

Huntsville-Madison County Public Library
Board of Directors Meeting
MINUTES
January 20, 2021

The meeting was conducted via video conference due to the COVID-19 pandemic.

The meeting was called to order by the Chairman.

Present: Lee Jones, Chairman
Melissa Thompson, Vice Chairman
Carla Clift, Member
Doug Martinson, Member
G. W. Boon, Member
Cutter Hughes, Member
Cindy Hewitt, Interim Executive Director
Connie Chow, Interim Deputy Director
Christina Tabereaux, Huntsville Library Foundation
Rhonda Ondocsin, Huntsville Library Foundation
Bill Cooper, Friends of the Library
Dorothie Linton, Recorder

Special Guests:

Annie Phillips, Digital Services Manager, HMCPL

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 and hearing none declared the Minutes approved.

Special Guest:

Ms. Phillips, the library's new Digital Services Manager, presented information on the Library's digital resources and how they were leveraged to continue offering library services to the public during the period of time the Library was closed due to the ongoing COVID-19 pandemic. Ms. Phillips presented information on the addition of Hoopla during this period to increase content available to patrons. Ms. Phillips reported that over 17,000 titles were circulated via the OverDrive DMZ platform in April of 2020 and 454 new users were added in March 2020. Hoopla was added to the Library's resources in March 2020 and currently offers 800,000 titles with zero wait times to patrons.

Ms. Phillips reported that the Freegal music platform saw a decrease during the shutdown period, in contrast to all other platforms. Due to this low usage and overall low use by patrons in general, this service will be discontinued in March 2021. In its place, the Library will begin offering MUSICat, a platform that will allow the Library to showcase and promote local music by making artist-owned music available for streaming by library cardholders. The details of this new platform will be presented to the Huntsville Music Advisory Board on January 25th. There will be a jury-selected submissions review process for artists interested in participating and artists whose music are selected for inclusion in the catalog will receive a one-time honorarium.

Executive Director's Report

Activity Report

Ms. Hewitt mentioned that the Hawthorne Memorial trust is restricted to music-related materials only and has previously been used to support Freegal. These funds will now support the offering of MUSICat.

Ms. Hewitt reported that overall, the circulation numbers for the entire system are up over this time last year. The implementation of auto-renewal on library materials checked out to patrons may account for some of this increase. Library visits are at 40% compared to the same quarter last year. These numbers do not include library patrons who are utilizing curbside services in response to COVID-19. Use of downloadable services continues to increase over previous years however music downloads continue to decrease. Visits to the library's website went up by more than 10,000 in the past quarter.

Financial Report

Ms. Hewitt stated that overall the library's income and expenses look good. Income from fines and fees are currently below the budgeted amount which may be due the implementation of auto-renewal for patrons. Ms. Hewitt stated that they expect to re-evaluate the budget midway through to avoid overspending.

Strategic Plan Update

Ms. Hewitt reported that, in line with Goal Two, new library patrons now receive welcome emails with library information and links to various library services. New patrons are also automatically signed up for the Library newsletter to connect them with ongoing events and services. There has been great response so far.

Ms. Hewitt reported that, in line with Goal Three, changes are being made at several library locations to increase visibility and improve the physical presentation of library buildings to the public. The Madison Branch Library campus will be getting a new sidewalk connecting them to the new Madison Elementary School. The Downtown Huntsville Library will be installing an exterior building banner on the north side of the building to increase visibility and make it easier for patrons to identify the building.

COVID Update

Ms. Hewitt reported that since July, the library system has had only twelve incidences of a staff member testing positive for COVID-19. A total of 113 staff members have been placed on a quarantine status, including staff members who may have been exposed via outside sources. At the time of this meeting, no staff members are currently out for COVID-19 related reasons.

Branch Expansion Update

Ms. Hewitt reported that the North Huntsville Branch Library site is progressing very well. The final walkthrough of the building is scheduled to take place at the end of January and the library may take occupancy in February.

The South Huntsville Branch Library site remains on track and work is currently progressing on the building's interior.

Foundation Report

Ms. Tabereaux reported that the Huntsville Library Foundation's end of year appeal campaign raised \$30,000 less than in 2019 however it was still above their 2020 goal and they are very pleased with the response. The Love Your Library campaign will begin in February with proceeds going to support summer reading. The goal for this campaign is \$25,000.

Friends of the Library Report

Mr. Cooper reported that the FOL membership for 2020 is down 34%. Member dues fund the FOL's sponsorship of various library programs and the Friends Board has concerns over their ability to continue to support the Library at the same level as years past. Overall sales in the used bookstore are also down by a substantial margin. The FOL are working on options to increase sales traffic but this may continue to be hindered by low foot traffic in the building.

Unfinished Business

Approve HR Policy Revisions

Ms. Hewitt presented a set of policy revisions from the previous meeting. The policies have since been reviewed by an HR attorney and no further changes were recommended. Ms. Thompson motioned to approve all of the proposed revisions, Mr. Martinson seconded, and the motion carried.

New Business

Audit FY2019-2020 Report: Audit Committee

Mr. Martinson presented a clean audit report on behalf of the audit committee. Ms. Thompson seconded the approval of the report and the report was approved as presented.

Approve One-Year Extension Cleaning Services Contract for Downtown

Ms. Hewitt presented a proposal for a one-year extension of the current cleaning services contract for the Downtown Huntsville Library. This extension would allow us to retain the 2020 rates as opposed to going out to bid. After a brief discussion, Mr. Martinson motioned to approve the extension, Ms. Thompson seconded, and the motion carried.

Next Meeting Date

The next meeting will be held March 17, 2021.

There being no further business the meeting adjourned.

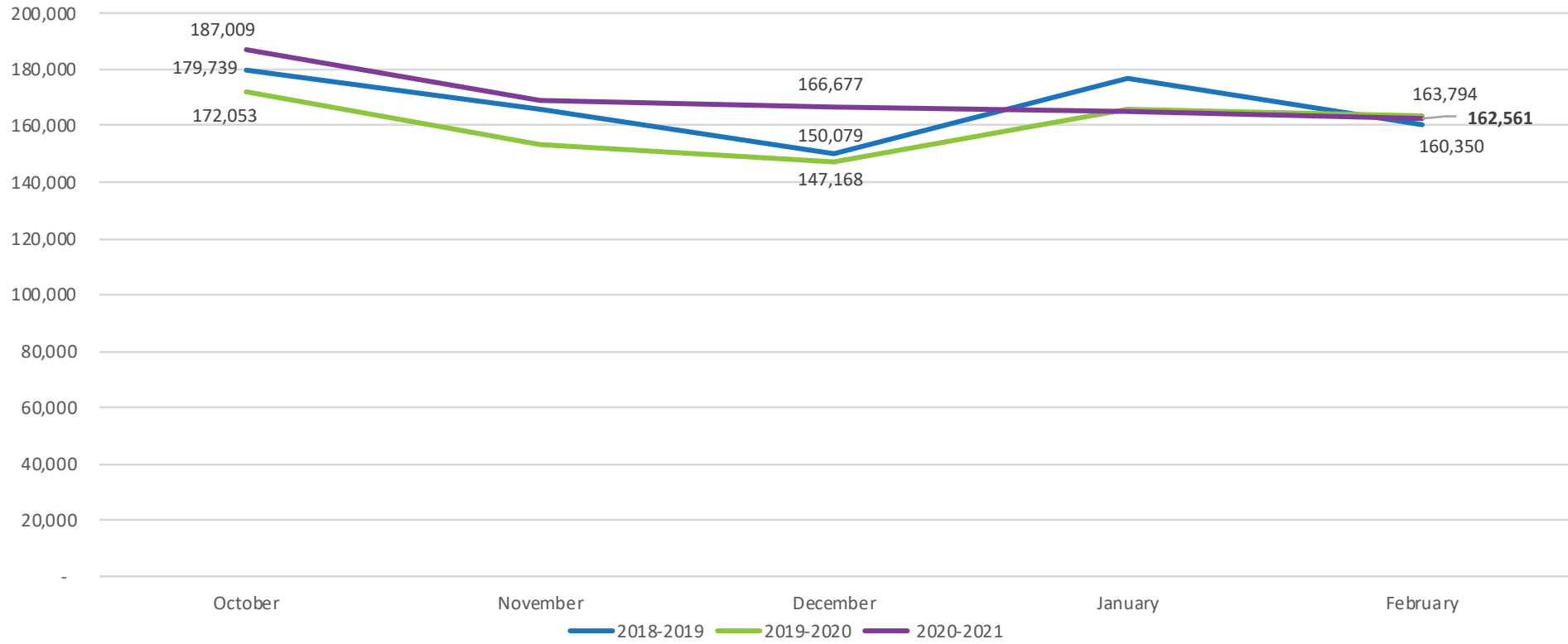
Submitted by:

Approved:

Dorothie Linton

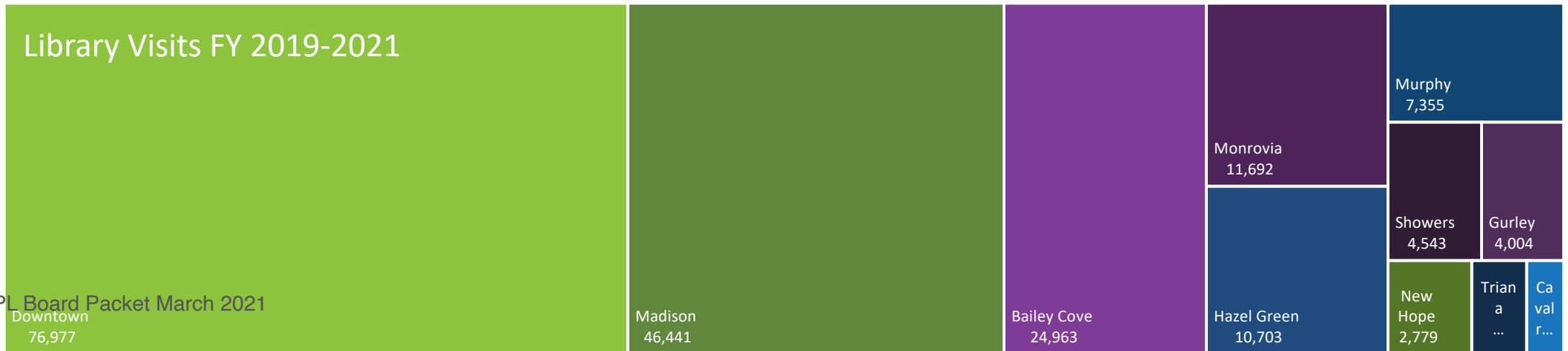
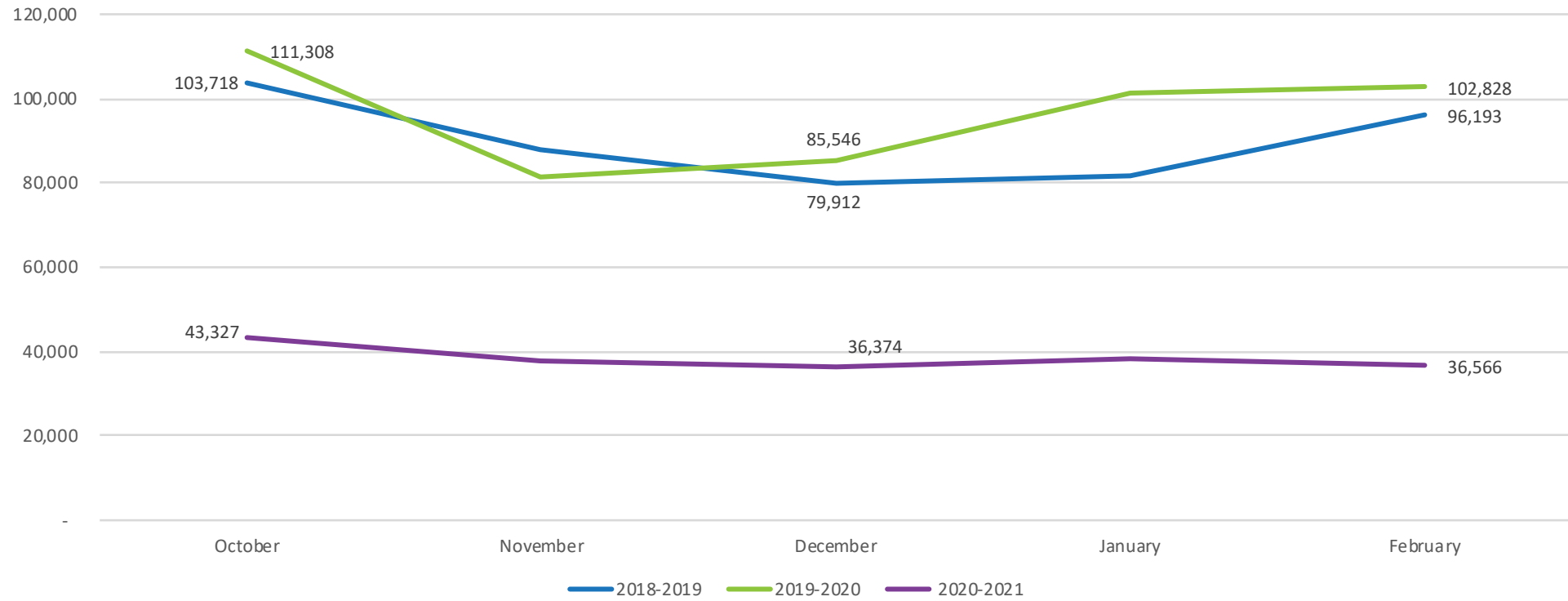
Lee Jones, Board Chair

Systemwide Circulation - FY 2019-2021

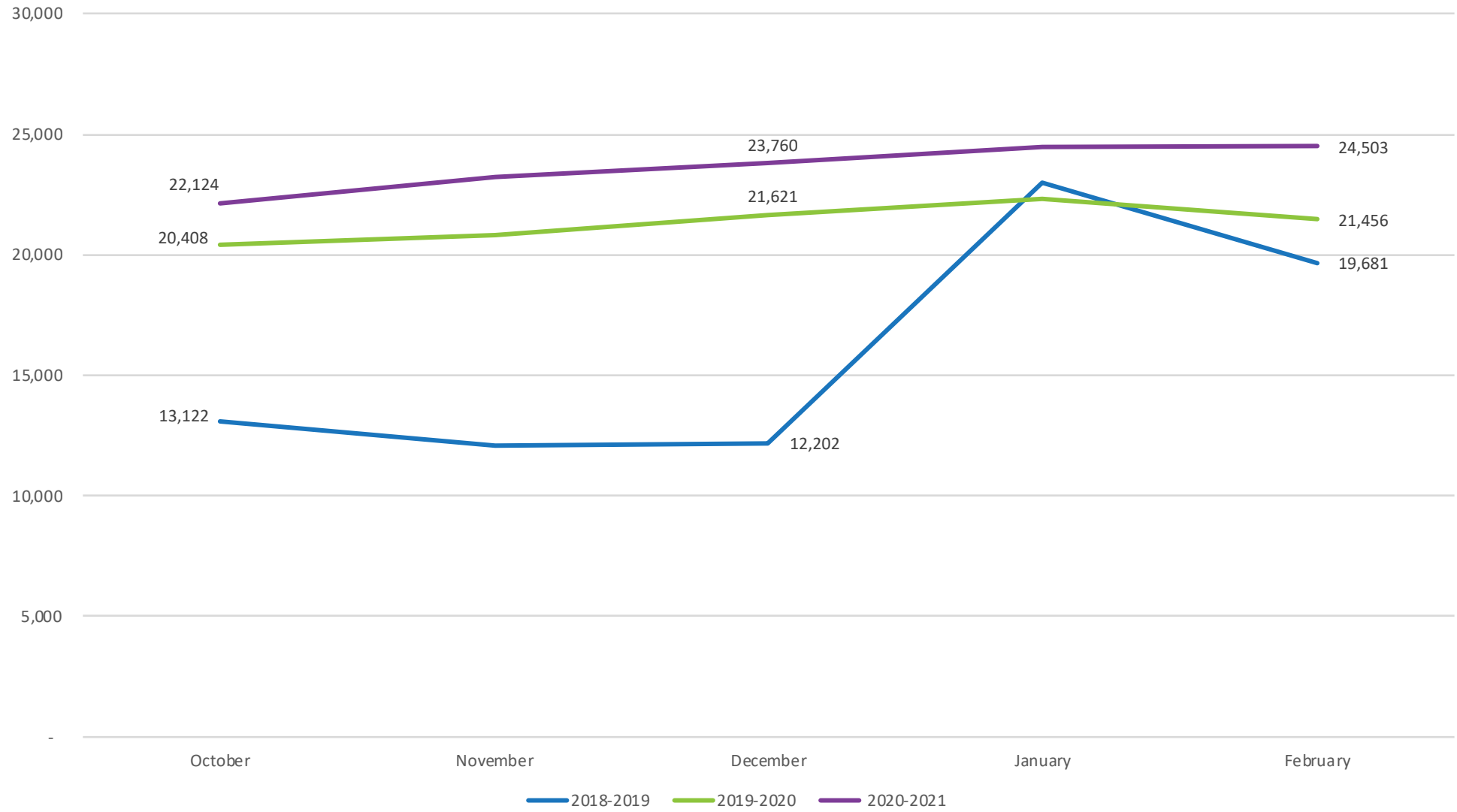


* Breakout chart does not include BPD or Downloadables

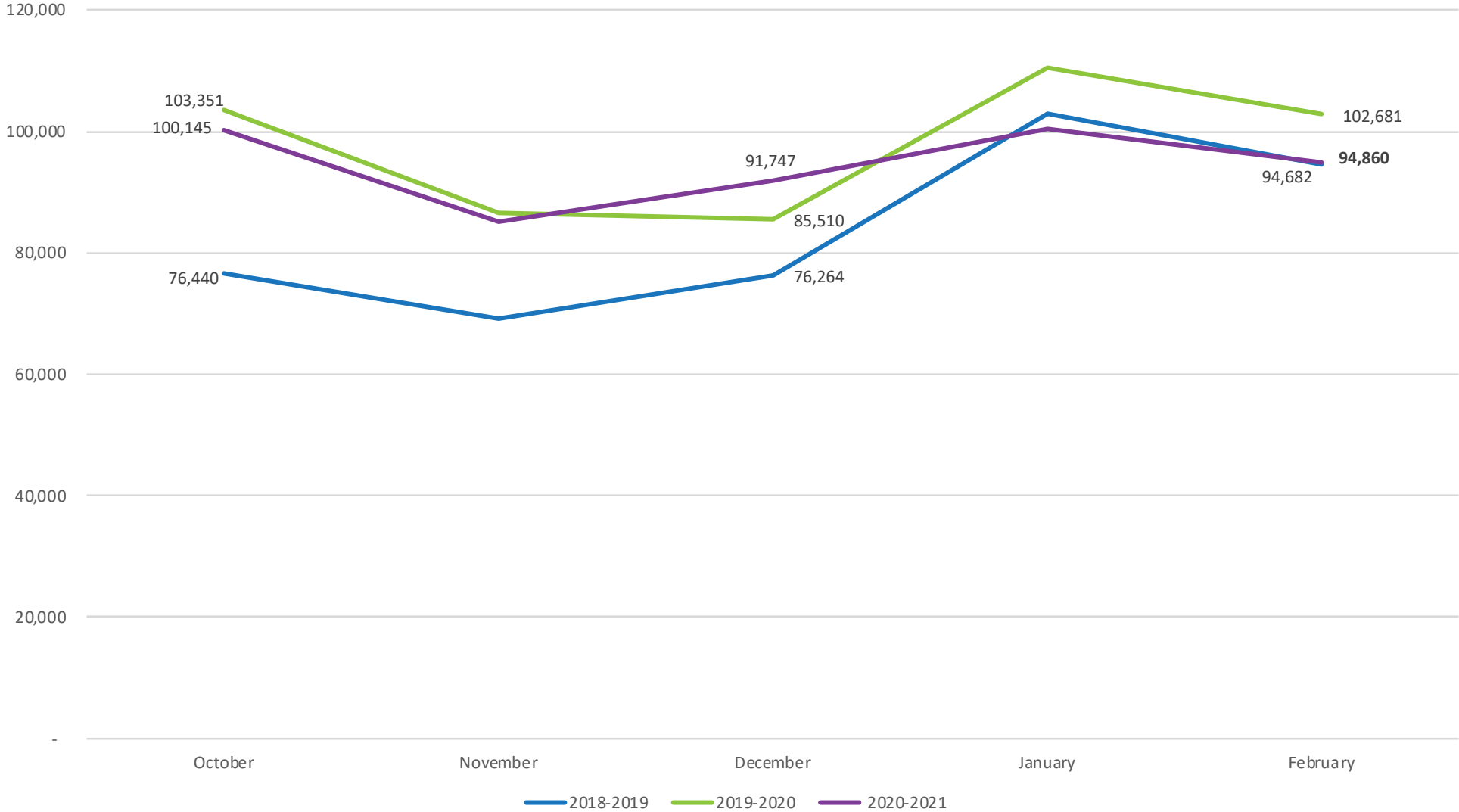
Systemwide Library Visits FY 2019- 2021



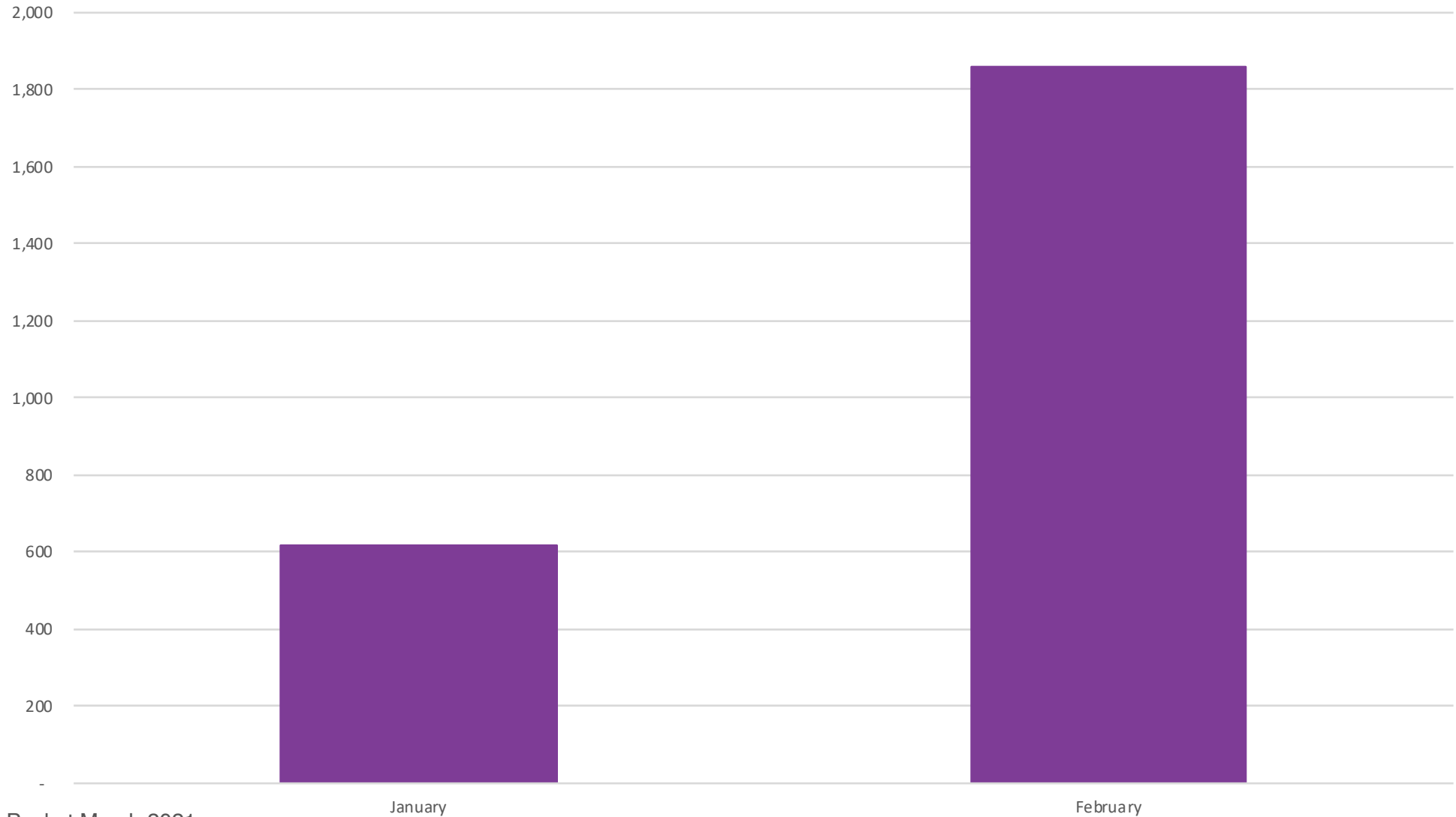
Downloadables - FY 2019-2021



HMCPL.org Visits - FY 2019-2021



Curbside Interactions FY 2021



HMCPL closed to the Public March 15-May 6, 2020. Due to COVID-19, limited services from then until present continue to impact statistics.

February 2021 HMCPL Statistics

Systemwide Circulation				
	FY2019	FY2020	FY2021	% +/-
October	179,739	172,053	187,009	8.69%
November	166,160	153,188	169,056	10.36%
December	150,079	147,168	166,677	13.26%
January	176,846	166,226	164,800	-0.86%
February	160,350	163,794	162,561	-0.75%
March	180,110	132,898		
April	165,281	41,904		
May	170,548	119,446		
June	194,872	108,940		
July	197,943	169,057		
August	185,395	194,266		
September	166,326	192,233		
Year	2,093,649	1,761,173	850,103	-51.73%

Systemwide totals include BP circulation as well as downloadables.

hmcpl.org				
	FY2019	FY2020	FY2021	% +/-
October	76,440	103,351	100,145	-3.10%
November	69,161	86,458	85,104	-1.57%
December	76,264	85,510	91,747	7.29%
January	102,884	110,451	100,380	-9.12%
February	94,682	102,681	94,860	-7.62%
March	96,924	88,569		
April	97,472	38,194		
May	104,894	132,702		
June	112,451	123,503		
July	113,734	122,145		
August	110,598	116,087		
September	100,695	115,587		
Year	1,156,199	1,225,238	472,236	-61.46%

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

Downloadables				
	FY2019	FY2020	FY2021	% +/-
October	13,122	20,408	22,124	8.41%
November	12,081	20,804	23,235	11.69%
December	12,202	21,621	23,760	9.89%
January	22,983	22,311	24,500	9.81%
February	19,681	21,456	24,503	14.20%
March	21,906	23,201		
April	19,941	26,390		
May	20,134	25,805		
June	21,165	24,200		
July	23,168	25,293		
August	22,585	25,360		
September	20,543	23,698		
Year	229,511	280,547	118,122	-57.90%

*Downloadables include digital media downloaded from Hoopla, Freegal, Overdrive, Freeding & Gutenberg
*Hoopla went live on March 24, 2020

Music Downloadables				
	FY2019	FY2020	FY2021	% +/-
October	7,381	5,726	6,206	8.38%
November	7,561	7,427	7,391	-0.48%
December	7,844	8,366	7,939	-5.10%
January	9,217	7,487	7,237	-3.34%
February	7,636	7,432	7,560	1.72%
March	8,594	6,670		
April	7,306	7,108		
May	6,804	7,167		
June	7,350	6,628		
July	8,466	8,018		
August	7,820	8,357		
September	6,319	7,515		
Year	92,298	87,901	36,333	-58.67%

*Music Downloadables includes Freegal and Hoopla (music)

Wi-Fi # of Logins				
	FY2019	FY2020	FY2021	% +/-
October	39,396	49,515	9,793	-80.22%
November	31,683	29,942	6,983	-76.68%
December	28,435	27,298	7,101	-73.99%
January	33,190	31,141	6,575	-78.89%
February	32,958	29,510	5,726	-80.60%
March	35,715	17,026		
April	35,093	4,536		
May	35,207	8,144		
June	35,420	10,614		
July	37,857	10,688		
August	35,948	11,212		
September	34,206	11,181		
Year	415,108	240,807	36,178	-84.98%

Wi-Fi Volume of Downloads (TB)				
	FY2019	FY2020	FY2021	% +/-
October	2.94	3.12	0.90	-71.22%
November	2.60	2.54	0.68	-73.23%
December	2.57	2.56	0.73	-71.37%
January	2.70	2.70	0.75	-72.26%
February	2.67	3.03	0.64	-79.03%
March	2.70	1.66		
April	2.76	0.31		
May	2.64	0.64		
June	2.84	0.73		
July	2.88	0.82		
August	2.85	0.97		
September	2.52	0.98		
Year	33	20	3.69	-81.57%

* The volume of downloads is calculated in terabytes.

Public Computer Use				
	FY2019	FY2020	FY2021	% +/-
October	12,996	12,537	2,822	-77.49%
November	10,408	9,624	2,330	-75.79%
December	10,091	10,466	2,221	-78.78%
January	11,338	12,114	2,467	-79.64%
February	10,795	11,569	2,274	-80.34%
March	12,453	5,723		
April	12,275	-		
May	12,558	10		
June	12,494	1,258		
July	13,936	2,370		
August	13,096	2,447		
September	11,724	2,456		
Year	105,408	32,627	12,114	-82.84%

Online Database Use				
	FY2019	FY2020	FY2021	% +/-
October	50,606	52,148	77,038	47.73%
November	45,747	92,516	21,573	-76.68%
December	33,561	45,374	23,231	-48.80%
January	38,132	69,749	19,763	-71.67%
February	38,969	61,072	35,627	-41.66%
March	40,724	23,152		
April	65,431	29,301		
May	51,421	19,328		
June	132,046	24,125		
July	56,241	25,775		
August	84,777	68,739		
September	178,333	39,108		
Year	815,988	550,387	177,232	-67.80%

Statistical definitions were adjusted to be more accurate in FY2021.
Statistics for FY2019-2020 were recalculated accordingly

HMCPL closed to the Public March 15-May 6, 2020. Due to COVID-19, limited services from then until present continue to impact statistics.

Reference Questions				
	FY2019	FY2020	FY2021	% +/-
October	19,765	24,049	24,821	3.21%
November	18,697	19,099	21,789	14.08%
December	14,580	22,954	22,369	-2.55%
January	14,135	23,920	23,555	-1.53%
February	14,231	22,527	21,252	-5.66%
March	16,352	14,012		
April	14,655	996		
May	18,054	6,984		
June	27,428	7,881		
July	25,923	8,641		
August	23,216	12,091		
September	23,878	24,473		
Year	230,914	187,627	113,786	-39.36%

Program Attendance				
	FY2019	FY2020	FY2021	% +/-
October	11,337	13,278	7,182	-45.91%
November	7,842	9,429	2,937	-68.85%
December	6,004	7,362	3,300	-55.18%
January	7,909	9,840	3,427	-65.17%
February	9,016	9,453	3,557	-62.37%
March	8,734	3,706		
April	19,159	3,450		
May	14,672	2,131		
June	20,725	3,399		
July	15,880	3,385		
August	8,681	2,888		
September	12,426	5,254		
Year	142,385	73,575	20,403	-72.27%

A new event/room reservation system was put into place in the spring of 2019, and the first month of reporting was April 2019 - which reflects more accurate statistics for attendance

Bailey Cove Circulation				
	FY2019	FY2020	FY2021	% +/-
October	25,515	24,356	29,822	22.44%
November	22,292	20,579	26,012	26.40%
December	21,115	19,784	26,276	32.81%
January	23,662	23,159	26,853	15.95%
February	21,912	23,994	26,622	10.95%
March	23,117	17,186		
April	23,576	2,044		
May	24,170	13,478		
June	28,356	13,348		
July	27,110	22,957		
August	25,465	28,024		
September	22,783	29,968		
Year	289,073	238,877	135,585	-43.24%

Cavalry Hill				
	FY2019	FY2020	FY2021	% +/-
October	668	696	625	-10.20%
November	767	756	549	-27.38%
December	407	907	811	-10.58%
January	468	1,051	598	-43.10%
February	794	703	578	-17.78%
March	762	539		
April	785	102		
May	664	118		
June	773	360		
July	760	507		
August	790	570		
September	544	451		
Year	8,182	6,760	3,161	-53.24%

Downtown Circulation				
	FY2019	FY2020	FY2021	% +/-
October	44,499	40,407	43,425	7.47%
November	38,741	33,318	36,606	9.87%
December	36,122	31,915	35,739	11.98%
January	41,560	36,418	33,258	-8.68%
February	39,173	36,967	33,084	-10.50%
March	44,140	27,827		
April	41,570	3,743		
May	41,465	19,016		
June	48,160	18,391		
July	50,227	35,569		
August	43,727	41,760		
September	39,373	41,973		
Year	508,757	367,304	182,112	-50.42%

Gurley Circulation				
	FY2019	FY2020	FY2021	% +/-
October	3,755	3,935	4,817	22.41%
November	3,631	3,308	4,018	21.46%
December	3,107	2,776	4,454	60.45%
January	3,690	3,186	4,603	44.48%
February	3,906	3,592	4,441	23.64%
March	3,983	3,481		
April	3,705	549		
May	3,914	2,305		
June	4,435	1,816		
July	4,516	3,418		
August	4,072	4,329		
September	3,622	4,382		
Year	46,336	37,077	22,333	-39.77%

Hazel Green Circulation				
	FY2019	FY2020	FY2021	% +/-
October	5,320	5,432	6,072	11.78%
November	4,775	4,406	5,139	16.64%
December	3,984	4,376	5,239	19.72%
January	4,962	5,385	5,326	-1.10%
February	4,268	5,627	5,198	-7.62%
March	5,204	3,704		
April	5,013	388		
May	4,497	2,670		
June	5,220	2,665		
July	5,794	4,507		
August	5,102	5,519		
September	5,308	6,004		
Year	59,447	50,683	26,974	-46.78%

Madison Circulation				
	FY2019	FY2020	FY2021	% +/-
October	48,085	48,059	55,445	15.37%
November	42,288	42,063	47,155	12.11%
December	39,956	40,057	47,250	17.96%
January	46,453	45,565	47,234	3.66%
February	43,511	46,564	47,344	1.68%
March	48,408	35,566		
April	44,441	3,727		
May	49,098	34,595		
June	58,849	32,088		
July	58,200	51,224		
August	51,638	59,212		
September	48,602	57,605		
Year	579,529	496,325	244,428	-50.75%

HMCPL closed to the Public March 15-May 6, 2020. Due to COVID-19, limited services from then until present continue to impact statistics.

Monrovia Circulation				
	FY2019	FY2020	FY2021	% +/-
October	13,952	12,419	13,918	12.07%
November	12,276	10,091	12,190	20.80%
December	10,146	10,128	12,276	21.21%
January	12,072	10,568	11,744	11.13%
February	11,321	11,187	11,769	5.20%
March	12,703	8,788		
April	12,104	886		
May	12,431	9,761		
June	12,860	9,462		
July	12,339	15,106		
August	11,649	16,820		
September	11,196	15,650		
Year	145,049	130,866	61,897	-52.70%

*Monrovia was closed for renovations July 20-27, 2019

Murphy Circulation				
	FY2019	FY2020	FY2021	% +/-
October	5,104	4,936	4,539	-8.04%
November	4,697	4,252	4,226	-0.61%
December	4,254	4,178	4,292	2.73%
January	4,624	4,536	3,851	-15.10%
February	4,310	4,357	3,561	-18.27%
March	4,821	3,234		
April	4,626	333		
May	4,271	2,023		
June	4,440	2,230		
July	5,238	4,768		
August	5,005	4,999		
September	4,864	4,560		
Year	56,254	44,406	20,469	-53.90%

New Hope Circulation				
	FY2019	FY2020	FY2021	% +/-
October	2,137	1,983	1,926	-2.87%
November	1,901	1,740	1,835	5.46%
December	1,799	1,858	2,458	32.29%
January	2,198	1,648	2,018	22.45%
February	2,095	1,890	1,643	-13.07%
March	2,414	1,281		
April	1,880	97		
May	2,113	1,352		
June	2,415	1,002		
July	2,595	1,838		
August	2,276	1,982		
September	1,796	2,040		
Year	25,619	18,711	9,880	-47.20%

North Huntsville Circulation				
	FY2019	FY2020	FY2021	% +/-
October	-	-	-	
November	-	-	-	
December	-	-	-	
January	-	-	-	
February	-	-	-	
March	-	-	-	
April	-	-	-	
May	-	-	-	
June	-	-	-	
July	-	-	-	
August	-	-	-	
September	-	-	-	
Year	-	-	-	#DIV/0!

Outreach Circulation				
	FY2019	FY2020	FY2021	% +/-
October	3,021	2,540	224	-91.18%
November	8,037	6,484	4,492	-30.72%
December	2,933	4,182	540	-87.09%
January	7,244	6,709	3,031	-54.82%
February	3,203	1,652	2,480	50.12%
March	6,120	3,660		
April	1,384	2,030		
May	1,378	5,453		
June	1,604	417		
July	1,373	281		
August	6,827	1,953		
September	1,734	2,357		
Year	44,858	37,718	10,767	-71.45%

Triana Circulation				
	FY2019	FY2020	FY2021	% +/-
October	902	599	523	-12.69%
November	747	405	445	9.88%
December	660	293	401	36.86%
January	836	631	345	-45.32%
February	694	611	292	-52.21%
March	907	303		
April	810	5		
May	538	423		
June	757	353		
July	539	449		
August	521	390		
September	601	447		
Year	8,512	4,909	2,006	-59.14%

Russell Circulation				
	FY2019	FY2020	FY2021	% +/-
October	3,035	2,650	-	-100.00%
November	2,959	2,125	-	-100.00%
December	2,590	1,978	-	-100.00%
January	2,819	2,203	-	-100.00%
February	2,510	2,266	-	-100.00%
March	2,690	1,727		
April	2,440	173		
May	2,532	223		
June	2,630	20		
July	2,841	33		
August	2,561	6		
September	2,193	4		
Year	31,800	13,408	-	-100.00%

Russell Branch has been inaccessible since March 2020 due to the construction of the new North Huntsville Branch. Circulation statistics from mid-March 2020 on are renewals.

Showers Circulation				
	FY2019	FY2020	FY2021	% +/-
October	1,414	1,505	1,643	9.17%
November	1,294	1,053	1,824	73.22%
December	1,226	1,341	1,784	33.04%
January	1,253	986	1,439	45.94%
February	1,184	752	1,046	39.10%
March	1,089	479		
April	1,032	28		
May	1,199	196		
June	1,315	796		
July	1,581	1422		
August	1,332	1509		
September	1,213	1663		
Year	15,132	11,730	7,736	-34.05%

Showers Branch closed on February 13 in order to pack and move/merge into the North Huntsville Branch.

HMCPL closed to the Public March 15-May 6, 2020. Due to COVID-19, limited services from then until present continue to impact statistics.

2019-2020 Number of Library Visitors by Branch										
	Bailey Cove		Cavalry Hill		Downtown		Gurley		Hazel Green	
	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020
October	9,986	5,515	3,535	194	48,975	17,754	1,396	1,119	1,972	2,359
November	8,828	4,685	2,180	271	36,156	14,517	771	562	2,093	2,018
December	9,221	5,039	2,471	249	37,344	14,375	1,022	909	2,920	2,109
January	10,609	5,051	2,941	209	41,476	15,498	1,214	774	3,213	2,091
February	10,900	4,673	2,901	305	43,992	14,833	1,326	620	3,156	2,126
March	5,095		1,563		21,341		804		1,833	
April	-		12		51		66		194	
May	-		21		5,082		726		1,132	
June	5,415		414		10,699		940		1,912	
July	5,079		598		14,954		967		2,030	
August	5,442		469		16,106		1,116		2,267	
September	5,628		528		15,582		1,223		1,868	
Year	76,203	24,963	17,633	1,228	291,758	76,977	11,571	3,984	24,590	10,703

*Downtown's counter malfunctioned at the end of May and was replaced in late June 2019 with a new model

*Hazel Green's counter malfunctioned in the middle of October 2019

*Monrovia's counter malfunctioned in November 2019 and was fixed in mid December 2019

	Madison		Monrovia		Murphy		New Hope		North Huntsville	
	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020
October	27,703	10,165	5,735	2,520	3,212	1,645	2,236	565	-	-
November	21,320	10,011	140	2,281	3,159	1,462	1,189	569	-	-
December	21,305	7,790	1,887	2,354	2,945	1,648	820	586	-	-
January	25,340	9,379	5,144	2,282	3,409	1,401	1,335	572	-	-
February	24,355	9,096	5,291	2,255	3,441	1,199	1,340	487	-	-
March	14,707		2,871		1,753		613		-	-
April	287		79		43		1		-	-
May	8,269		1,439		1,251		143		-	-
June	1,905		2,139		1,625		331		-	-
July	11,784		2,739		2,068		409		-	-
August	12,398		2,800		1,916		590		-	-
September	9,846		2,714		1,775		613		-	-
Year	143,286	46,441	32,978	11,692	26,597	7,355	9,620	2,779	0	0

	Triana		Russell		Showers	
	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020
October	1,968	455	2,618	-	1,972	1,036
November	1,912	327	2,165	-	1,489	955
December	1,834	311	2,294	-	1,483	1,004
January	2,117	311	2,641	-	1,871	975
February	2,066	399	2,539	-	1,521	573
March	1,184		1,231		834	
April	13		1,014		-	
May	5		-		232	
June	5		-		84	
July	299		-		1,080	
August	416		-		994	
September	210		-		1,073	
Year	12,029	1,803	14,502	0	12,633	4,543

Russell and Showers branches merged to become the North Huntsville Branch in Spring 2021

Total Number of Library Visitors-HMCPL		
	FY2019	FY2020
October	79,397	43,327
November	57,404	37,658
December	61,938	36,374
January	72,764	38,543
February	75,612	36,566
March	37,675	0
April	1,472	0
May	9,656	0
June	23,149	0
July	28,734	0
August	30,532	0
September	29,528	0
Year	507,861	192,468

HMCPL closed to the Public March 15-May 6, 2020. Due to COVID-19, limited services from then until present continue to impact statistics.

2019-2020 Hotspot Circulation										
	Bailey Cove		Cavalry Hill		Downtown		Gurley		Hazel Green	
	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020
October	13	30	4	14	80	210	0	9	41	54
November	13	33	10	10	100	176	0	7	39	54
December	6	23	6	11	49	201	1	10	19	79
January	26	23	14	22	95	172	1	8	45	69
February	10	21	10	20	92	197	7	11	51	68
March	13		3		163		12		21	
April	0		0		231		0		0	
May	0		0		245		0		4	
June	0		0		341		5		15	
July	10		0		263		2		50	
August	38		2		234		11		68	
September	16		2		214		6		74	
Year	32	130	20	77	229	956	1	45	99	324

	Madison		Monrovia		Murphy		New Hope		North	
	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020
October	23	31	13	18	8	8	23	44	23	0
November	28	21	22	21	4	0	26	31	24	0
December	19	39	13	16	4	8	20	30	16	0
January	35	43	35	12	0	9	35	38	37	0
February	36	20	20	12	0	0	43	32	23	0
March	4		20		0		25		20	
April	0		0		0		0		0	
May	4		6		8		22		0	
June	47		8		4		5		4	
July	19		9		13		56		0	
August	89		12		10		52		0	
September	49		12		5		42		0	
Year	70	154	48	79	16	25	69	175	63	0

*Stats for the North Huntsville that are older than 2021 are a combination of Russell and Showers branches

	Triana	
	FY2019	FY2020
October	0	0
November	0	0
December	0	0
January	0	0
February	0	0
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
Year	0	0

	Total Hotspot Circulation-HMCPL	
	FY2019	FY2020
October	215	418
November	253	353
December	147	417
January	297	396
February	282	381
March	268	-
April	231	-
May	289	-
June	429	-
July	412	-
August	478	-
September	404	-
Year	3,705	1,965

Devices in Circulation as of	3/1/21	118
Devices on Hold as of	3/1/21	103

HMCPL closed to the Public March 15-May 6, 2020. Due to COVID-19, limited services from then until present continue to impact statistics.

2019-2020 Number of Curbside Interactions by Branch										
	Bailey Cove		Cavalry Hill		Downtown		Gurley		Hazel Green	
	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020
October	-	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-	-
January	-	52	-	-	-	179	-	18	-	58
February	-	286	-	-	-	537	-	62	-	42
March	-	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-	-
July	-	-	-	-	-	-	-	-	-	-
August	-	-	-	-	-	-	-	-	-	-
September	-	-	-	-	-	-	-	-	-	-
Year	0	338	0	0	0	716	0	80	0	100

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

	Madison		Monrovia		Murphy		New Hope		North Huntsville	
	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020
October	-	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-	-
January	-	189	-	53	-	18	-	2	-	-
February	-	670	-	146	-	75	-	28	-	-
March	-	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-	-
July	-	-	-	-	-	-	-	-	-	-
August	-	-	-	-	-	-	-	-	-	-
September	-	-	-	-	-	-	-	-	-	-
Year	0	859	0	199	0	93	0	30	0	0























	Russell		Showers		Triana	
	FY2019	FY2020	FY2019	FY2020	FY2019	FY2020
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
January	-	-	-	51	-	3
February	-	-	-	12	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
July	-	-	-	-	-	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
Year	0	0	0	63	0	3

	Total Number of Curbside Interactions-HMCPL	
	FY2019	FY2020
October	0	0
November	0	0
December	0	0
January	0	623
February	0	1,858
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
Year	0	2,481

**Huntsville Public Library
Building Maintenance
January - February 2021**

Date	Name	Memo	Amount	Total
MADISON				
JANUARY INVOICES PAID				
01/22/2021	The Library Furniture Guy	HEALTH SHIELDS	234.90	
		TOTAL FOR JANUARY		234.90
MAIN				
JANUARY INVOICES PAID				
01/07/2021	Scott Lighting Supply Company, Inc.	LIGHT BULBS	255.00	
01/12/2021	The Library Furniture Guy	HEALTH SHIELDS	449.81	
01/14/2021	State Systems Inc.	REPLACED BATTERY IN DOOR CONTACT TRANSMITTER IN FRONT DOOR EXIT	192.50	
01/22/2021	The Library Furniture Guy	HEALTH SHIELDS	471.70	
01/22/2021	Scott Lighting Supply Company, Inc.	LIGHT BULBS	866.40	
		TOTAL FOR JANUARY		2,235.41
FEBRUARY INVOICES PAID				
02/01/2021	Lowe's		80.74	
02/01/2021	Lewter Hardware Co.		34.73	
02/05/2021	City of Huntsville	REPAIR LEFT DRAWER OF OUTDOOR BOOK DROP W.O.143256	83.52	
02/05/2021	City of Huntsville	REPAIR LEVER HANDLE ON SUPPLY ROOM DOOR IN B.O.-ADMIN W.O.1432	83.52	
02/05/2021	City of Huntsville	REPAIR 1ST HAND SINK, 1ST FLOOR WOMEN'S W.O. 143762	41.76	
02/05/2021	City of Huntsville	REKEY LOCK ON 3RD FLOOR OUTREACH ANNEX DOOR W.O. 143650	150.28	
02/22/2021	State Systems Inc.	TROUBLESHOOT WIRELESS DOOR CONTACTS AND REPLACE BATTERIES	512.00	
		TOTAL FOR FEBRUARY		986.55
NORTH				
JANUARY INVOICES PAID				
01/14/2021	Alabama Flag & Banner	NEW FLAGS FOR BUILDING	126.00	
		TOTAL FOR JANUARY		126.00
		TOTAL BUILDING MAINTENANCE		3,582.86

FINANCIAL ANALYSIS
OCT 20-FEB 21

TOTAL						
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '20 - Feb 21	Budget	\$ Over Budget	% of Budget	INCOME AND EXPENSE SHOULD BE AT 41.67%
Ordinary Income/Expense						
Income						
	GOVERNMENT SUPPORT	2,984,702.81	5,903,418.00	-2,918,715.19	50.56%	
	FRIENDS OF THE LIBRARY SUPPORT	30,515.82	64,300.00	-33,784.18	47.46%	
	FOUNDATION SUPPORT	162,151.00	71,000.00	91,151.00	228.38%	 FOUNDATION SUPPORT-Additional \$30,000 for Hoopla, \$31,151 for vehicle.
	INVESTMENT INCOME	19,401.93	49,233.00	-29,831.07	39.41%	
	FEES	49,639.73	126,878.00	-77,238.27	39.12%	
	FINES/	15,273.43	87,900.00	-72,626.57	17.38%	 FINES/-Less patrons in the Library and renewal policy.
	GIFTS and GRANTS	59,606.70	10,000.00	49,606.70	596.07%	
	MISCELLANEOUS	283.82	0.00	283.82	100.0%	
	PROGRAM REVENUES	50.00	0.00	50.00	100.0%	
	Total Income	3,321,625.24	6,312,729.00	-2,991,103.76	52.62%	
	Gross Profit	3,321,625.24	6,312,729.00	-2,991,103.76	52.62%	
Expense						
	AUTOMATED SERVICES	159,068.18	212,244.00	-53,175.82	74.95%	 AUTOMATED SERVICES-Paid Bywater annual fee \$46,000 and IT equipment purchases for the North Huntsville Branch \$30,993.
	BUILDING OPERATIONS	272,989.12	901,924.00	-628,934.88	30.27%	
	GENERAL OPERATING	103,182.39	248,270.00	-145,087.61	41.56%	
	MATERIALS	189,774.93	605,645.00	-415,870.07	31.33%	
	SALARIES & BENEFITS	1,685,554.34	4,335,256.00	-2,649,701.66	38.88%	
	GRANT EXPENSES	2,476.64	0.00	2,476.64	100.0%	 GRANT EXPENSES-Prior Year grants expenditures.
	OTHER GIFT EXPENSES	98,825.45	5,100.00	93,725.45	1,937.75%	 OTHER GIFT EXPENSES-Spending prior year gifts (Daniels, Dynetics, District 6)
	MISCELLANEOUS EXPENSES	144.89	4,290.00	-4,145.11	3.38%	
	Total Expense	2,512,015.94	6,312,729.00	-3,800,713.06	39.79%	
	Net Ordinary Income	809,609.30	0.00	809,609.30	100.0%	
	Net Income	809,609.30	0.00	809,609.30	100.0%	
	SYMBOLS					
		GOOD				
		CAUTION				
		DANGER				

Huntsville Public Library
Balance Sheet
As of February 28, 2021

				Feb 28, 21
ASSETS				
Current Assets				
Checking/Savings				
Cash and cash on hand				
VISA DEBIT CARDS				
VISA GIFTCARD #5932 (425) -TRI				121.98
VISA GIFT CARD #8521(200) C-MUR				60.01
VISA GIFT CARD1689 (250.00)-GUR				9.90
Total VISA DEBIT CARDS				191.89
Servis1st Bank-Master Account				
Servis1st Bank-Master-Rainy Day				1,673,204.00
Servis1st Bank-Master Account - Other				1,339,604.90
Total Servis1st Bank-Master Account				3,012,808.90
Servis1st Bank-Gifts				419,852.88
Servis1st Bank-Merchant Acct				5,927.70
Servis1st Bank-Payroll				2,709.01
Petty cash				1,826.00
Total Cash and cash on hand				3,443,316.38
Certificates of Deposit				
Avadian Credit Union-09 EME				69,105.45
Firstbank CD McLain				26,821.62
Firstbank - EME Funds				88,243.40
IBERIA BANK CD-PATRICIA KYSER2				52,496.00
Progress-Cummer #6010025186				94,099.44
Progress CD-Rainy #6010025827				168,339.48
Progress Bank CD#01-Mary Cummer				72,071.29
Progress Bank CD#04 AEDG				51,255.15
Synovus - Cummer CD 1650745158				95,192.84
Total Certificates of Deposit				717,624.67
Investments				
Wells Fargo #7089(MCSP)				847,062.46
Wells Fargo - Payne 7414-1594				73,574.44
Wells Fargo-Pruitt 4336-3088				102,853.09
Wells Fargo-Roberts 1835-2863				20,776.79
Total Investments				1,044,266.78
Total Checking/Savings				5,205,207.83
Accounts Receivable				
Accounts Receivable				-321.30
Total Accounts Receivable				-321.30
Other Current Assets				
Miscellaneous Receivables				6,604.88
Total Other Current Assets				6,604.88
Total Current Assets				5,211,491.41
Fixed Assets				
Library collection				3,552,928.89
Miscellaneous fixed assets				6,274,568.94

Huntsville Public Library
Balance Sheet
 As of February 28, 2021

				Feb 28, 21
			Donated photographs	126,077.00
			Acc deprec - library collection	-2,177,093.42
			Acc deprec - misc fixed assets	-4,868,292.79
			Total Fixed Assets	2,908,188.62
			TOTAL ASSETS	8,119,680.03
LIABILITIES & EQUITY				
			Liabilities	
			Current Liabilities	
			Accounts Payable	
			Account payable	-1,120.00
			Total Accounts Payable	-1,120.00
			Other Current Liabilities	
			MEETING ROOM DEPOSIT	11,335.00
			Accrued liabilities	
			Accrued Employers SUI Tax	6,137.00
			Withheld Accident Ins(pretaxed)	414.26
			Withheld Cancer Ins (pretaxed)	769.16
			Withheld Critical Illness Princ	-480.40
			Withheld Voluntary Life Prem	-1,134.37
			Withheld Health Ins (pretaxed)	-13,938.98
			Withheld Health Ins (taxed)	-210.78
			Withheld LTD Principal	-571.26
			Withheld State income tax	8,439.71
			Withheld S-T Disability Ins	76.15
			Withheld STD Principal	-430.81
			Withheld Vision (pretaxed)	-13.12
			Withheld Vision (taxed)	26.24
			Total Accrued liabilities	-917.20
			Deferred revenue	
			Deferred revenue - grants	10,152.30
			Total Deferred revenue	10,152.30
			Total Other Current Liabilities	20,570.10
			Total Current Liabilities	19,450.10
			Total Liabilities	19,450.10
			Equity	
			Investment in Fixed Assets	2,926,306.12
			Restricted Fund	359,349.75
			Retained Earnings	1,764,605.85
			UNRESTRICTED-GENERAL FUND	1,736,672.96
			GAAP ENTRY	503,685.95
			Net Income	809,609.30
			Total Equity	8,100,229.93
			TOTAL LIABILITIES & EQUITY	8,119,680.03

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October 2020 through February 2021

		Total COH			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	2,376,899.24	4,573,200.00	-2,196,300.76	51.98%
	FRIENDS OF THE LIBRARY SUPPORT	23,482.17	60,500.00	-37,017.83	38.81%
	FOUNDATION SUPPORT	156,151.00	65,000.00	91,151.00	240.23%
	INVESTMENT INCOME	19,401.93	49,233.00	-29,831.07	39.41%
	FEES	39,036.92	94,251.00	-55,214.08	41.42%
	FINES/	8,774.53	45,250.00	-36,475.47	19.39%
	GIFTS and GRANTS	53,591.70	10,000.00	43,591.70	535.92%
	MISCELLANEOUS	279.38			
	PROGRAM REVENUES	50.00			
	Total Income	2,677,666.87	4,897,434.00	-2,219,767.13	54.68%
	Gross Profit	2,677,666.87	4,897,434.00	-2,219,767.13	54.68%
Expense					
	AUTOMATED SERVICES	114,160.10	128,857.00	-14,696.90	88.59%
	BUILDING OPERATIONS	244,563.99	835,562.00	-590,998.01	29.27%
	GENERAL OPERATING	84,533.19	197,535.00	-113,001.81	42.79%
	MATERIALS	140,210.09	417,542.00	-277,331.91	33.58%
	SALARIES & BENEFITS	1,307,731.99	3,312,382.00	-2,004,650.01	39.48%
	GRANT EXPENSES	2,476.64			
	OTHER GIFT EXPENSES	91,761.79	2,686.00	89,075.79	3,416.3%
	MISCELLANEOUS EXPENSES	144.89	2,870.00	-2,725.11	5.05%
	Total Expense	1,985,582.68	4,897,434.00	-2,911,851.32	40.54%
	Net Ordinary Income	692,084.19	0.00	692,084.19	100.0%
	Net Income	692,084.19	0.00	692,084.19	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October 2020 through February 2021

		Total Gurley			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	31,451.31	69,639.00	-38,187.69	45.16%
	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	729.62	1,210.00	-480.38	60.3%
	FINES/	380.74	1,400.00	-1,019.26	27.2%
	GIFTS and GRANTS	0.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	Total Income	35,561.67	75,249.00	-39,687.33	47.26%
	Gross Profit	35,561.67	75,249.00	-39,687.33	47.26%
Expense					
	AUTOMATED SERVICES	1,856.48	3,698.00	-1,841.52	50.2%
	BUILDING OPERATIONS	507.05	1,042.00	-534.95	48.66%
	GENERAL OPERATING	792.86	2,709.00	-1,916.14	29.27%
	MATERIALS	3,424.43	13,688.00	-10,263.57	25.02%
	SALARIES & BENEFITS	10,724.90	53,904.00	-43,179.10	19.9%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	309.90	131.00	178.90	236.57%
	MISCELLANEOUS EXPENSES	0.00	77.00	-77.00	0.0%
	Total Expense	17,615.62	75,249.00	-57,633.38	23.41%
	Net Ordinary Income	17,946.05	0.00	17,946.05	100.0%
	Net Income	17,946.05	0.00	17,946.05	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October 2020 through February 2021

		Total Hazel Green			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	64,510.35	103,704.00	-39,193.65	62.21%
	FRIENDS OF THE LIBRARY SUPPORT	0.00			
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	1,708.87	3,687.00	-1,978.13	46.35%
	FINES/	742.42	3,700.00	-2,957.58	20.07%
	GIFTS and GRANTS	315.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	Total Income	68,276.64	112,091.00	-43,814.36	60.91%
	Gross Profit	68,276.64	112,091.00	-43,814.36	60.91%
Expense					
	AUTOMATED SERVICES	2,544.22	5,853.00	-3,308.78	43.47%
	BUILDING OPERATIONS	2,717.35	6,041.00	-3,323.65	44.98%
	GENERAL OPERATING	1,256.77	3,528.00	-2,271.23	35.62%
	MATERIALS	4,303.72	16,613.00	-12,309.28	25.91%
	SALARIES & BENEFITS	31,370.30	79,794.00	-48,423.70	39.31%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	431.12	165.00	266.12	261.29%
	MISCELLANEOUS EXPENSES	0.00	97.00	-97.00	0.0%
	Total Expense	42,623.48	112,091.00	-69,467.52	38.03%
	Net Ordinary Income	25,653.16	0.00	25,653.16	100.0%
	Net Income	25,653.16	0.00	25,653.16	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October 2020 through February 2021

		Total Madison			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	366,618.41	873,679.00	-507,060.59	41.96%
	FRIENDS OF THE LIBRARY SUPPORT	0.00			
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	5,681.47	19,000.00	-13,318.53	29.9%
	FINES/	4,011.15	29,000.00	-24,988.85	13.83%
	GIFTS and GRANTS	1,900.00			
	MISCELLANEOUS	2.44			
	PROGRAM REVENUES	0.00			
	Total Income	379,213.47	922,679.00	-543,465.53	41.1%
	Gross Profit	379,213.47	922,679.00	-543,465.53	41.1%
Expense					
	AUTOMATED SERVICES	33,335.70	59,254.00	-25,918.30	56.26%
	BUILDING OPERATIONS	18,868.91	47,515.00	-28,646.09	39.71%
	GENERAL OPERATING	13,346.68	34,104.00	-20,757.32	39.14%
	MATERIALS	27,907.47	103,993.00	-76,085.53	26.84%
	SALARIES & BENEFITS	263,789.89	675,259.00	-411,469.11	39.07%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	5,193.79	1,608.00	3,585.79	323.0%
	MISCELLANEOUS EXPENSES	0.00	946.00	-946.00	0.0%
	Total Expense	362,442.44	922,679.00	-560,236.56	39.28%
	Net Ordinary Income	16,771.03	0.00	16,771.03	100.0%
	Net Income	16,771.03	0.00	16,771.03	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October 2020 through February 2021

		Total Monrovia			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	82,969.51	147,324.00	-64,354.49	56.32%
	FRIENDS OF THE LIBRARY SUPPORT	0.00			
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	1,556.25	7,140.00	-5,583.75	21.8%
	FINES/	955.79	6,700.00	-5,744.21	14.27%
	GIFTS and GRANTS	3,425.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	Total Income	89,906.55	162,164.00	-72,257.45	55.44%
	Gross Profit	89,906.55	162,164.00	-72,257.45	55.44%
Expense					
	AUTOMATED SERVICES	5,778.88	11,065.00	-5,286.12	52.23%
	BUILDING OPERATIONS	2,003.27	4,743.00	-2,739.73	42.24%
	GENERAL OPERATING	2,117.85	6,477.00	-4,359.15	32.7%
	MATERIALS	7,020.58	25,535.00	-18,514.42	27.49%
	SALARIES & BENEFITS	45,636.61	113,683.00	-68,046.39	40.14%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	1,019.78	416.00	603.78	245.14%
	MISCELLANEOUS EXPENSES	0.00	245.00	-245.00	0.0%
	Total Expense	63,576.97	162,164.00	-98,587.03	39.21%
	Net Ordinary Income	26,329.58	0.00	26,329.58	100.0%
	Net Income	26,329.58	0.00	26,329.58	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October 2020 through February 2021

		Total New Hope			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	34,181.18	71,691.00	-37,509.82	47.68%
	FRIENDS OF THE LIBRARY SUPPORT	5,033.65	1,800.00	3,233.65	279.65%
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	700.15	1,280.00	-579.85	54.7%
	FINES/	238.80	1,350.00	-1,111.20	17.69%
	GIFTS and GRANTS	375.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	Total Income	41,528.78	77,121.00	-35,592.22	53.85%
	Gross Profit	41,528.78	77,121.00	-35,592.22	53.85%
Expense					
	AUTOMATED SERVICES	1,039.85	2,337.00	-1,297.15	44.5%
	BUILDING OPERATIONS	4,179.03	6,640.00	-2,460.97	62.94%
	GENERAL OPERATING	648.46	2,341.00	-1,692.54	27.7%
	MATERIALS	3,340.86	12,825.00	-9,484.14	26.05%
	SALARIES & BENEFITS	18,705.01	52,867.00	-34,161.99	35.38%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	109.07	70.00	39.07	155.81%
	MISCELLANEOUS EXPENSES	0.00	41.00	-41.00	0.0%
	Total Expense	28,022.28	77,121.00	-49,098.72	36.34%
	Net Ordinary Income	13,506.50	0.00	13,506.50	100.0%
	Net Income	13,506.50	0.00	13,506.50	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October 2020 through February 2021

				Total Triana			
INCOME AND EXPENSE SHOULD BE AT 41.67%				Oct '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense							
Income							
			GOVERNMENT SUPPORT	28,072.81	64,181.00	-36,108.19	43.74%
			FRIENDS OF THE LIBRARY SUPPORT	0.00			
			FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
			INVESTMENT INCOME	0.00			
			FEES	226.45	310.00	-83.55	73.05%
			FINES/	170.00	500.00	-330.00	34.0%
			GIFTS and GRANTS	0.00			
			MISCELLANEOUS	2.00			
			PROGRAM REVENUES	0.00			
			Total Income	29,471.26	65,991.00	-36,519.74	44.66%
			Gross Profit	29,471.26	65,991.00	-36,519.74	44.66%
Expense							
			AUTOMATED SERVICES	352.95	1,180.00	-827.05	29.91%
			BUILDING OPERATIONS	149.52	381.00	-231.48	39.24%
			GENERAL OPERATING	486.58	1,576.00	-1,089.42	30.87%
			MATERIALS	3,567.78	15,449.00	-11,881.22	23.09%
			SALARIES & BENEFITS	7,595.64	47,367.00	-39,771.36	16.04%
			GRANT EXPENSES	0.00			
			OTHER GIFT EXPENSES	0.00	24.00	-24.00	0.0%
			MISCELLANEOUS EXPENSES	0.00	14.00	-14.00	0.0%
			Total Expense	12,152.47	65,991.00	-53,838.53	18.42%
			Net Ordinary Income	17,318.79	0.00	17,318.79	100.0%
			Net Income	17,318.79	0.00	17,318.79	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October 2020 through February 2021

		TOTAL			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	2,984,702.81	5,903,418.00	-2,918,715.19	50.56%
	FRIENDS OF THE LIBRARY SUPPORT	30,515.82	64,300.00	-33,784.18	47.46%
	FOUNDATION SUPPORT	162,151.00	71,000.00	91,151.00	228.38%
	INVESTMENT INCOME	19,401.93	49,233.00	-29,831.07	39.41%
	FEES	49,639.73	126,878.00	-77,238.27	39.12%
	FINES/	15,273.43	87,900.00	-72,626.57	17.38%
	GIFTS and GRANTS	59,606.70	10,000.00	49,606.70	596.07%
	MISCELLANEOUS	283.82	0.00	283.82	100.0%
	PROGRAM REVENUES	50.00	0.00	50.00	100.0%
	Total Income	3,321,625.24	6,312,729.00	-2,991,103.76	52.62%
	Gross Profit	3,321,625.24	6,312,729.00	-2,991,103.76	52.62%
Expense					
	AUTOMATED SERVICES	159,068.18	212,244.00	-53,175.82	74.95%
	BUILDING OPERATIONS	272,989.12	901,924.00	-628,934.88	30.27%
	GENERAL OPERATING	103,182.39	248,270.00	-145,087.61	41.56%
	MATERIALS	189,774.93	605,645.00	-415,870.07	31.33%
	SALARIES & BENEFITS	1,685,554.34	4,335,256.00	-2,649,701.66	38.88%
	GRANT EXPENSES	2,476.64	0.00	2,476.64	100.0%
	OTHER GIFT EXPENSES	98,825.45	5,100.00	93,725.45	1,937.75%
	MISCELLANEOUS EXPENSES	144.89	4,290.00	-4,145.11	3.38%
	Total Expense	2,512,015.94	6,312,729.00	-3,800,713.06	39.79%
	Net Ordinary Income	809,609.30	0.00	809,609.30	100.0%
	Net Income	809,609.30	0.00	809,609.30	100.0%

Huntsville Public Library Capital Campaign
Balance Sheet by Class
 As of February 28, 2021

		SHV	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Servis1st Bank Capital Campaign		1,119.78	1,119.78
Total Checking/Savings		1,119.78	1,119.78
Total Current Assets		1,119.78	1,119.78
TOTAL ASSETS		1,119.78	1,119.78
LIABILITIES & EQUITY			
Equity			
Unrestricted Net Assets		4,486.00	4,486.00
Net Income		-3,366.22	-3,366.22
Total Equity		1,119.78	1,119.78
TOTAL LIABILITIES & EQUITY		1,119.78	1,119.78

**Huntsville Public Library Capital Campaign
 Profit & Loss by Class
 October 2020 through February 2021**

				SHV	TOTAL
Ordinary Income/Expense					
Income					
			LIBRARY CAPITAL CAMPAIGN	2,000.00	2,000.00
Investments					
			Interest-Savings, Short-term CD	3.78	3.78
			Total Investments	3.78	3.78
			Total Income	2,003.78	2,003.78
Gross Profit				2,003.78	2,003.78
Expense					
			LIBRARY CAPITAL CAMPAIGN EXP	5,370.00	5,370.00
			Total Expense	5,370.00	5,370.00
Net Ordinary Income				-3,366.22	-3,366.22
Net Income				-3,366.22	-3,366.22

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.

Memorandum of Understanding

between Huntsville-Madison County Public Library

and Rabble LLC

(March 2021 revision 2)

This Memorandum of Understanding (MOU) is made on **08 March 2021** between Huntsville-Madison County Public Library of 915 Monroe Street; Huntsville, AL; 35801 (The Library) and Rabble, LLC of 7 N. Pinckney St. #300 and 1126 Spaight St, Madison WI 53703, (Rabble) for the purpose of achieving the various goals and aims of The Library's local music collecting and MUSICat implementation and resulting collection (Collection).

Description of Collection

The Collection will provide digital public streaming interfaces for The Library's patrons and options for DRM-free digital downloads of local music albums to The Library's card holders through Rabble's MUSICat platform and applications, including a custom web URL owned by The Library and fully managed on the Library's behalf by Rabble, with the local service's name and branding selected by The Library with Rabble. The Library will curate, collect, and license music albums and other works from musicians and members of the broader music and arts community in and around Rocket City. The Library's visitors will stream and as authorized download collection content from MUSICat, using their own and shared computers and other devices with an internet connection, in accordance with licenses between The Library and musicians.

Through MUSICat, Rabble's work to support The Library and other libraries using MUSICat, and open releases of its software, Rabble seeks to empower libraries to:

- acknowledge and strengthen artists and creative networks in their communities,
- share local content with their communities, and
- provide a top notch digital music platform that library users find both easy and fun to learn and use.

Together, through their work on the Collection, The Library and Rabble seek to create a future in which all libraries can choose to play an active role in local digital publishing and distribution systems that strengthen and enrich their communities.



WHEREAS The Library and Rabble desire to enter into an agreement in which The Library and Rabble will work together to implement and maintain the Collection;

AND, WHEREAS The Library and Rabble (the partners) desire to enter into a Memorandum of Understanding, setting out in collegial spirit the working arrangements that both of the partners agree are necessary to complete and maintain the Collection;

Purpose of This MOU

The purpose of this Memorandum is to establish agreement in principle and provide the framework for a contract regarding the local MUSICat project between The Library and Rabble. It can serve as the sole agreement or as the basis for a contract where required by The Library. Rabble is happy to negotiate a separate contract, or customize this agreement to meet the needs of The Library, and will requote services to meet their requirements.

Cooperation

The partners agree to work together in the true spirit of partnership to ensure that there is a united visible and responsible leadership of the Collection and to demonstrate commitment to the Collection. The activities and services for the Collection shall include, but are not limited to:

1. Services to be rendered by Rabble:
 - a. Build and maintain a Local MUSICat Collection Website, a unique iteration of the MUSICat platform for The Library, that provides streams and, should The Library choose to offer them, downloads of music content in common DRM-free digital formats such as MP3.
 - b. Work with The Library's staff and vendors it directs to coordinate the authentication of cardholders where required, using service endpoints provided by The Library's technical staff. Presented cards may also be accepted if face valid, without individually authenticating them, if The Library wishes to limit integration
 - c. Provision interfaces for the export of and access to published Collection MUSICat MARC records for The Library's catalog ILS or other discovery layers.
 - d. Provide administrative tools through MUSICat that support and streamline The Library's implementation of and processes for community engagement, artist submission, other collection development activities, artist licensing, and promotion of the Collection.
 - e. Provide administrative tools through MUSICat that display usage statistics of the works in the Collection.
 - f. Provide administrative and technical support for The Library's staff and their support of Collection contributors and broader community of users.
 - g. At the Library's option, serve as a payor to artists the Library contracts with for the Library's non-exclusive use of their independent works in the collection. Musician payments shall be \$200 - \$300 for albums, not to exceed \$300 for any musician in



any calendar year). Service fee per payment is currently the higher of \$20 or 10% and will not be changed without notice and amendment to this MOU or the relevant governing contract that replaces it.

2. Services to be rendered by The Library, supported by MUSICat tools and customizations:
 - a. Create a locally appropriate identity for the Collection, and a collection strategy, with support from Rabble, to solicit and curate the Collection's content.
 - b. Coordinate necessary local approvals for a legal contract for licensing content from local artists. A well tested artist license is provided by Rabble for licensing Collection albums.
 - c. License and collect content from local musicians using MUSICat tools.
 - d. Secure funding for licensing honorariums to musicians, with a recommended honorarium of \$200/album.
 - e. Direct The Library's technical staff or vendors to provide authentication service or data source for The Library demonstrating that The Library's MUSICat users are patrons with library cards in good standing, or otherwise meet the criteria of The Library's licenses with artists, as required by The Library's licenses and other patron authentication policies.
 - f. Provide a link to a pertinent Library privacy policy online for use of patron and artist information. MUSICat retains no patron information and stores artist provided information only to meet those collecting needs understood by the artist, as agreed on with The Library.
 - g. Provide access to The Library's MUSICat Collection through The Library's primary websites and discovery tools. Include MUSICat resources in The Library's searchable music catalogs using the MARC export capabilities of MUSICat or other means.
 - h. Promote the Collection in a variety of media. Partner with local organizations and individuals that will help develop and promote collecting activities and the Collection to musicians and The Library's patrons and visitors. Promote the additions of music and artists to the Collection in appropriate online and offline channels.

Source Code for the Collection

The Library and Rabble agree that The Library's interfaces for MUSICat and the code that supports them are an open source, open licensed product. The Library may, at any time and at its sole discretion, implement its Local MUSICat Collection on its own or another vendor's hosting services. Rabble will provide the open source code and necessary licenses to facilitate that effort, and is available on a separately contracted basis to support such an installation. Hosting MUSICat is not at this time practical for Library partners, but Rabble is committed to a locally hosted distribution of MUSICat libraries can host and contribute to the development of.



Fees

Rabble will provide the services necessary to complete this project and host The Library's Local MUSICat Collection for a total fee of \$11,520 for Year 1, due at the commencement of work on the Collection, and a subsequent annual fee of \$9,600 for up to 3 subsequently committed years should the library wish to "lock in" this fee. Any funding paid indirectly from third parties supporting The Library's work would reduce this fee.

Year 1 Fee Breakdown:

Startup inclusive of domain, \$1,920

Population based annual subscription, \$9,600

Total (base): \$11,520

Year 2 and subsequent fee, for two or more year commitment:

Population based annual subscription: \$9,600

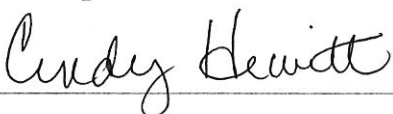
Timeline

The services described above related to the development of the Collection can be carried out from **March 2021** to **June 2021** so that The Library's Local MUSICat Collection will be in place and available to The Library's patrons by **July 2021**. Payment of fees can be at any mutually agreed time after start and launch of the Collection as agreed in writing by Rabble and The Library.

Both partners will continue to provide services necessary to keep the Collection running as long as is possible and practicable.

Agreement

We, the undersigned have read and agree with this Memorandum of Understanding.



For Huntsville-Madison County Public Library, Cindy Hewitt, Interim Executive Director



For RABBLE LLC, Preston Austin, Principal

Proposed Changes and Updates to HMCPL Policy 7.6 Summary

- Amended policy to reflect vendor change in 2019
- Corrected description from measuring/contributing on a yearly basis to a quarterly basis
- Corrected description from employees being able to contribute to Library contributions only
- Added vesting schedule and vesting age from plan documents

DRAFT: NOVEMBER 2020

SECTION 7.6 RETIREMENT PLAN

The Huntsville-Madison County Public Library System offers a retirement plan (MMP-Money Purchase Plan) for eligible employees. This plan is independent of the 457B plan and consists solely of Library contributed monies.

Employees who are age 21 and older, and who complete 12 months of service in which they are credited with 1,000 hours of service, are eligible for the MMP and are automatically enrolled in the retirement plan on a quarterly basis. Hours of service for eligibility purposes are measured from the first 12 months after the employee's date of hire and thereafter for each quarter. The Library contributes an amount equal to 4% of an eligible employee's gross quarterly compensation to their plan account on a quarterly basis.

If an eligible employee is terminated and rehired, the employee becomes immediately re-eligible for participation in this plan. It is the responsibility of the employee to designate a beneficiary and sign the proper paperwork within 14 days after being notified by the Business Office that they are eligible for enrollment into the plan.

The following vesting schedule is in place for the MP, unless the employee is 45 years of age or older, in which case the employee is 100% vested from the start.

VESTING SCHEDULE	
0-2 Years	0% Vested
2-3 Years	20% Vested
3-4 Years	40% Vested
4-5 Years	60% Vested
5-6 Years	80% Vested
After 6 Years	100% Vested

The plan is governed by applicable state and federal laws and regulations and the plan documents themselves, which are subject to revision at any time. Copies of the plan documents are available for review in the Business Office.

At this time, the Library does not participate in the Retirement Systems of Alabama.