54755	15.92%
February	46,564	47,344	53829	13.70%
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	277,127	

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	11073	-5.71%
February	11,187	11,769	10966	-6.82%
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	57,240	

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	0	-100.00%
February	1,890	1,643	1	-99.94%
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	1,494	

*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	-	-	9472	
February	-	-	9080	
March	-	265		
April	-	5,655		
May	-	9,522		
June	-	12,126		
July	-	12,864		
August	-	11,988		
September	-	11,849		
Year	-	64,269	51,748	

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	-	-	50783	
February	-	-	50469	
March	-	-		
April	-	-		
May	-	-		
June	-	-		
July	-	-		
August	-	-		
September	-	6155		
Year	-	6155	265910	

*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	3095	2.11%
February	1,652	2,480	1878	-24.27%
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	10,471	

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	809	134.49%
February	611	292	760	160.27%
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	4,331	

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	850	41,476	15,498	20779	1,214	774	1545
February	2,901	305	1234	43,992	14,833	22193	1,326	620	1003
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	5,406	291,758	241,714	99,166	11,571	12,906	4,484

	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	1916	25,340	9,379	15800	5,144	2,282	3665
February	3,156	2,126	2262	24,355	9,096	18281	5,291	2,255	3190
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	11,406	179,219	154,284	82,600	32,978	33,520	15,767

	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	0	-	-	6883	-	-	24300
February	1,340	487	0	-	-	8193	-	-	27573
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	40,884	0	2892	135345

*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	1082
February	2,066	399	1083
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	5,955

	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	76,820
February	102,828	36,566	85,012
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	401,148

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	11	95	172	144	1	8	38
February	10	20	23	92	197	245	7	11	35
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	68	2,107	2,139	800	45	141	194

	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	51	35	43	40	35	12	31
February	51	68	46	36	20	86	20	12	23
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	320	353	495	301	170	194	155

	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	-	0	41	-	-	32
February	43	32	0	-	0	46	-	-	27
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	287	0	6	173

	Triana		
	FY2020	FY2021	FY2022
October	0	0	1
November	0	0	0
December	0	0	1
January	0	0	4
February	0	0	4
March	0	0	
April	0	0	
May	0	0	
June	0	0	
July	0	0	
August	0	0	
September	0	0	
Year	0	0	10

	Total Hotspot Circulation-HMCPL		
	FY2020	FY2021	FY2022
October	184	380	427
November	225	320	377
December	127	386	577
January	260	364	392
February	259	360	535
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	2,308

*In December 2021, the allowable checkout period for hotspots increased to 6 months.

Devices in Circulation as of	3/1/22	118
Devices on Hold as of	3/1/22	91

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	87	18	11	58	4	189	118
February	-	-	537	78	62	5	42	4	670	66
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	337	312	31	138	9	2,948	394

*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	60	2	0	-	6		15	3	0
February	146	31	28	0		3		14	-	0
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	238	78	0	25	27	1	73	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	301
February	1,485	201
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	1,109

**Huntsville Public Library
Building Maintenance
January - February 2022**

Date	Name	Memo	Amount	Total
MADISON				
JANUARY INVOICES PAID				
01/12/2022	Servis1st Bank-VISA		14.16	
		TOTAL FOR JANUARY		14.16
FEBRUARY INVOICES PAID				
02/12/2022	Servis1st Bank-VISA	GLUE	10.88	
		TOTAL FOR FEBRUARY		10.88
MAIN				
JANUARY INVOICES PAID				
Trans to Cap				
01/03/2022	Pro-Air Services, Inc.	REPLACE COMPUTER SERVER ROOM A/C	8,752.00	
01/03/2022	Pro Electric Inc.	RUN 5 DEDICATED CIRCUITS FOR DESK POWER AND PROJECTOR	10,250.00	
		TOTAL FOR JANUARY		19,002.00
JANUARY INVOICES PAID				
01/01/2022	State Systems Inc.	CHECK ALARM SENSOR ON BACK DOOR	200.00	
01/01/2022	City of Huntsville	REPAIR EMERGENCY DOOR RELEASE BOX W.O. 152244	41.76	
01/01/2022	City of Huntsville	CHECK TILE ON FIRST LANDING OF THE MIDDLE STAIRS W.O. 152548	41.76	
01/01/2022	City of Huntsville	CHECK 2 THERMOSTATS ON 3RD FLOOR ADMIN & OUTREACH W.O. 152601	62.64	
01/01/2022	City of Huntsville	2 TOILETS NOT FLUSHING 1ST FLOOR WOMENS, 3RD FLOOR MENS W.O. 152602	20.88	
01/01/2022	Lewter Hardware Co.	DRILL BITS	9.98	
01/01/2022	Auto San	RESTROOM DEODORIZER SERVICE	76.00	
01/01/2022	Fish Window Cleaning	BUILDING WINDOW CLEANING	4,236.00	
01/11/2022	City of Huntsville	AHU-DAT TOO LOW W.O. 151867	270.00	
01/11/2022	City of Huntsville	HVAC IN YOUTH SERVICES W.O. 152320	569.81	
01/11/2022	City of Huntsville	REQUEST A QUOTE FROM JAKE MARSHALL FOR A CARD READER ON THE 3RD FLOOR W.O. 15	48.31	
01/11/2022	City of Huntsville	REPAIR LEAK ON 3RD FLOOR COUNTY RECORDS ROOM W.O. 152952	62.64	
01/12/2022	Servis1st Bank-VISA	SQUIRREL TRAPS	49.94	
01/13/2022	Allied Supply Company, Inc.	WATER SOFTENER CUBETS	80.46	
01/19/2022	Commercial Flooring Services, Inc.	REPAIR TILE ON STAIRCASE LANDING	2,517.83	
01/20/2022	City of Huntsville	INSPECT GENERATOR & 6 MONTH PM W.O. 151498	194.00	
01/20/2022	City of Huntsville	LEAK IN TOILET ON RIGHT IN STAFF BREAKROOM W.O. 153069	65.92	

Financial Analysis

OCT 21-FEB 22

						TOTAL									
INCOME AND EXPENSE SHOULD BE AT 41.66%						Oct '21 - Feb 22	Budget	\$ Over Budget	% of Budget	INCOME AND EXPENSE SHOULD BE AT 41.66%					
Ordinary Income/Expense															
Income															
GOVERNMENT SUPPORT						3,317,996.80	6,874,906.00	-3,556,909.20	48.26%						
FRIENDS OF THE LIBRARY SUPPORT						34,541.92	78,000.00	-43,458.08	44.29%						
FOUNDATION SUPPORT						70,000.00	70,000.00	0.00	100.0%	FOUNDATION SUPPORT-Paid Annual Support.					
INVESTMENT INCOME						17,693.00	30,625.00	-12,932.00	57.77%	INVESTMENT INCOME-Additional payout Hawthorne Trust \$4,341.					
FEES						78,705.54	131,801.00	-53,095.46	59.72%						
FINES/						28,324.19	49,800.00	-21,475.81	56.88%						
GIFTS and GRANTS						90,269.63	225,430.00	-135,160.37	40.04%						
MISCELLANEOUS						7,762.06	0.00	7,762.06	100.0%	MISCELLANEOUS-Meeting room deposits not claimed \$7,185.					
PROGRAM REVENUES						1,776.42	0.00	1,776.42	100.0%						
Total Income						3,647,069.56	7,460,562.00	-3,813,492.44	48.89%						
Gross Profit						3,647,069.56	7,460,562.00	-3,813,492.44	48.89%						
Expense															
CAPITAL CAMPAIGN EXPENSE						48,740.72	0.00	48,740.72	100.0%	CAPITAL CAMPAIGN EXPENSE-Computers, LDS, Tv's.					
AUTOMATED SERVICES						77,692.70	170,817.00	-93,124.30	45.48%						
BUILDING OPERATIONS						401,859.00	1,131,458.00	-729,599.00	35.52%						
GENERAL OPERATING						130,992.53	273,708.00	-142,715.47	47.86%						
MATERIALS						218,904.80	831,723.00	-612,818.20	26.32%	MATERIALS-Slow shipments.					
SALARIES & BENEFITS						1,679,985.56	4,733,668.00	-3,053,682.44	35.49%						
GRANT EXPENSES						64,055.32	239,470.00	-175,414.68	26.75%						
OTHER GIFT EXPENSES						63,062.95	0.00	63,062.95	100.0%	OTHER GIFT EXPENSES-Computers & AWE machines.					
MISCELLANEOUS EXPENSES						0.00	79,718.00	-79,718.00	0.0%						
Total Expense						2,685,293.58	7,460,562.00	-4,775,268.42	35.99%						
Net Ordinary Income						961,775.98	0.00	961,775.98	100.0%						
Net Income						961,775.98	0.00	961,775.98	100.0%						

Huntsville Public Library
Balance Sheet
As of February 28, 2022

				Feb 28, 22
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				1,618,041.68
Total Servis1st Bank-Master Account				3,040,445.68
Servis1st Bank-Gifts				318,462.21
Servis1st Bank-Merchant Acct				6,234.37
Servis1st Bank-Payroll				109,222.26
Petty cash				1,695.00
Total Cash and cash on hand				3,477,308.35
Certificates of Deposit				
PROGRESS BANK CD-EME 0728 02-23				88,642.68
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				27,200.17
Synovus - Cummer CD 1650745158				95,664.25
TRUSTMARK BANK EMER FUNDS-2185				100,015.07
Total Certificates of Deposit				1,257,636.84
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				5,771,271.38
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				5,785,621.33
Fixed Assets				

Huntsville Public Library
Balance Sheet
As of February 28, 2022

				Feb 28, 22
			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				8,795,636.06
LIABILITIES & EQUITY				
		Liabilities		
		Current Liabilities		
		Other Current Liabilities		
		Accrued liabilities		
		Withheld Vanguard 457(b) Roth	-252.87	
		Withheld Vanguard 457(b) Pretax	-383.94	
		Garnishment/Bankruptcy	-7.00	
		Retirement payable	636.81	
		Withheld Accident Ins(pretaxed)	344.27	
		Withheld Cancer Ins (pretaxed)	795.82	
		Withheld Critical Illness Princ	-449.62	
		Withheld Voluntary Life Prem	-1,877.20	
		Withheld Health Ins (pretaxed)	-15,607.95	
		Withheld Health Ins (taxed)	430.49	
		Withheld LTD Principal	-653.40	
		Withheld S-T Disability Ins	75.66	
		Withheld STD Principal	-373.65	
		Withheld UnitedWay Contribution	4.00	
		Withheld Vision (pretaxed)	-576.84	
		Withheld Vision (taxed)	-69.05	
		Total Accrued liabilities	-17,964.47	
		Deferred revenue		
		Deferred revenue - grants	7,975.47	
		Deferred revenue - Other	750.00	
		Total Deferred revenue	8,725.47	
		Total Other Current Liabilities	-9,239.00	
		Total Current Liabilities	-9,239.00	
		Total Liabilities	-9,239.00	
		Equity		
		Investment in Fixed Assets	2,926,306.12	
		Opening Bal Equity	1.00	
		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	961,775.98	
		Total Equity	8,804,875.06	
TOTAL LIABILITIES & EQUITY				8,795,636.06

		Total COH			
INCOME AND EXPENSE SHOULD BE AT 41.66%		Oct '21 - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	2,660,392.22	5,363,288.00	-2,702,895.78	49.6%
	FRIENDS OF THE LIBRARY SUPPORT	32,502.42	58,000.00	-25,497.58	56.04%
	FOUNDATION SUPPORT	65,000.00	65,000.00	0.00	100.0%
	INVESTMENT INCOME	17,693.00	30,625.00	-12,932.00	57.77%
	FEES	59,743.08	105,721.00	-45,977.92	56.51%
	FINES/	17,346.43	28,050.00	-10,703.57	61.84%
	GIFTS and GRANTS	85,557.05	225,430.00	-139,872.95	37.95%
	MISCELLANEOUS	7,508.02			
	PROGRAM REVENUES	1,776.42			
	Total Income	2,947,518.64	5,876,114.00	-2,928,595.36	50.16%
	Gross Profit	2,947,518.64	5,876,114.00	-2,928,595.36	50.16%
Expense					
	CAPITAL CAMPAIGN EXPENSE	48,740.72			
	AUTOMATED SERVICES	33,666.70	95,376.00	-61,709.30	35.3%
	BUILDING OPERATIONS	368,821.03	1,059,042.00	-690,220.97	34.83%
	GENERAL OPERATING	122,181.60	227,046.00	-104,864.40	53.81%
	MATERIALS	155,152.65	561,573.00	-406,420.35	27.63%
	SALARIES & BENEFITS	1,324,366.34	3,693,607.00	-2,369,240.66	35.86%
	GRANT EXPENSES	45,803.32	239,470.00	-193,666.68	19.13%
	OTHER GIFT EXPENSES	50,229.85			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	2,148,962.21	5,876,114.00	-3,727,151.79	36.57%
	Net Ordinary Income	798,556.43	0.00	798,556.43	100.0%
	Net Income	798,556.43	0.00	798,556.43	100.0%

					Total Gurley			
INCOME AND EXPENSE SHOULD BE AT 41.66%					Oct '21 - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
					33,916.65	96,800.00	-62,883.35	35.04%
					2,000.00	2,000.00	0.00	100.0%
					1,000.00	1,000.00	0.00	100.0%
					0.00			
					986.54	825.00	161.54	119.58%
					478.99	1,000.00	-521.01	47.9%
					150.00			
					0.00			
					0.00			
					38,532.18	101,625.00	-63,092.82	37.92%
					38,532.18	101,625.00	-63,092.82	37.92%
Expense								
					0.00			
					1,325.15	4,050.00	-2,724.85	32.72%
					1,028.84	1,598.00	-569.16	64.38%
					1,084.01	3,011.00	-1,926.99	36.0%
					3,305.87	16,243.00	-12,937.13	20.35%
					27,574.34	76,723.00	-49,148.66	35.94%
					1,404.00			
					828.91			
					0.00			
					36,551.12	101,625.00	-65,073.88	35.97%
					1,981.06	0.00	1,981.06	100.0%
					1,981.06	0.00	1,981.06	100.0%

					Total Hazel Green			
INCOME AND EXPENSE SHOULD BE AT 41.66%					Oct '21 - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
				GOVERNMENT SUPPORT	65,375.03	135,000.00	-69,624.97	48.43%
				FRIENDS OF THE LIBRARY SUPPORT	15.00			
				FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
				INVESTMENT INCOME	0.00			
				FEES	2,226.35	4,325.00	-2,098.65	51.48%
				FINES/	1,170.38	2,100.00	-929.62	55.73%
				GIFTS and GRANTS	30.00			
				MISCELLANEOUS	0.00			
				PROGRAM REVENUES	0.00			
				Total Income	69,816.76	142,425.00	-72,608.24	49.02%
				Gross Profit	69,816.76	142,425.00	-72,608.24	49.02%
Expense								
				CAPITAL CAMPAIGN EXPENSE	0.00			
				AUTOMATED SERVICES	1,708.12	5,018.00	-3,309.88	34.04%
				BUILDING OPERATIONS	2,936.24	6,799.00	-3,862.76	43.19%
				GENERAL OPERATING	1,607.42	4,369.00	-2,761.58	36.79%
				MATERIALS	4,386.09	21,373.00	-16,986.91	20.52%
				SALARIES & BENEFITS	36,027.56	104,866.00	-68,838.44	34.36%
				GRANT EXPENSES	0.00			
				OTHER GIFT EXPENSES	0.00			
				MISCELLANEOUS EXPENSES	0.00			
				Total Expense	46,665.43	142,425.00	-95,759.57	32.77%
				Net Ordinary Income	23,151.33	0.00	23,151.33	100.0%
				Net Income	23,151.33	0.00	23,151.33	100.0%

					Total Madison			
INCOME AND EXPENSE SHOULD BE AT 41.66%					Oct '21 - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
				GOVERNMENT SUPPORT	423,583.35	938,000.00	-514,416.65	45.16%
				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	12,612.48	16,675.00	-4,062.52	75.64%
				FINES/	7,492.17	15,000.00	-7,507.83	49.95%
				GIFTS and GRANTS	2,170.00			
				MISCELLANEOUS	218.53			
				PROGRAM REVENUES	0.00			
				Total Income	447,076.53	986,675.00	-539,598.47	45.31%
				Gross Profit	447,076.53	986,675.00	-539,598.47	45.31%
Expense								
				CAPITAL CAMPAIGN EXPENSE	0.00			
				AUTOMATED SERVICES	25,564.89	55,205.00	-29,640.11	46.31%
				BUILDING OPERATIONS	22,086.66	57,254.00	-35,167.34	38.58%
				GENERAL OPERATING	13,829.34	30,021.00	-16,191.66	46.07%
				MATERIALS	47,756.60	191,351.00	-143,594.40	24.96%
				SALARIES & BENEFITS	215,638.23	652,844.00	-437,205.77	33.03%
				GRANT EXPENSES	16,848.00			
				OTHER GIFT EXPENSES	10,735.01			
				MISCELLANEOUS EXPENSES	0.00			
				Total Expense	352,458.73	986,675.00	-634,216.27	35.72%
				Net Ordinary Income	94,617.80	0.00	94,617.80	100.0%
				Net Income	94,617.80	0.00	94,617.80	100.0%

					Total Monrovia			
INCOME AND EXPENSE SHOULD BE AT 41.66%					Oct '21 - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
				GOVERNMENT SUPPORT	80,875.02	172,800.00	-91,924.98	46.8%
				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	2,726.34	3,945.00	-1,218.66	69.11%
				FINES/	1,620.00	3,300.00	-1,680.00	49.09%
				GIFTS and GRANTS	2,170.00			
				MISCELLANEOUS	0.00			
				PROGRAM REVENUES	0.00			
				Total Income	88,393.86	183,045.00	-94,651.14	48.29%
				Gross Profit	88,393.86	183,045.00	-94,651.14	48.29%
Expense								
				CAPITAL CAMPAIGN EXPENSE	0.00			
				AUTOMATED SERVICES	3,719.76	10,103.00	-6,383.24	36.82%
				BUILDING OPERATIONS	3,088.34	5,765.00	-2,676.66	53.57%
				GENERAL OPERATING	2,688.99	7,150.00	-4,461.01	37.61%
				MATERIALS	5,129.87	25,824.00	-20,694.13	19.87%
				SALARIES & BENEFITS	49,518.41	134,203.00	-84,684.59	36.9%
				GRANT EXPENSES	0.00			
				OTHER GIFT EXPENSES	585.25			
				MISCELLANEOUS EXPENSES	0.00			
				Total Expense	64,730.62	183,045.00	-118,314.38	35.36%
				Net Ordinary Income	23,663.24	0.00	23,663.24	100.0%
				Net Income	23,663.24	0.00	23,663.24	100.0%

					Total New Hope			
INCOME AND EXPENSE SHOULD BE AT 41.66%					Oct '21 - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
				GOVERNMENT SUPPORT	27,529.51	79,918.00	-52,388.49	34.45%
				FRIENDS OF THE LIBRARY SUPPORT	8.00			
				FOUNDATION SUPPORT	0.00			
				INVESTMENT INCOME	0.00			
				FEEs	58.55			
				FINES/	110.48			
				GIFTS and GRANTS	192.58			
				MISCELLANEOUS	12.51			
				PROGRAM REVENUES	0.00			
				Total Income	27,911.63	79,918.00	-52,006.37	34.93%
				Gross Profit	27,911.63	79,918.00	-52,006.37	34.93%
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	53.96			
				MATERIALS	304.50			
				SALARIES & BENEFITS	1,258.27			
				GRANT EXPENSES	0.00			
				OTHER GIFT EXPENSES	224.43			
				MISCELLANEOUS EXPENSES	0.00	79,718.00	-79,718.00	0.0%
				Total Expense	5,288.77	79,918.00	-74,629.23	6.62%
				Net Ordinary Income	22,622.86	0.00	22,622.86	100.0%
				Net Income	22,622.86	0.00	22,622.86	100.0%

					Total Triana			
INCOME AND EXPENSE SHOULD BE AT 41.66%					Oct '21 - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
				GOVERNMENT SUPPORT	26,325.02	89,100.00	-62,774.98	29.55%
				FRIENDS OF THE LIBRARY SUPPORT	14.00			
				FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
				INVESTMENT INCOME	0.00			
				FEES	352.20	310.00	42.20	113.61%
				FINES/	105.74	350.00	-244.26	30.21%
				GIFTS and GRANTS	0.00			
				MISCELLANEOUS	23.00			
				PROGRAM REVENUES	0.00			
				Total Income	27,819.96	90,760.00	-62,940.04	30.65%
				Gross Profit	27,819.96	90,760.00	-62,940.04	30.65%
Expense								
				CAPITAL CAMPAIGN EXPENSE	0.00			
				AUTOMATED SERVICES	583.08	1,065.00	-481.92	54.75%
				BUILDING OPERATIONS	450.28	800.00	-349.72	56.29%
				GENERAL OPERATING	672.21	2,111.00	-1,438.79	31.84%
				MATERIALS	2,869.22	15,359.00	-12,489.78	18.68%
				SALARIES & BENEFITS	25,602.41	71,425.00	-45,822.59	35.85%
				GRANT EXPENSES	0.00			
				OTHER GIFT EXPENSES	459.50			
				MISCELLANEOUS EXPENSES	0.00			
				Total Expense	30,636.70	90,760.00	-60,123.30	33.76%
				Net Ordinary Income	-2,816.74	0.00	-2,816.74	100.0%
				Net Income	-2,816.74	0.00	-2,816.74	100.0%

		TOTAL			
INCOME AND EXPENSE SHOULD BE AT 41.66%		Oct '21 - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	3,317,996.80	6,874,906.00	-3,556,909.20	48.26%
	FRIENDS OF THE LIBRARY SUPPORT	34,541.92	78,000.00	-43,458.08	44.29%
	FOUNDATION SUPPORT	70,000.00	70,000.00	0.00	100.0%
	INVESTMENT INCOME	17,693.00	30,625.00	-12,932.00	57.77%
	FEES	78,705.54	131,801.00	-53,095.46	59.72%
	FINES/	28,324.19	49,800.00	-21,475.81	56.88%
	GIFTS and GRANTS	90,269.63	225,430.00	-135,160.37	40.04%
	MISCELLANEOUS	7,762.06	0.00	7,762.06	100.0%
	PROGRAM REVENUES	1,776.42	0.00	1,776.42	100.0%
	Total Income	3,647,069.56	7,460,562.00	-3,813,492.44	48.89%
	Gross Profit	3,647,069.56	7,460,562.00	-3,813,492.44	48.89%
Expense					
	CAPITAL CAMPAIGN EXPENSE	48,740.72	0.00	48,740.72	100.0%
	AUTOMATED SERVICES	77,692.70	170,817.00	-93,124.30	45.48%
	BUILDING OPERATIONS	401,859.00	1,131,458.00	-729,599.00	35.52%
	GENERAL OPERATING	130,992.53	273,708.00	-142,715.47	47.86%
	MATERIALS	218,904.80	831,723.00	-612,818.20	26.32%
	SALARIES & BENEFITS	1,679,985.56	4,733,668.00	-3,053,682.44	35.49%
	GRANT EXPENSES	64,055.32	239,470.00	-175,414.68	26.75%
	OTHER GIFT EXPENSES	63,062.95	0.00	63,062.95	100.0%
	MISCELLANEOUS EXPENSES	0.00	79,718.00	-79,718.00	0.0%
	Total Expense	2,685,293.58	7,460,562.00	-4,775,268.42	35.99%
	Net Ordinary Income	961,775.98	0.00	961,775.98	100.0%
	Net Income	961,775.98	0.00	961,775.98	100.0%

Huntsville Public Library Capital Campaign
Balance Sheet by Class
 As of February 28, 2022

			SHV	TOTAL
ASSETS				
Current Assets				
	Checking/Savings			
		Servis1st Bank Capital Campaign	129,697.91	129,697.91
	Total Checking/Savings		129,697.91	129,697.91
	Total Current Assets		129,697.91	129,697.91
TOTAL ASSETS			129,697.91	129,697.91
LIABILITIES & EQUITY				
	Equity			
		Unrestricted Net Assets	129,563.84	129,563.84
		Net Income	134.07	134.07
	Total Equity		129,697.91	129,697.91
TOTAL LIABILITIES & EQUITY			129,697.91	129,697.91

**Huntsville Public Library Capital Campaign
 Profit & Loss by Class
 October 2021 through February 2022**

				SHV	TOTAL
Ordinary Income/Expense					
		Income			
		Investments			
		Interest-Savings, Short-term CD	134.07	134.07	
		Total Investments	134.07	134.07	
		Total Income	134.07	134.07	
		Gross Profit	134.07	134.07	
		Net Ordinary Income	134.07	134.07	
Net Income			134.07	134.07	

Huntsville Public Library

dba Huntsville Madison County Public Library

Investment Policy

Reviewed and approved: _____

The members of the Huntsville Madison County Public Library Board of Directors are the fiscal body of the Library. The members serve without compensation. The members of the Library Board have among their duties the responsibility for establishing and adopting the Investment Policy to guide and direct Library employees on the handling and investment of cash and investments received or held by the Library. This Investment Policy is the statement of policy by the Board for those purposes.

1. Policy Statement and Scope

- This document will govern the investment activities of the Huntsville Madison County Public Library. It is the policy of the Library to invest funds in a manner that will maximize the security of the principal while satisfying cash flow demands using approved methods that will provide the highest possible return. All investments will conform to applicable laws and regulations of the State of Alabama.

2. Delegation of Authority

- Management responsibility for the Library’s investment program is delegated to the Executive Director who is considered the Library’s chief financial officer.
- The Executive Director shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Executive Director.

3. Investment Objective

The primary objectives of the Library’s financial investments are (in priority order):

- Preservation of capital – The preservation of capital is the foremost objective of the investment program. At no time should the safety of the portfolio’s principal investment be impaired or jeopardized. All investments shall be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives.
- Liquidity – The Library’s investment portfolio is to remain sufficiently liquid to enable the Library to meet those operating requirements that might be reasonably anticipated.
- Return on investments (Yield) – The Library’s investments should generate the highest available return without sacrificing the first two objectives.
- Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence might exercise in the management of fiduciary funds entrusted to their care for the benefit of others.

4. Authorized and Suitable Investments

- The following investments are deemed to be suitable for inclusion in the Library's investment program. The Executive Director is authorized to invest Library funds only in those investments specifically delineated below:
 - U.S. Treasury Bills and Notes, for which the full faith and credit of the United States Government is pledged for the repayment of principal and interest;
 - Bonds, notes and other obligations issued by any federal government agency or instrumentality; but expressly excluding investments in government sponsored enterprises such as the Federal National Mortgage Association (Fannie Mae), the Federal Home Loan Bank (Freddie Mac) or other similarly situated businesses.
 - Demand deposit accounts (such as checking accounts) established at local financial institutions, and properly insured through the Federal Deposit Insurance Corporation (FDIC) or suitable collateralization such as Alabama's SAFE Program.
 - Certificates of Deposit (CDs) issued by local financial institutions, and properly insured through the FDIC or suitable collateralization such as Alabama's SAFE Program.
 - Certificates of Deposit (CDs) issued by banks located in the United States and properly insured through the FDIC or suitable collateralization such as Alabama's SAFE Program.

5. Prohibited Investments

- The Executive Director may not purchase securities on margin or open a securities margin account for the investment of Library funds.

6. Internal Controls

- The Executive Director is responsible for establishing and maintaining internal controls to insure that the assets of the Library are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points
 - Separation of transaction records from accounting data;
 - Custodial safekeeping;
 - Written confirmation of telephone transactions for investments and wire transfers.
 - On a quarterly basis, the Executive Director and the Deputy Director will review the investment analysis worksheet prepared by the bookkeeper.

7. Maturity of Investments

- No investment shall have a maturity date of more than seven years from its date of purchase by the Library, unless an investment is matched to a specific obligation of the Library.

8. Diversification of Investments

- The Library shall diversify its investments to the best of its ability based on the type of funds invested and cash flow needs of those funds. Diversification can be achieved by the type of investment, number of institutions, and the length of maturity.
- The Executive Director will use the following guidelines in administering the Library's investment policy:
 - The Library's total (100%) portfolio may be invested in securities guaranteed by the United States, or those securities for which the full faith of the United States is pledged for the payment of principal and interest.
 - The Library's total (100%) portfolio may be invested in certificates of deposit, savings, or deposit accounts that have FDIC insurance coverage of the entire principal amount or have been fully collateralized.
 - No more than 35% of the total portfolio may be invested in securities issued by any federal government agency or instrumentality.
- The Library's portfolio of all funds shall be deposited with more than one financial institution. Not more than 66% shall be deposited in any one financial institution for a period exceeding 3 consecutive months.

9. Deposit Requirements

- The Library's Board of Directors shall designate as its public depositories any eligible institution that has offices within Madison County Alabama and is recognized as a Qualified Public Depository by the Alabama SAFE Program.
- The Board will also designate qualified investment firms for the establishment of Library brokerage and investment accounts. Eligible institutions are firms that are covered by SIPC federal insurance protection and have offices within Madison County Alabama.

10. Library Funds

The Library Board may establish funds for money and securities of the Library. All monies from whatever source derived will be receipted into funds established by the Library Board under authority of law. The currently authorized funds are as follows:

- Library Operating Account – all money collected from local government, state government, fines and fees shall be deposited into the Library Operating Account

- Payroll Account – a zero balance account with funds transferred from the operating account as needed to cover payroll and payroll expenses
- Gift Account – including restricted and unrestricted money accepted and secured by the Library Board as a gift, grant, donation and endowment, bequest or trust some of which may be set aside in a separate fund or funds.
- Merchant Account – fines and fees accepted through credit or debit card transaction are held in the Merchant account and then flow into the Library Operating Account
- Library Reserve Fund – Unspent funds from the prior year’s operating funds may be accumulated in the Library Reserve Fund for the purpose of anticipating emergencies or future capital expenditures. Funds used for temporary cash flow emergencies do not require approval of the Library Board. Other expenditures must be approved in advance.
- Capital Campaign Account - Funds received from government sources, pledges from individuals or companies, individual contributions for the purpose of funding capital expenditures for new Libraries.

11. Gifts of Stock Certificates

- Gifts of stock certificates should be made to the Huntsville Library Foundation whenever possible. If that is not appropriate, the stock should be sold as soon as practical and the funds placed in the Gift Account. It is the policy of the Library to sell all gifts of stock and other investments not meeting this Investment Policy as soon as practicable. An exception to the Policy requires Board approval.

12. Professional Guidance

- Whenever required or deemed necessary by the Board, professional advice and guidance will be requested of licensed and experienced professionals in the investment field.

13. Deviation from Policy

- Any deviation from this policy shall require the approval of the Library Board.

14. Policy Review and Approval

- This policy shall be reviewed and approved annually by the Library Board.

Proposed Changes and Updates to HMCPL Policy 5.10 Summary

- Included use of xMatters Emergency Notification System in regards to closures.
- Added mention of staff being offered assignment to other site locations during short-term, singular site closures when appropriate.
- Added explicit mention that the Library Board will make decisions regarding the payment of staff during extended situational closures.

SECTION 5.10

Date Approved: 11/18/09

INCLEMENT WEATHER OR OTHER SITUATIONAL CLOSINGS

The Library is expected to be open all scheduled hours. At times, severe weather conditions, power failures, or some other problem may disrupt library operations. The most common reason for emergency closing is inclement weather and unsafe road conditions. Though some situations may require reduced staffing, altered hours of operation, or complete closure of one or more locations, all reasonable attempts will be made to keep libraries open. In such cases, employees may be asked to work at locations or work in areas not normally assigned.

In the event of a power outage, the following procedure will be observed:

- During daylight hours, the Library will remain open for one hour in the eventuality that power will be restored within that timeframe and full service may be resumed. After one hour, if power is not restored and is unlikely to be so soon thereafter, the Library will close. The Executive Director may decide to reopen the Library later in the day if power is restored.
- During nighttime hours or overcast winter hours, when staff and the public are solely dependent on battery-powered emergency lights, the Library will begin the closing and lock-up procedures immediately. Patrons and meeting attendees will be escorted outside to their parked cars by staff. Staff will leave together for safety purposes, with at least one flashlight.

All decisions to alter operating hours are made by, or in consultation with, the Executive Director or designee. The closure information will be communicated to the staff as follows:

- Executive Director or designee notifies Deputy Director, Location Managers, and ITS Manager
- Deputy Director notifies Operations Manager, Administration, Maintenance, the media, and if possible, organizations with scheduled meetings in the Library

- Executive Director or designee notifies all affected staff via HMCPL's Emergency Notification System
- Operations Manager notifies Security company

Local radio and television stations may be asked to broadcast notification of closings or late openings to the public.

When libraries are officially closed due to short-term weather-related or situational events, the time missed by employees scheduled to work will be paid as though the hours were worked. If the Library is open and an employee is absent because of the inclement weather or situational event, the employee must use vacation leave or personal leave, if available. In the event of no applicable leave, an employee may be paid only for hours worked. Supervisors may request that an employee be allowed to make up lost time if it benefits the Library. **If only one library location is affected, staff may be offered hours at other library locations depending on space and time constraints. If such hours are offered and the employee refuses, the employee must use vacation leave or personal leave, if available, to account for time missed. In the event of no applicable leave, an employee may be paid only for hours worked.**

In the event that the Library is closed due to long-term weather-related or situational events, decisions regarding employee pay will be made by the Library Board in conjunction with Executive Director.

Proposed Changes and Updates to HMCPL Policy 7.3 Summary

- Clarified language regarding overdue fines being waived on employee accounts during period of employment.
- Clarified that the Admin team may periodically check to ensure staff privileges are not being misused.

SECTION 7.3

Date Approved: 7/18/2018

EMPLOYEE BORROWING PRIVILEGES

Library cards for staff members must be obtained through application at any public service desk. Employees are governed by the same rules and regulations for use of Library books and materials as the Library patrons, with the exception of overdue fines item on HMCPL materials. Employees are responsible for any fees associated with the checkout of unique items types or the use of services including fees for Wi-Fi hot spots, room reservations, and audiovisual equipment.

The waiving of overdue fines on HMCPL materials begins the day an individual starts employment with HMCPL. Any previously accrued and outstanding amounts owed for any reason on the individual's account are still owed by the individual to the Library. When an individual ceases employment with HMCPL, they will immediately begin accruing fines and fees as allowed by HMCPL patron circulation rules.

Staff may not override an item limit, hold limit, renewal limit, or renew items that have holds. Regular overdue notices will be issued for all overdue materials being used by the staff, and charges will be made if materials are lost or damaged. Under no circumstances are books and materials to be removed from the Library by employees without following the proper checkout procedure. All books and materials that are removed from the shelves by staff for personal or professional use must be checked to the staff member's library card and returned in a reasonable timeframe.

Employees are responsible for any cost associated with the use of materials obtained through Interlibrary Loan, including the postage fee, as well as any fees for lost or damaged Interlibrary Loan materials unless the materials are for Library use. Employees must have manager approval to request materials for professional use through Interlibrary Loan.

Employees who are paying any amounts owed on their personal accounts should not process the transaction. This includes the actual receiving of payment and the recording of payment received in the patron account. Employees who are making payments on their personal account or the accounts of family members should have the transaction handled by another staff member. HMCPL administration may periodically confirm that no employee is misusing their staff privileges in regards to checking out HMCPL materials.