Huntsville-Madison County Public Library
Board of Directors Meeting
MINUTES
July 21, 2021

The meeting was called to order by the Chairman.

Present: Lee Jones, Chairman
                Melissa Thompson, Vice Chair
                Carla Clift, Member
                Doug Martinson, Member
                G. W. Boon, Member
                Kevin Gray, Member
                Ranae Bartlett, Member
                Cindy Hewitt, Interim Executive Director
                Connie Chow, Interim Deputy Director
                Bill Cooper, Friends of the Library
                Dorothie Linton, Recorder

Approval of Agenda

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

Approval of Minutes

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

Executive Director's Report

Activity Report

Ms. Hewitt reported that the number of library visits continues to improve with current numbers at 61% of the numbers from 2019. Outside programming continues to be popular and will remain as a programming outlet provided the weather allows it.

Use of the library's downloadable media remains steady with a slight decrease associated with the discontinuation of Freegal. Usage numbers are expected to increase with the addition of MusiCat in September.

Visits to the library's website are much higher than this time last year; this increase is attributed to COVID-19 and the continuing interest in digital resource use. WiFi hotspots are still very

popular. In response to the demand, the library will be adding 20 more hotspots to the 100 already in circulation.

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

Summer reading programming has been conducted mostly outside with an average of 58 attendees per program. Outdoor programming will continue while the weather remains nice.

Financial Report

Ms. Hewitt reported that overall the Library is in good financial standing. Fines revenue is better than expected although not at the projected level. Expenses for the new South Huntsville Branch are forthcoming with funding to cover the increase in operating expenses expected to be included in the next fiscal year's budget.

Branch Expansion Updates

Ms. Hewitt presented that the cost to finish the second floor of the North Huntsville Branch building is estimated at 1.5 million dollars. This amount is mainly for the cost of repairing and replacing the existing HVAC and electrical systems. The City has not committed to completing this work at this time. The Downtown Huntsville Branch will be evaluated for renovation shortly, with the initial meeting scheduled for Monday, July 26. Ms. Thompson inquired if any other capital campaigns are forthcoming. Ms. Hewitt confirmed that none are currently planned.

Ms. Hewitt reported that the South Huntsville Branch Library's shelving has arrived. There is no word yet on a timeline for installation. The current Bailey Cove Branch will close to the public on Saturday. Currently, a soft opening of the new facility is being planned for the end of August into the beginning of September depending on the completion of construction and installation of fixtures. Some technological components have been delayed due to materials shortages. The community is very eager to begin use of the new building and its amenities.

Foundation Report

Ms. Hewitt presented on behalf of the Foundation, reporting that they have decided to change the name of the organization from the Huntsville Library Foundation to the Huntsville-Madison County Library Foundation. The new name and new branding will better demonstrate the organization's support and commitment to all libraries within the system. The new branding materials will debut on September 30 at the annual Vive le Livre event featuring author Madeline Miller. Tickets to the event on are sale now.

The Foundation has partnered with Green Pea Press on a local t-shirt campaign. The campaign will last two weeks and t-shirts can be purchased on the Foundation's website.

Friends of the Library Report

Mr. Cooper reported that the bookstore saw an increase in sales during the month of June. The bookstore will expand their operating hours from four days a week to five in the near future. Some members are still wary of returning to volunteering due to the ongoing COVID-19 pandemic which is limiting the amount of hours the bookstore can operate. Membership numbers continue to remain nearly 50% below average. The $.25 sale at Salty Nut Brewery was successful as is the ongoing sale display within the Downtown Library. The Friends will assess the ability to host a large $.25 sale in the fall as they have in years past.

Strategic Plan Committee Recommendation

Mr. Gray presented the research complied by the salary recommendation team regarding library staff positions and a proposed salary structure. Due to funding limits and the amount of disparity between current salaries and recommended ranges, the committee recommends the implementation of a staggered increase of a period of three years. These increases will adjust employee compensation rates by partial percentages, until all positions are making at or above the proposed minimum salary rate for their position. Ms. Bartlett explained that preliminary meetings with county and city representatives to discuss the need for increased funding have been very positive. Mr. Boon inquired if the rate increase would account for any increase in cost of living expenses such as health insurance costs to employees. The committee clarified that those increases have not been accounted for in this round of adjustments but would be evaluated and addressed before the recommended salary ranges are formally adopted.

Mr. Gray presented the committee's recommendation to adopt new position titles, salary caps on employees earning at or above the proposed minimum rate for their positions, and a plan of staggered increases to existing pay rates to bring all employees' compensation to the proposed minimum rate for their positions contingent on future funding. With no further discussion, the recommendation was approved.

New Business

Approve Bid for Downtown Cleaning Contract

Ms. Hewitt requested approval of the Downtown Huntsville Branch cleaning contract bid submitted by Jan-Pro, who is currently providing limited cleaning surfaces to the facility. The new contract will restore full-time cleaning services to the location. Ms. Thompson motioned to approve the bid, Mr. Boon seconded, and the motion carried.

Blue Cross Contract

Ms. Hewitt presented new terms of the Blue Cross Blue Shield of Alabama contract for health insurance coverage for the library's eligible employees which includes a rate increase of 20%. Ms. Hewitt clarified that the contract is still extremely competitive for the region and recommends approval of the continuing contract. Mr. Martinson motioned to approve the contract as presented, Ms. Thompson seconded, and the motion carried.

Approve 2022 Library Closing Schedule/Staff Development Day 2021

Ms. Hewitt presented the proposed closing schedule for the Library system in 2022, including the addition of the new Federal holiday of Juneteenth, and the removal of Staff Development Day in October 2022. Ms. Hewitt explained that staff development goals would be addressed throughout the year, allowing for greater relevancy in subject matter as well as reducing scheduling concerns.

Ms. Hewitt requested that the Board approve a paid day off for eligible staff members in lieu of Staff Development Day 2021 due to continuing concerns over COVID-19. Ms. Thompson motioned to approve the 2022 closing schedule and the paid day off for Staff Development Day 2021, Mr. Gray seconded, and the motion carried.

Approve Library Director's Contract

The Board moved to Executive Session to discuss the selection of a new Executive Director. After a brief session during which no business was conducted, the meeting was called back to order by the chairman. Ms. Thompson motioned to appoint Cindy Hewitt as the Executive Director under the terms specified in the signed contract for a period of twelve months. Mr. Gray seconded, and the motion carried.

Next Meeting Date

The next meeting will be held September 15, 2021.

There being no further business the meeting adjourned.

Submitted by: Approved:

_____   _____
Dorothie Linton   Lee Jones, Chairman

Summer Reading Program 2021

Total Programs: 390
Program Attendance: 16,067
Craft Bags Handed Out: 10,145

Juvenile materials circulated:
251,173 (59.25% of all materials)
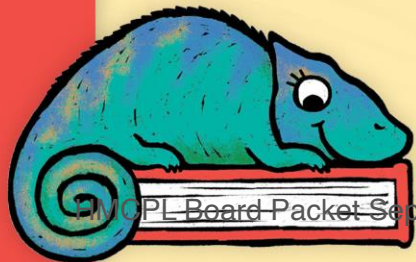
Outreach & Bookmobile Services During Summer

June:

36 Stops
2,421 children
453 adults
Total served: 2,874

July:

18 Stops
1, 227 children
312 adults
Total served: 1539

Total for Summer: 54 Stops, 4,249 served
Free books given out at Power Scholar/YMCA Summer Feeding sites
1,343 items circulated

Huntsville-Madison County Public
LIBRARY
CREATE. EXPLORE. CONNECT.
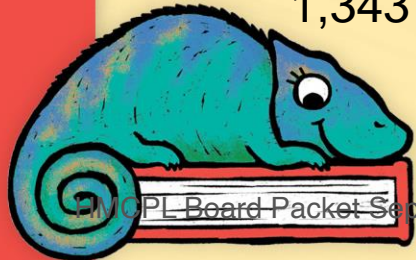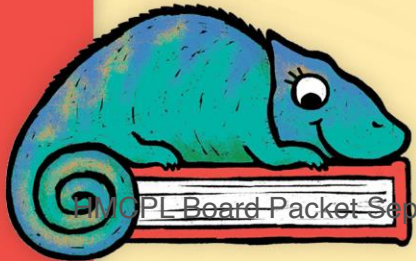
Tails and Tales

Tails and Tales

Systemwide Circulation - FY 2019-2021

250,000

200,000

187,009
179,739
172,053

150,000

100,000

50,000

-

October November December January February March April May June July August

194,266
185,968
185,395

2018-2019 2019-2020 2020-2021

MAD
614,831

MAI
445,034

BAI
287,294

MON
140,405

HAZ
69,147

GUR
53,173

MUR
32,883

NEW
29,415

NHV
48,914

OUT
18,431

CA
V...

SH
O...

TRI...
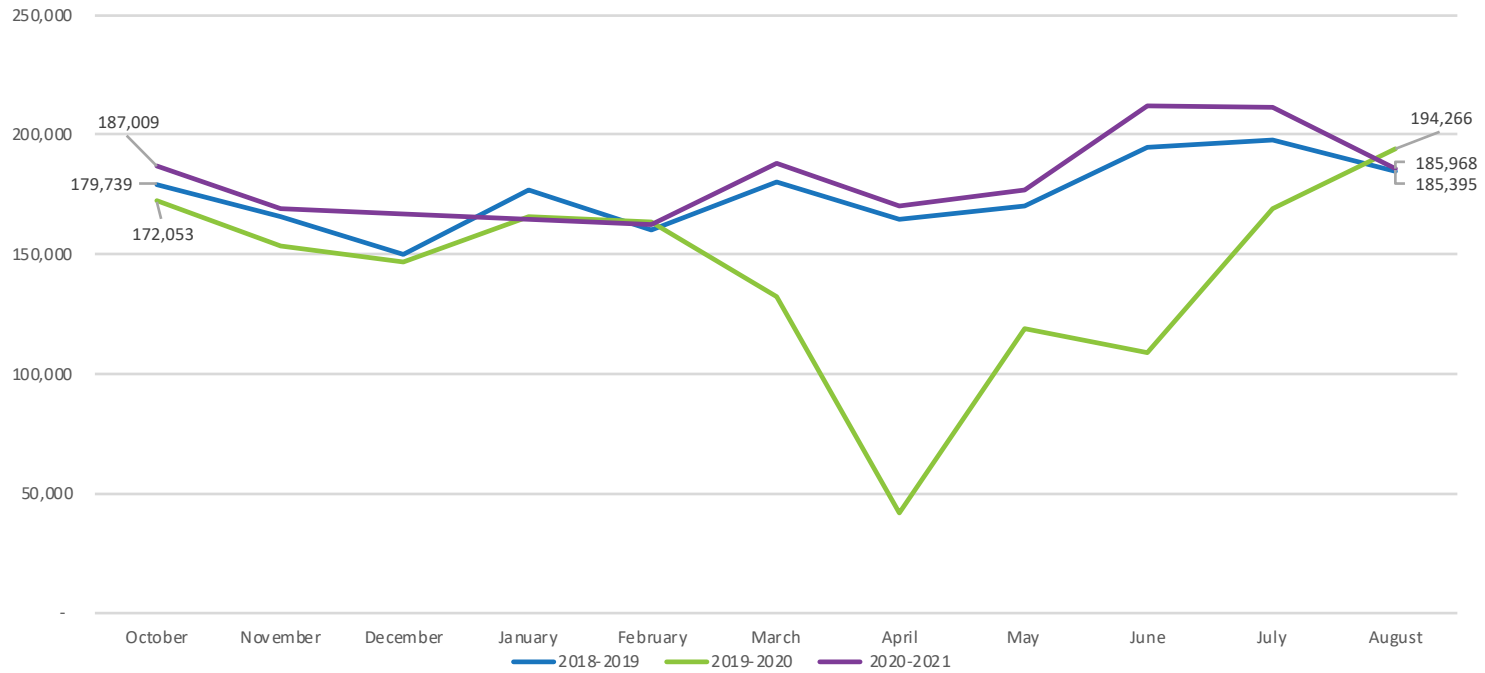
Systemwide Library Visits FY 2019- 2021

Line chart legend: 2018-2019, 2019-2020, 2020-2021

Data labels: 103,718 · 111,308 · 118,874 · 43,327 · 67,971 · 44,579

Treemap:
- Downtown 215,506
- Madison 136,917
- Bailey Cove 48,936
- North Huntsville 40,793
- Monrovia 30,281
- Hazel Green 26,798
- Murphy 12,219
- Gurley 11,583
- Triana 8,236
- New Hope 7,616
- Cavalry Hill 7,025
- Showers...
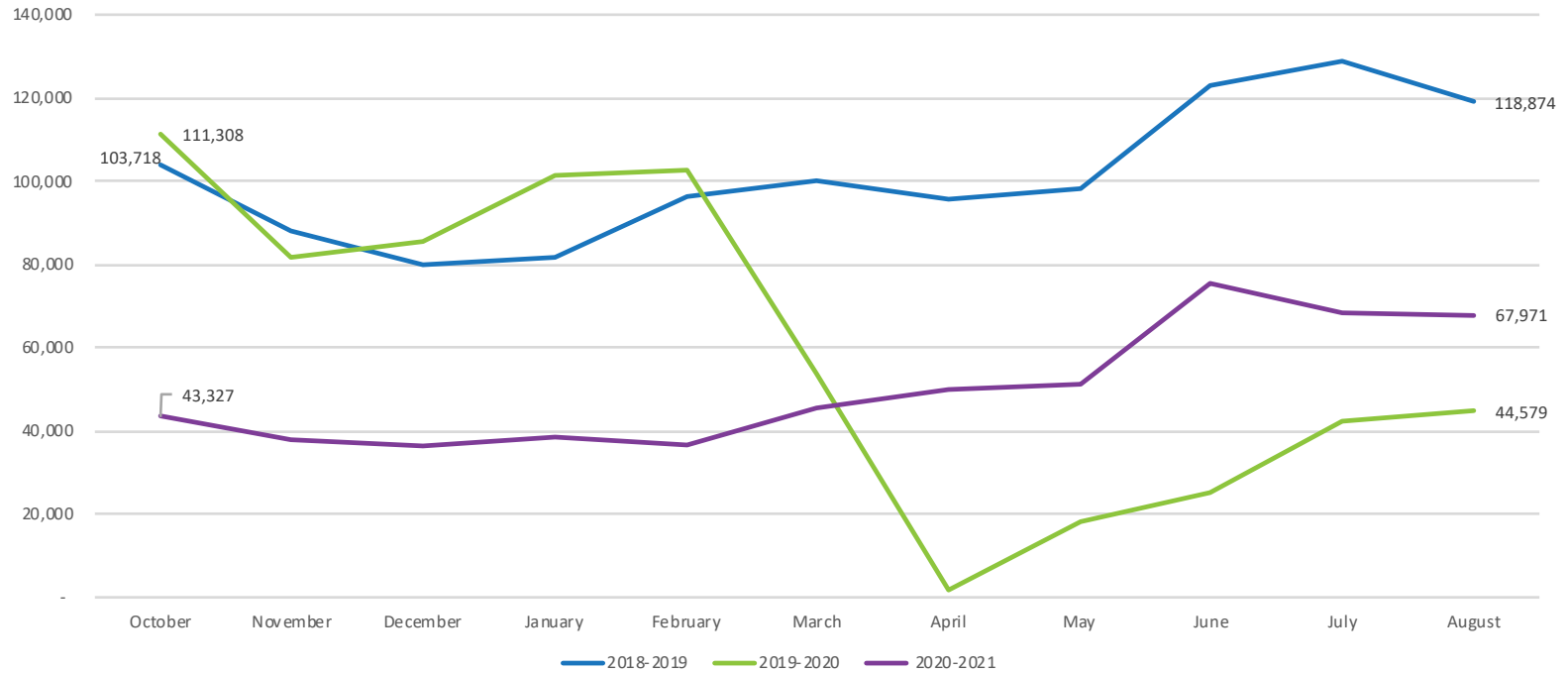
Downloadables - FY 2019-2021
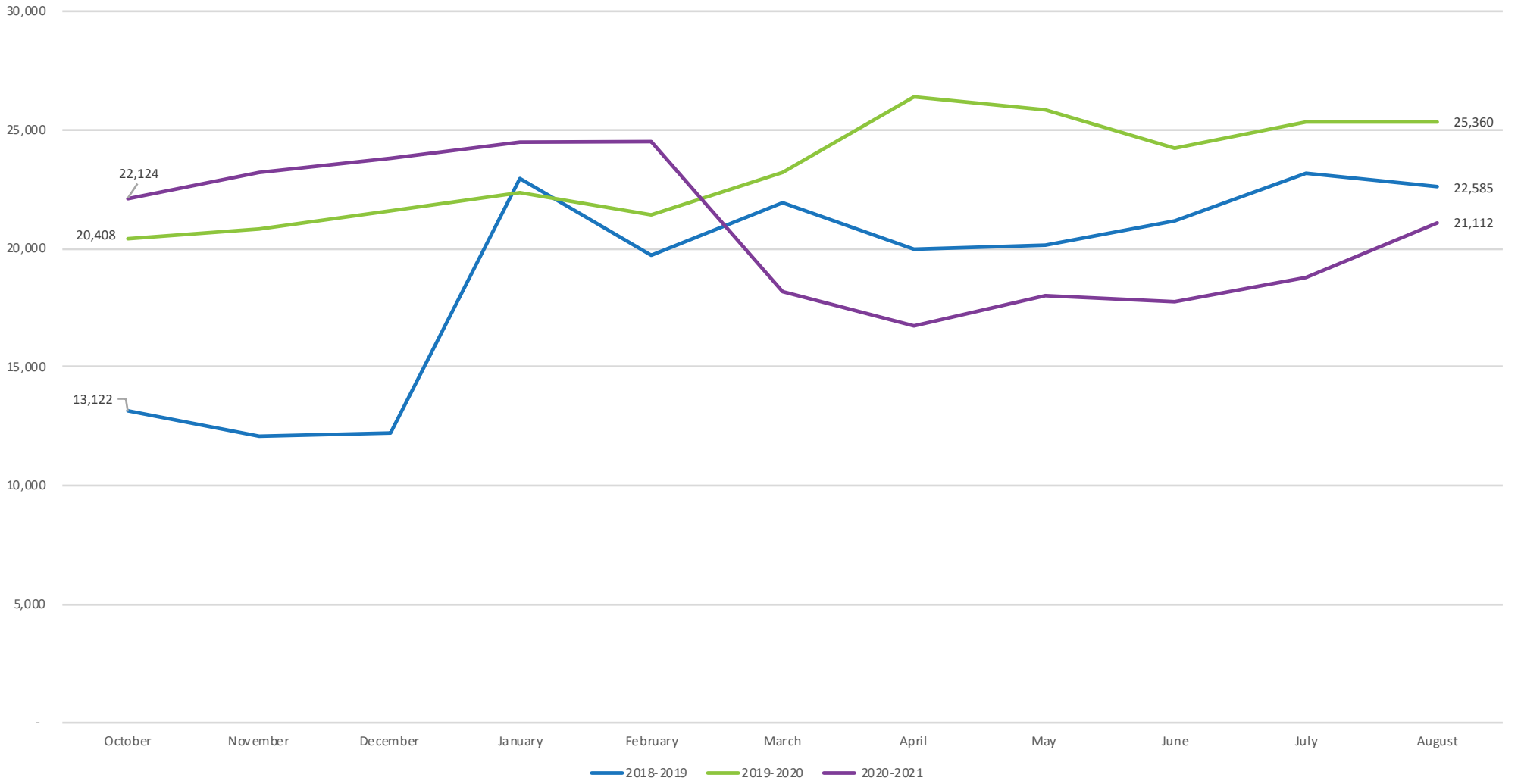
HMCPL.org Visits - FY 2019-2021

- 2018-2019
- 2019-2020
- 2020-2021

100,145
103,351
76,440
136,580
116,087
110,598

Hotspot Circulation
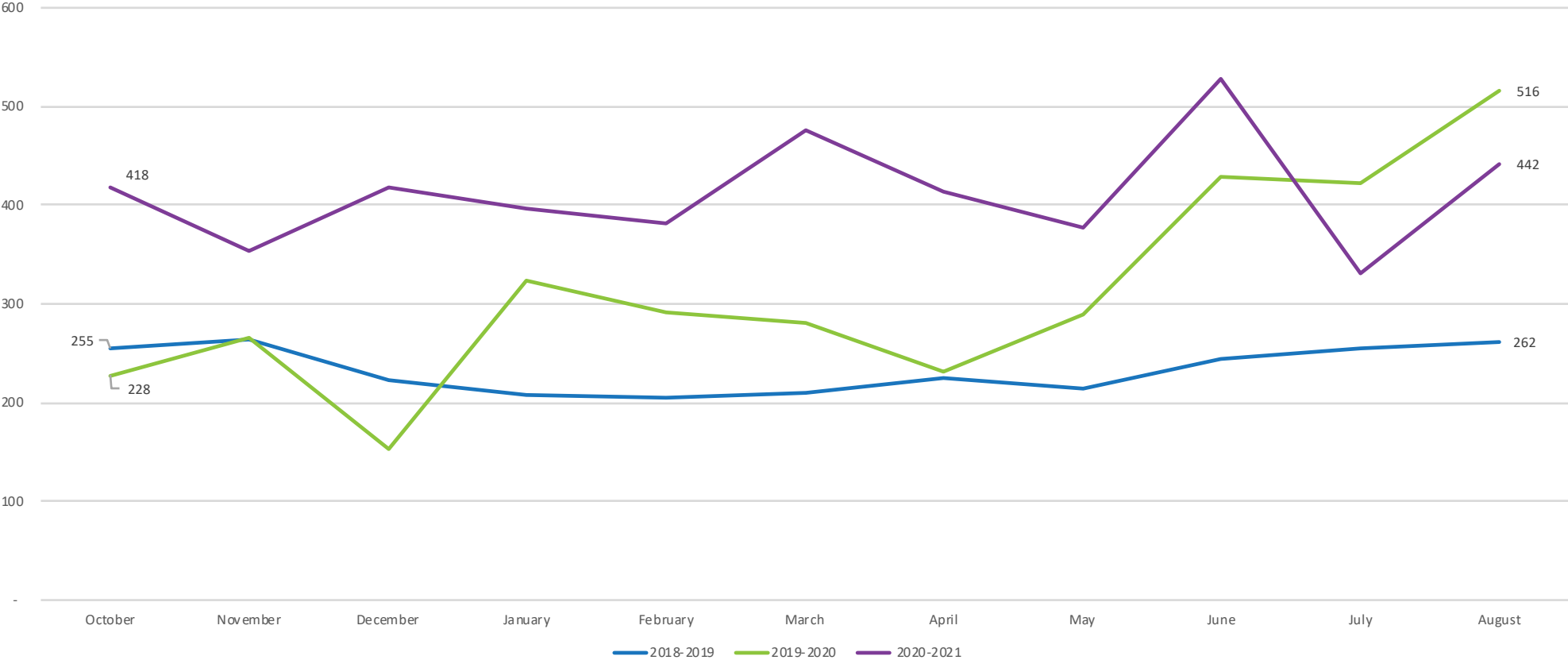
Curbside Interactions FY 2021
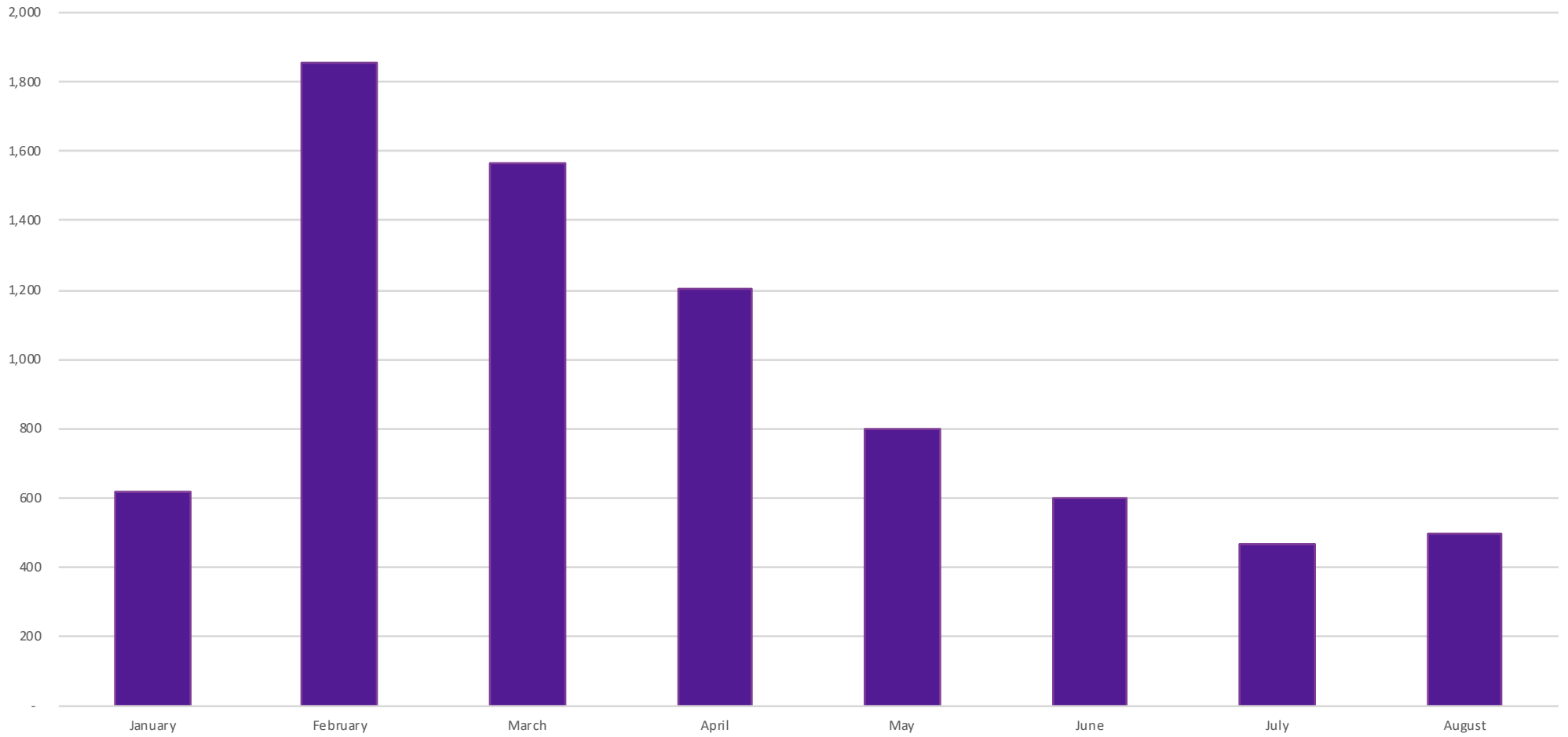
August 2021 HMCPL Statistics

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	188,251	41.65%
April	165,281	41,904	170,748	307.47%
May	170,548	119,446	177,034	48.21%
June	194,872	108,940	212,220	94.80%
July	197,943	169,057	211,705	25.23%
August	185,395	194,266	185,968	-4.27%
September	166,326	192,233	-	
Year	2,093,649	1,761,173	1,996,029	27.22%

Systemwide totals include BPH 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	69,871	-21.11%
April	97,472	38,194	132,669	247.36%
May	104,894	132,702	152,925	15.24%
June	112,451	123,503	134,248	8.70%
July	113,734	122,145	136,236	11.54%
August	110,598	116,087	136,580	17.65%
September	100,695	115,587		
Year	1,156,199	1,225,238	1,234,765	0.78%

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	18,179	-21.65%
April	19,941	26,390	16,734	-36.59%
May	20,134	25,805	17,997	-30.26%
June	21,165	24,200	17,739	-26.70%
July	23,168	25,293	18,790	-25.71%
August	22,585	25,360	21,112	-16.75%
September	20,543	23,698		
Year	229,511	280,547	228,673	-18.49%

*Downloadables include digital media from Hoopla, Freegal, Overdrive, Freading, Blast, & 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

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	157	-97.65%
April	7,306	7,108	121	-98.30%
May	6,804	7,167	95	-98.67%
June	7,350	6,628	98	-98.52%
July	8,466	8,018	103	-98.72%
August	7,820	8,357	2,009	-75.96%
September	6,319	7,515		
Year	92,298	87,901	38,916	-55.73%

*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	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	7,506	-55.91%
April	35,093	4,536	7,250	59.83%
May	35,207	8,144	6,090	-25.22%
June	35,420	10,614	12,601	18.72%
July	37,857	10,688	13,865	29.72%
August	35,948	11,212	13,407	19.58%
September	34,206	11,181		
Year	415,108	240,807	96,897	-59.76%

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

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	0.99	-40.12%
April	2.76	0.31	0.85	173.95%
May	2.64	0.64	0.64	0.00%
June	2.84	0.73	0.78	7.51%
July	2.88	0.82	0.79	-3.47%
August	2.85	0.97	0.62	-35.78%
September	2.52	0.98		
Year	33	20	8.37	-58.23%

* 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	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	3,008	-47.44%
April	12,275	-	3,065	306400.00%
May	12,558	10	3,592	35820.00%
June	12,494	1,258	4,584	264.39%
July	13,936	2,370	4,817	103.25%
August	13,096	2,447	4,965	102.90%
September	11,724	2,456		
Year	105,408	32,627	36,145	-48.78%

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	175,379	657.51%
April	65,431	29,301	56,558	93.02%
May	51,421	19,328	43,480	124.96%
June	132,046	24,125	83,585	246.47%
July	56,241	25,775	23,626	-8.34%
August	84,777	68,739	22,406	-67.40%
September	178,333	39,108		
Year	815,988	550,387	582,266	5.79%

Statistical definitions were adjusted to be more accurate in FY2021.
Statistics for FY2019-2020 were recalculated accordingly
April 2021 Database Statisics missing numbers from MyHeritage due to vendor reporting.

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	18,208	29.95%
April	14,655	996	14,897	1395.68%
May	18,054	6,984	17,388	148.97%
June	27,428	7,881	16,362	107.61%
July	25,923	8,641	14,648	69.52%
August	23,216	12,091	12,150	0.49%
September	23,878	24,473		
Year	230,914	187,627	207,439	10.56%

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	4,168	12.47%
April	19,159	3,450	5,448	57.91%
May	14,672	2,131	3,917	83.81%
June	20,725	3,399	7,121	109.50%
July	15,880	3,385	3,245	-4.14%
August	8,681	2,888	2,211	-23.44%
September	12,426	5,254		
Year	142,385	73,575	46,513	-36.78%

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

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	33,099	92.59%
April	23,576	2,044	27,988	1269.28%
May	24,170	13,478	27,250	102.18%
June	28,356	13,348	34,183	156.09%
July	27,110	22,957	28,949	26.10%
August	25,465	28,024	240	-99.14%
September	22,783	29,968		
Year	289,073	238,877	287,294	20.27%

*Bailey Cove closed July 24, 2021 to move to South Huntsville Branch

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	1,277	136.92%
April	785	102	1,092	970.59%
May	664	118	728	516.95%
June	773	360	1,044	190.00%
July	760	507	841	65.88%
August	790	570	994	74.39%
September	544	451		
Year	8,182	6,760	9,137	35.16%

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	43,385	55.91%
April	41,570	3,743	36,464	874.19%
May	41,465	19,016	36,440	91.63%
June	48,160	18,391	43,946	138.95%
July	50,227	35,569	47,614	33.86%
August	43,727	41,760	55,073	31.88%
September	39,373	41,973		
Year	508,757	367,304	445,034	21.16%

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	5,135	47.52%
April	3,705	549	4,642	745.54%
May	3,914	2,305	4,416	91.58%
June	4,435	1,816	5,869	223.18%
July	4,516	3,418	5,677	66.09%
August	4,072	4,329	5,101	17.83%
September	3,622	4,382		
Year	46,336	37,077	53,173	43.41%

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	7,150	93.03%
April	5,013	388	5,821	1400.26%
May	4,497	2,670	6,315	136.52%
June	5,220	2,665	7,622	186.00%
July	5,794	4,507	7,788	72.80%
August	5,102	5,519	7,477	35.48%
September	5,308	6,004		
Year	59,447	50,683	69,147	36.43%

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	58,361	64.09%
April	44,441	3,727	53,188	1327.10%
May	49,098	34,595	55,159	59.44%
June	58,849	32,088	69,350	116.12%
July	58,200	51,224	69,892	36.44%
August	51,638	59,212	64,453	8.85%
September	48,602	57,605		
Year	579,529	496,325	614,831	23.88%

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	13,756	56.53%
April	12,104	886	11,827	1234.88%
May	12,431	9,761	11,869	21.60%
June	12,860	9,462	13,719	44.99%
July	12,339	15,106	13,854	-8.29%
August	11,649	16,820	13,483	-19.84%
September	11,196	15,650		
Year	145,049	130,866	140,405	7.29%

*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	4,084	26.28%
April	4,626	333	3,490	948.05%
May	4,271	2,023	3,447	70.39%
June	4,440	2,230	791	-64.53%
July	5,238	4,768	571	-88.02%
August	5,005	4,999	31	-99.38%
September	4,864	4,560		
Year	56,254	44,406	32,883	-25.95%

*Murphy closed May 28, 2021 in order to pack and move/merge into the South Huntsville Branch

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	1,905	48.71%
April	1,880	97	2,149	2115.46%
May	2,113	1,352	2,374	75.59%
June	2,415	1,002	3,111	210.48%
July	2,595	1,838	3,007	63.60%
August	2,276	1,982	3,483	75.73%
September	1,796	2,040		
Year	25,619	18,711	25,909	38.47%

North Huntsville			
	FY2019	*FY2020*	*FY2021*	*% +/-*
October	-	-	-	
November	-	-	-	
December	-	-	-	
January	-	-	-	
February	-	-	-	
March	-	-	265	
April	-	-	5,655	
May	-	-	9,522	
June	-	-	12,126	
July	-	-	12,864	
August	-	-	11,988	
September	-	-		
Year	-	-	52,420	

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

Outreach			
	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	1,251	-65.82%
April	1,384	2,030	1,181	-41.82%
May	1,378	5,453	1,037	-80.98%
June	1,604	417	1,841	341.49%
July	1,373	281	803	185.77%
August	6,827	1,953	1,551	-20.58%
September	1,734	2,357		
Year	44,858	37,718	18,431	-51.13%

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	404	33.33%
April	810	5	517	10240.00%
May	538	423	480	13.48%
June	757	353	879	149.01%
July	539	449	1,055	134.97%
August	521	390	982	151.79%
September	601	447		
Year	8,512	4,909	6,323	28.80%

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	37.24%

Showers Branch closed on February 13, 2021 in order to pack and move/merge into the North Huntsville Branch.

2020-2021 Number of Library Visitors by Branch								
	Bailey Cove			**Cavalry Hill**			**Downtown**		
	FY2019	FY2020	FY2021	FY2019	FY2020	FY2021	FY2019	FY2020	FY2021
October	11,173	9,986	5,515	3,648	3,535	194	40,000	48,975	17,754
November	10,296	8,828	4,685	3,169	2,180	271	33,232	36,156	14,517
December	8,952	9,221	5,039	2,869	2,471	249	29,886	37,344	14,375
January	10,507	10,609	5,051	2,396	2,941	209	30,057	41,476	15,498
February	10,358	10,900	4,673	2,670	2,901	305	37,064	43,992	14,833
March	10,715	5,095	5,668	3,073	1,563	737	38,798	21,341	19,365
April	10,755	-	5,163	3,043	12	592	35,614	51	18,643
May	9,443	-	4,944	3,297	21	764	38,882	5,082	18,348
June	12,116	5,415	6,938	3,850	414	1,438	43,329	10,699	25,450
July	12,316	5,079	1,260	4,250	598	1,319	50,232	14,954	27,262
August	10,540	5,442	-	3,642	469	947	49,984	16,106	29,461
September	10,217	5,628		3,006	528		45,500	15,582	
Year	127,388	76,203	48,936	38,913	17,633	7,025	472,578	291,758	215,506

*Downtown's counter malfunctioned at the end of May and was replaced in late June 2019 with a new model
*Bailey Cove closed July 24, 2021 to move into the new South Huntsville Branch.

	Gurley			**Hazel Green**			**Madison**		
	FY2019	FY2020	FY2021	FY2019	FY2020	FY2021	FY2019	FY2020	FY2021
October	1,052	1,396	1,119	4,078	1,972	2,359	23,992	27,703	10,165
November	1,247	771	562	3,167	2,093	2,018	20,796	21,320	10,011
December	1,102	1,022	909	3,169	2,920	2,109	19,499	21,305	7,790
January	870	1,214	774	2,666	3,213	2,091	20,630	25,340	9,379
February	1,436	1,326	620	3,224	3,156	2,126	24,834	24,355	9,096
March	1,445	804	980	3,515	1,833	2,579	25,047	14,707	10,250
April	1,469	66	1,118	3,633	194	2,522	24,006	287	9,471
May	1,508	726	1,016	3,277	1,132	2,128	27,273	8,269	11,792
June	1,623	940	1,545	3,986	1,912	3,084	38,891	1,905	20,475
July	1,795	967	1,335	4,285	2,030	3,101	36,034	11,784	19,334
August	1,812	1,116	1,585	3,970	2,267	2,681	30,488	12,398	19,154
September	1,523	1,223		3,459	1,868		28,001	9,846	
Year	16,882	11,571	11,563	42,429	24,590	26,798	319,491	179,219	136,917

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

	Monrovia			**Murphy**			**New Hope**		
	FY2019	FY2020	FY2021	FY2019	FY2020	FY2021	FY2019	FY2020	FY2021
October	6,170	5,735	2,520	3,690	3,212	1,645	2,264	2,236	565
November	4,885	140	2,281	3,363	3,159	1,462	1,509	1,189	569
December	4,369	1,887	2,354	2,836	2,945	1,648	1,365	820	586
January	4,472	5,144	2,282	2,887	3,409	1,401	1,312	1,335	572
February	4,874	5,291	2,255	3,395	3,441	1,199	1,620	1,340	487
March	5,528	2,871	2,836	3,529	1,753	1,536	1,549	613	606
April	5,602	79	2,708	3,564	43	1,569	1,940	1	671
May	5,678	1,439	2,716	3,554	1,251	1,423	1,451	143	715
June	5,921	2,139	3,563	3,630	1,625	336	1,532	331	1,074
July	5,873	2,739	3,382	4,029	2,068	-	1,678	409	815
August	5,638	2,800	3,384	3,783	1,916	-	1,478	590	956
September	5,251	2,714		3,518	1,775		1,463	613	
Year	64,261	32,978	30,281	41,778	26,597	12,219	19,161	9,620	7,616

*Monrovia's counter malfunctioned in November 2019 and was fixed in mid December 2019
*Muphy closed May 28, 2021 to move into the new South Huntsville Branch.

	North Huntsville			**Triana**			**Russell**		
	FY2019	FY2020	FY2021	FY2019	FY2020	FY2021	FY2019	FY2020	FY2021
October	-	-	-	2,960	1,968	455	3,050	2,618	-
November	-	-	-	2,040	1,912	327	2,624	2,165	-
December	-	-	-	2,099	1,834	311	2,349	2,294	-
January	-	-	-	2,046	2,117	311	2,466	2,641	-
February	-	-	-	2,462	2,066	399	2,688	2,539	-
March	-	-	-	2,319	1,184	855	2,824	1,231	-
April	-	-	6,571	2,239	13	874	1,849	1,014	-
May	-	-	6,722	1,961	5	793	53	-	-
June	-	-	10,240	3,298	5	1,299	2,586	-	-
July	-	-	8,541	2,698	299	1,813	3,424	-	-
August	-	-	8,719	2,611	416	1,084	2,919	-	-
September	-	-		2,364	210		2,712	-	
Year	0	0	40,793	29,097	12,029	8,521	29,544	14,502	0

*Russell and Showers branches merged to become the North Huntsville Branch in Spring 2021
*Russell's counter was offline/malfunctioning in May 2019

	Showers		
	FY2019	FY2020	FY2021
October	1,641	1,972	1,036
November	1,560	1,489	955
December	1,417	1,483	1,004
January	1,524	1,871	975
February	1,568	1,521	573
March	1,805	834	-
April	1,874	-	-
May	1,807	232	-
June	2,453	84	-
July	2,215	1,080	-
August	2,009	994	-
September	1,674	1,073	
Year	21,547	12,633	4,543

Total Number of Library Visitors-HMCPL			
	FY2019	FY2020	FY2021
October	103,718	111,308	43,327
November	87,888	81,402	37,658
December	79,912	85,546	36,374
January	81,833	101,310	38,543
February	96,193	102,828	36,566
March	100,147	53,829	45,412
April	95,588	1,760	49,902
May	98,184	18,300	51,361
June	123,215	25,469	75,442
July	128,829	42,007	68,162
August	118,874	44,514	67,971
September	108,688	41,060	0
Year	1,223,069	709,333	550,718

2020-2021 Hotspot Circulation

	Bailey Cove		Cavalry Hill		Downtown		Gurley		Hazel Green	
	FY2020	FY2021	FY2020	FY2021	FY2020	FY2021	FY2020	FY2021	FY2020	FY2021
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	22	3	32	163	202	12	15	21	85
April	0	20	0	36	231	157	0	14	0	75
May	0	21	0	26	245	135	0	16	4	65
June	0	16	0	28	341	286	5	8	15	78
July	10	8	0	26	263	98	2	8	50	68
August	38	0	2	45	234	155	11	17	68	71
September	16		2		214		6		74	
Year	145	217	51	270	2,107	1,989	45	123	427	766

	Madison		Monrovia		Murphy		New Hope		North	
	FY2020	FY2021	FY2020	FY2021	FY2020	FY2021	FY2020	FY2021	FY2020	FY2021
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	42	20	11	0	4	25	64	20	0
April	0	44	0	14	0	4	0	46	0	4
May	4	46	6	11	8	4	22	50	0	4
June	47	47	8	5	4	0	5	44	4	16
July	19	51	9	15	13	0	56	34	0	23
August	89	58	12	25	10	0	52	47	0	24
September	49		12		5		42		0	
Year	353	442	170	160	56	37	349	460	147	71

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

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

Total Hotspot Circulation-HMCPL		
	FY2020	FY2021
October	215	418
November	253	353
December	147	417
January	297	396
February	282	381
March	268	477
April	231	414
May	289	378
June	429	528
July	412	331
August	478	442
September	404	-
Year	3,705	4,535

Devices in Circulation as of	9/1/21	122
Devices on Hold as of	9/1/21	85

2020-2021 Number of Curbside Interactions by Branch									
	Bailey Cove		**Cavalry Hill**		**Downtown**		**Gurley**		**Hazel Green**	
	FY2020	**FY2021**	**FY2020**	**FY2021**	**FY2020**	**FY2021**	**FY2020**	**FY2021**	**FY2020**	**FY2021**
October	-	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-	-
January	-	52	-		-	179	-	18	-	58
February	-	286	-	-	-	537	-	62	-	42
March	-	252	-	-	-	406	-	64	-	4
April	-	173	-	-	-	248	-	47	-	11
May	-	125	-	-	-	166	-	25	-	16
June	-	133	-	-	-	126	-	25	-	2
July	-	76	-	-	-	140	-	32	-	3
August	-	-	-	-	-	190	-	25	-	2
September	-		-		-		-		-	
Year	0	1,097	0	0	0	1,992	0	298	0	138

*HMCPL started formally tracking curbside interactions mid-January 2021. The Curbside Service began in May 2020
*Due to the nature of the building, Cavalry Hil is unable to offer curbside pickup.

	Madison		**Monrovia**		**Murphy**		**New Hope**		**North Huntsville**	
	FY2020	**FY2021**	**FY2020**	**FY2021**	**FY2020**	**FY2021**	**FY2020**	**FY2021**	**FY2020**	**FY2021**
October	-	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-	-
January	-	189	-	53	-	18	-	2	-	-
February	-	670	-	146	-	75	-	28	-	
March	-	629	-	141	-	54	-	16	-	-
April	-	527	-	146	-	43	-	8	-	3
May	-	342	-	85	-	34	-	4	-	-
June	-	181	-	124	-		-	5	-	5
July	-	123	-	80	-		-	10	-	5
August	-	165	-	106	-		-	5	-	5
September	-		-		-		-		-	
Year	0	2,826	0	881	0	224	0	78	0	18

* North Huntsville opened April 5, 2021

	Showers		**Triana**	
	FY2019	**FY2020**	**FY2020**	**FY2021**
October	-	-	-	-
November	-	-	-	-
December	-	-	-	-
January	-	51	-	3
February	-	12	-	-
March	-	-	-	-
April	-	-	-	-
May	-	-	-	-
June	-	-	-	-
July	-	-	-	-
August	-	-	-	-
September	-	-	-	
Year	0	63	0	3

Total Number of Curbside Interactions-HMCPL		
	FY2020	**FY2021**
October	0	0
November	0	0
December	0	0
January	0	623
February	0	1,858
March	0	1,566
April	0	1,206
May	0	797
June	0	601
July	0	469
August	0	498
September	0	0
Year	0	7,618

	Total C-CAV (COH)				Total C-BAI (COH)				Total C-MUR (COH)				Total C-SHV (COH)				Total C-MAI (COH)			
	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense																				
Income																				
CAPITAL CAMPAIGN INCOME	0.00				0.00				0.00				18,398.79				0.00			
GOVERNMENT SUPPORT	98,558.78	98,562.00	-3.22	100.0%	371,603.63	475,123.00	-103,519.37	78.21%	121,193.96	177,605.00	-56,411.04	68.24%	161,043.36	59,202.00	101,841.36	272.02%	3,137,117.29	3,140,679.00	-3,561.71	99.89%
FRIENDS OF THE LIBRARY SUPPORT	40.55				8,000.00	8,000.00	0.00	100.0%	2,500.00	2,500.00	0.00	100.0%	0.00				49,725.60	50,000.00	-274.40	99.45%
FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%	1,000.00	1,000.00	0.00	100.0%	1,000.00	1,000.00	0.00	100.0%	0.00				170,427.74	61,000.00	109,427.74	279.39%
INVESTMENT INCOME	0.00				2,316.40	3,925.00	-1,608.60	59.02%	1,268.00	2,075.00	-807.00	61.11%	19.91				36,805.93	43,233.00	-6,427.07	85.13%
FEES	1,229.02	984.00	245.02	124.9%	10,576.14	11,010.00	-433.86	96.06%	1,604.10	2,890.00	-1,285.90	55.51%	230.00				91,955.98	72,850.00	19,105.98	126.23%
FINES/	422.44	500.00	-77.56	84.49%	7,554.28	15,000.00	-7,445.72	50.36%	587.88	2,700.00	-2,112.12	21.77%	24.75				18,606.03	25,000.00	-6,393.97	74.42%
GIFTS and GRANTS	0.00				20,328.00				605.00				1,180.00				83,044.89	10,000.00	73,044.89	830.45%
MISCELLANEOUS	0.00				27.73				0.00				0.00				2,209.98			
PROGRAM REVENUES	0.00				0.00				0.00				0.00				230.00			
SUMMER READING PROGRAM	0.00				0.00				0.00				0.00				3,863.00			
Total Income	101,250.79	101,046.00	204.79	100.2%	421,406.18	514,058.00	-92,651.82	81.98%	128,758.94	188,770.00	-60,011.06	68.21%	180,896.81	59,202.00	121,694.81	305.56%	3,593,986.44	3,402,762.00	191,224.44	105.62%
Gross Profit	101,250.79	101,046.00	204.79	100.2%	421,406.18	514,058.00	-92,651.82	81.98%	128,758.94	188,770.00	-60,011.06	68.21%	180,896.81	59,202.00	121,694.81	305.56%	3,593,986.44	3,402,762.00	191,224.44	105.62%
Expense																				
CAPITAL CAMPAIGN EXPENSE	0.00				0.00				0.00				30,392.75				0.00			
AUTOMATED SERVICES	682.36	1,333.00	-650.64	51.19%	17,059.55	41,094.00	-24,034.45	41.51%	2,990.16	5,055.00	-2,064.84	59.15%	16,567.61				28,306.99	23,891.00	4,415.99	118.48%
BUILDING OPERATIONS	3,725.09	7,585.00	-3,859.91	49.11%	33,809.11	37,262.00	-3,452.89	90.73%	12,392.75	19,310.00	-6,917.25	64.18%	4,273.37	9,202.00	-4,928.63	46.44%	498,141.49	600,456.00	-102,314.51	82.96%
GENERAL OPERATING	2,283.31	2,684.00	-400.69	85.07%	13,409.54	12,902.00	507.54	103.93%	3,280.74	5,075.00	-1,794.26	64.65%	41,581.23				187,405.53	166,692.00	20,713.53	112.43%
MATERIALS	17,832.31	24,957.00	-7,124.69	71.45%	37,710.09	62,424.00	-24,713.91	60.41%	18,286.48	44,628.00	-26,341.52	40.98%	0.00				292,146.52	277,316.00	14,830.52	105.35%
SALARIES & BENEFITS	65,000.01	64,452.00	548.01	100.85%	316,211.34	359,088.00	-42,876.66	88.06%	92,020.33	114,453.00	-22,432.67	80.4%	50,983.13	50,000.00	983.13	101.97%	2,122,113.45	2,331,929.00	-209,815.55	91.0%
GRANT EXPENSES	2,088.01				0.00				0.00				0.00				8,026.33			
OTHER GIFT EXPENSES	4,833.41	22.00	4,811.41	21,970.05%	21,258.37	811.00	20,447.37	2,621.25%	1,355.37	157.00	1,198.37	863.29%	2,882.02				63,850.15	1,560.00	62,290.15	4,092.96%
MISCELLANEOUS EXPENSES	0.00	13.00	-13.00	0.0%	0.00	477.00	-477.00	0.0%	0.00	92.00	-92.00	0.0%	0.00				354.47	918.00	-563.53	38.61%
Total Expense	96,444.50	101,046.00	-4,601.50	95.45%	439,458.00	514,058.00	-74,600.00	85.49%	130,325.83	188,770.00	-58,444.17	69.04%	146,680.11	59,202.00	87,478.11	247.76%	3,200,344.93	3,402,762.00	-202,417.07	94.05%
Net Ordinary Income	4,806.29	0.00	4,806.29	100.0%	-18,051.82	0.00	-18,051.82	100.0%	-1,566.89	0.00	-1,566.89	100.0%	34,216.70	0.00	34,216.70	100.0%	393,641.51	0.00	393,641.51	100.0%
Net Income	**4,806.29**	**0.00**	**4,806.29**	**100.0%**	**-18,051.82**	**0.00**	**-18,051.82**	**100.0%**	**-1,566.89**	**0.00**	**-1,566.89**	**100.0%**	**34,216.70**	**0.00**	**34,216.70**	**100.0%**	**393,641.51**	**0.00**	**393,641.51**	**100.0%**

	Total C-NHV (COH)				Total C-SHO (COH)				Total COH				Total Gurley				Total Hazel Green			
	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense																				
Income																				
CAPITAL CAMPAIGN INCOME	11,611.73				0.00				30,010.52				0.00				0.00			
GOVERNMENT SUPPORT	755,114.13	656,224.00	98,890.13	115.07%	25,007.01	25,007.00	0.01	100.0%	4,669,638.16	4,632,402.00	37,236.16	100.8%	69,638.94	69,639.00	-0.06	100.0%	103,704.05	103,704.00	0.05	100.0%
FRIENDS OF THE LIBRARY SUPPORT	15.00	0.00	15.00	100.0%	0.00				60,281.15	60,500.00	-218.85	99.64%	2,000.00	2,000.00	0.00	100.0%	0.00			
FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%	0.00				174,427.74	65,000.00	109,427.74	268.35%	1,000.00	1,000.00	0.00	100.0%	1,000.00	1,000.00	0.00	100.0%
INVESTMENT INCOME	0.00				0.00				40,410.24	49,233.00	-8,822.76	82.08%	0.00				0.00			
FEES	5,222.81	6,395.00	-1,172.19	81.67%	803.88	122.00	681.88	658.92%	111,621.93	94,251.00	17,370.93	118.43%	1,547.40	1,210.00	337.40	127.88%	4,737.39	3,687.00	1,050.39	128.49%
FINES/	3,453.39	2,000.00	1,453.39	172.67%	121.00	50.00	71.00	242.0%	30,769.77	45,250.00	-14,480.23	68.0%	1,056.44	1,400.00	-343.56	75.46%	2,242.15	3,700.00	-1,457.85	60.6%
GIFTS and GRANTS	7,920.02				0.00				113,077.91	10,000.00	103,077.91	1,130.78%	0.00				815.00			
MISCELLANEOUS	0.00				0.00				2,237.71				0.00				23.26			
PROGRAM REVENUES	0.00				0.00				230.00				0.00				32.00			
SUMMER READING PROGRAM	0.00				0.00				3,863.00				0.00				0.00			
Total Income	784,337.08	665,619.00	118,718.08	117.84%	25,931.89	25,179.00	752.89	102.99%	5,236,568.13	4,956,636.00	279,932.13	105.65%	75,242.78	75,249.00	-6.22	99.99%	112,553.85	112,091.00	462.85	100.41%
Gross Profit	784,337.08	665,619.00	118,718.08	117.84%	25,931.89	25,179.00	752.89	102.99%	5,236,568.13	4,956,636.00	279,932.13	105.65%	75,242.78	75,249.00	-6.22	99.99%	112,553.85	112,091.00	462.85	100.41%
Expense																				
CAPITAL CAMPAIGN EXPENSE	1,184.17				0.00				31,576.92				0.00				0.00			
AUTOMATED SERVICES	76,640.98	57,484.00	19,156.98	133.33%	0.00				142,247.65	128,857.00	13,390.65	110.39%	2,353.46	3,698.00	-1,344.54	63.64%	3,226.26	5,853.00	-2,626.74	55.12%
BUILDING OPERATIONS	63,351.77	170,123.00	-106,771.23	37.24%	1,033.46	826.00	207.46	125.12%	616,727.04	844,764.00	-228,036.96	73.01%	859.21	1,042.00	-182.79	82.46%	5,677.93	6,041.00	-363.07	93.99%
GENERAL OPERATING	8,426.48	9,437.00	-1,010.52	89.29%	715.19	745.00	-29.81	96.0%	257,102.02	197,535.00	59,567.02	130.16%	1,872.11	2,709.00	-836.89	69.11%	3,460.56	3,528.00	-67.44	98.09%
MATERIALS	5,888.61	8,217.00	-2,328.39	71.66%	13.38				371,877.39	417,542.00	-45,664.61	89.06%	4,480.55	13,688.00	-9,207.45	32.73%	12,221.34	16,613.00	-4,391.66	73.57%
SALARIES & BENEFITS	270,156.63	420,142.00	-149,985.37	64.3%	23,606.83	22,318.00	1,288.83	105.78%	2,940,091.72	3,362,382.00	-422,290.28	87.44%	54,737.35	53,904.00	833.35	101.55%	78,436.02	79,794.00	-1,357.98	98.3%
GRANT EXPENSES	0.00				0.00				10,114.34				0.00				0.00			
OTHER GIFT EXPENSES	169,654.68	136.00	169,518.68	124,746.09%	0.00				263,834.00	2,686.00	261,148.00	9,822.56%	435.94	131.00	304.94	332.78%	3,425.63	165.00	3,260.63	2,076.14%
MISCELLANEOUS EXPENSES	0.00	80.00	-80.00	0.0%	0.00	1,290.00	-1,290.00	0.0%	354.47	2,870.00	-2,515.53	12.35%	0.00	77.00	-77.00	0.0%	0.00	97.00	-97.00	0.0%
Total Expense	595,303.32	665,619.00	-70,315.68	89.44%	25,368.86	25,179.00	189.86	100.75%	4,633,925.55	4,956,636.00	-322,710.45	93.49%	64,738.62	75,249.00	-10,510.38	86.03%	106,447.74	112,091.00	-5,643.26	94.97%
Net Ordinary Income	189,033.76	0.00	189,033.76	100.0%	563.03	0.00	563.03	100.0%	602,642.58	0.00	602,642.58	100.0%	10,504.16	0.00	10,504.16	100.0%	6,106.11	0.00	6,106.11	100.0%
Net Income	189,033.76	0.00	189,033.76	100.0%	563.03	0.00	563.03	100.0%	602,642.58	0.00	602,642.58	100.0%	10,504.16	0.00	10,504.16	100.0%	6,106.11	0.00	6,106.11	100.0%

	Total Madison				Total Monrovia				Total New Hope				Total Triana				TOTAL			
	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget	Oct '20 - Sep 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense																				
Income																				
CAPITAL CAMPAIGN INCOME	0.00				0.00				0.00				0.00				30,010.52	0.00	30,010.52	100.0%
GOVERNMENT SUPPORT	883,678.98	873,679.00	9,999.98	101.15%	147,324.02	147,324.00	0.02	100.0%	72,488.92	71,691.00	797.92	101.11%	71,381.01	64,181.00	7,200.01	111.22%	6,017,854.08	5,962,620.00	55,234.08	100.93%
FRIENDS OF THE LIBRARY SUPPORT	0.00				1,500.00				5,115.85	1,800.00	3,315.85	284.21%	60.00				68,957.00	64,300.00	4,657.00	107.24%
FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%	1,000.00	1,000.00	0.00	100.0%	1,000.00	1,000.00	0.00	100.0%	1,000.00	1,000.00	0.00	100.0%	180,427.74	71,000.00	109,427.74	254.12%
INVESTMENT INCOME	0.00				0.00				0.00				0.00				40,410.24	49,233.00	-8,822.76	82.08%
FEES	19,307.31	19,000.00	307.31	101.62%	4,751.78	7,140.00	-2,388.22	66.55%	1,330.96	1,280.00	50.96	103.98%	646.55	310.00	336.55	208.57%	143,943.32	126,878.00	17,065.32	113.45%
FINES/	14,787.90	29,000.00	-14,212.10	50.99%	3,571.02	6,700.00	-3,128.98	53.3%	924.57	1,350.00	-425.43	68.49%	365.95	500.00	-134.05	73.19%	53,717.80	87,900.00	-34,182.20	61.11%
GIFTS and GRANTS	6,315.00				4,275.00				6,555.00				0.00				131,037.91	10,000.00	121,037.91	1,310.38%
MISCELLANEOUS	273.34				0.00				354.46				2.00				2,890.77	0.00	2,890.77	100.0%
PROGRAM REVENUES	0.00				0.00				0.00				0.00				262.00	0.00	262.00	100.0%
SUMMER READING PROGRAM	0.00				0.00				0.00				0.00				3,863.00	0.00	3,863.00	100.0%
Total Income	925,362.53	922,679.00	2,683.53	100.29%	162,421.82	162,164.00	257.82	100.16%	87,769.76	77,121.00	10,648.76	113.81%	73,455.51	65,991.00	7,464.51	111.31%	6,673,374.38	6,371,931.00	301,443.38	104.73%
Gross Profit	925,362.53	922,679.00	2,683.53	100.29%	162,421.82	162,164.00	257.82	100.16%	87,769.76	77,121.00	10,648.76	113.81%	73,455.51	65,991.00	7,464.51	111.31%	6,673,374.38	6,371,931.00	301,443.38	104.73%
Expense																				
CAPITAL CAMPAIGN EXPENSE	0.00				0.00				0.00				0.00				31,576.92	0.00	31,576.92	100.0%
AUTOMATED SERVICES	45,396.15	59,254.00	-13,857.85	76.61%	7,302.79	11,065.00	-3,762.21	66.0%	1,366.19	2,337.00	-970.81	58.46%	520.07	1,180.00	-659.93	44.07%	202,412.57	212,244.00	-9,831.43	95.37%
BUILDING OPERATIONS	43,993.93	47,515.00	-3,521.07	92.59%	4,252.79	4,743.00	-490.21	89.67%	5,383.93	6,640.00	-1,256.07	81.08%	284.71	381.00	-96.29	74.73%	677,179.54	911,126.00	-233,946.46	74.32%
GENERAL OPERATING	20,197.10	34,104.00	-13,906.90	59.22%	5,649.10	6,477.00	-827.90	87.22%	1,585.22	2,341.00	-755.78	67.72%	1,802.77	1,576.00	226.77	114.39%	291,668.88	248,270.00	43,398.88	117.48%
MATERIALS	74,189.55	103,993.00	-29,803.45	71.34%	18,544.63	25,535.00	-6,990.37	72.62%	9,323.17	12,825.00	-3,501.83	72.7%	10,849.94	15,449.00	-4,599.06	70.23%	501,486.57	605,645.00	-104,158.43	82.8%
SALARIES & BENEFITS	620,174.19	675,259.00	-55,084.81	91.84%	105,946.83	113,683.00	-7,736.17	93.2%	46,374.31	52,867.00	-6,492.69	87.72%	38,733.31	47,367.00	-8,633.69	81.77%	3,884,493.73	4,385,256.00	-500,762.27	88.58%
GRANT EXPENSES	0.00				0.00				0.00				0.00				10,114.34	0.00	10,114.34	100.0%
OTHER GIFT EXPENSES	5,427.02	1,608.00	3,819.02	337.5%	4,208.66	416.00	3,792.66	1,011.7%	1,096.03	70.00	1,026.03	1,565.76%	0.00	24.00	-24.00	0.0%	278,427.28	5,100.00	273,327.28	5,459.36%
MISCELLANEOUS EXPENSES	0.00	946.00	-946.00	0.0%	0.00	245.00	-245.00	0.0%	0.00	41.00	-41.00	0.0%	0.00	14.00	-14.00	0.0%	354.47	4,290.00	-3,935.53	8.26%
Total Expense	809,377.94	922,679.00	-113,301.06	87.72%	145,904.80	162,164.00	-16,259.20	89.97%	65,128.85	77,121.00	-11,992.15	84.45%	52,190.80	65,991.00	-13,800.20	79.09%	5,877,714.30	6,371,931.00	-494,216.70	92.24%
Net Ordinary Income	115,984.59	0.00	115,984.59	100.0%	16,517.02	0.00	16,517.02	100.0%	22,640.91	0.00	22,640.91	100.0%	21,264.71	0.00	21,264.71	100.0%	795,660.08	0.00	795,660.08	100.0%
Net Income	**115,984.59**	**0.00**	**115,984.59**	**100.0%**	**16,517.02**	**0.00**	**16,517.02**	**100.0%**	**22,640.91**	**0.00**	**22,640.91**	**100.0%**	**21,264.71**	**0.00**	**21,264.71**	**100.0%**	**795,660.08**	**0.00**	**795,660.08**	**100.0%**

-215,725.01	ADDITIONAL EXPENSES
18,138.84	NET GIFTS
-197,586.17	REDUCE NET INCOME
795,660.08	NET INCOME ON P&L 9/20/21
-197,586.17	REDUCTION
598,073.91	CALC NET INCOME FOR FISCAL YEAR

Huntsville Public Library
Building Maintenance

								Date	Name	Memo	Amount	Total

July - August 2021

Date	Name	Memo	Amount	Total
CAVALRY HILL				
JULY INVOICES PAID				
07/01/2021	Lewter Hardware Co.	LINE FILAMENT	2.79	
		TOTAL FOR JULY		**2.79**
AUGUST INVOICES PAID				
08/01/2021	The Home Depot Credit Services	ACRYLIC PLEXI-GLASS SHEET	123.98	
		TOTAL FOR AUGUST		**123.98**
MADISON				
AUGUST INVOICES PAID				
08/12/2021	Servis1st Bank-VISA	DOORKNOB, ALGAECIDE	83.97	
		TOTAL FOR AUGUST		**83.97**
MAIN				
JULY INVOICES PAID				
Trans to Cap				
07/01/2021	Pro-Air Services, Inc.	HVAC SERVICE - REPLACE COMPRESSOR & CONTRACTOR A1 CHILLER 2	13,379.00	
07/06/2021	Monaghan Construction	REMOVE & REPLACE FLOORING & BASE IN EVENTS ROOM; DELIVER ALL FLOORING FOR ARCHIVES (50% PAID)	5,966.25	
07/06/2021	Monaghan Construction	FINAL PAYMENT - REMOVE & REPLACE FLOORING & BASE IN EVENTS ROOM; DELIVER ALL FLOORING FOR ARCHIVES	5,966.25	
		TOTAL FOR JULY		**25,311.50**
JULY INVOICES PAID				
07/01/2021	Lewter Hardware Co.	UTILITY KNIVES, SERRATED BLADE	23.57	
07/06/2021	Mid-South Water, LLC	5 GALLONS INTERNAL BOILER CORROSION INHIBITOR, 5 GALLONS INTERNAL BOILER TREAT	525.50	
07/07/2021	State Systems Inc.	SERVICE CALL TO CHECK SECURITY SYSTEM - KEYPAD TROUBLESHOOT	262.50	
07/07/2021	State Systems Inc.	SERVICE CALL TO CHECK SECURITY SYSTEM - KEYPAD TROUBLESHOOT	73.13	
07/12/2021	Servis1st Bank-VISA	CARPET CLEANER	83.52	
07/13/2021	City of Huntsville	RE-KEY LOCK FOR OFFICE ON 3RD FLOOR W.O.148061	20.88	
07/13/2021	City of Huntsville	REPAIR SINK IN STAFF LOUNGE 3RD FLOOR W.O.148015	41.76	
07/13/2021	City of Huntsville	ELECTRICAL-TERMINATE LIVE WIRES IN STAFF LOUNGE W.O. 147966	79.76	
07/13/2021	City of Huntsville	REPLACE LIGHTS IN WOMEN'S RESTROOM 2ND FLOOR W.O. 147938	687.21	
07/13/2021	City of Huntsville	CARPENTRY WORK TO REPAIR ROOF W.O. 147663	216.00	

Huntsville Public Library
Building Maintenance

	Date	Vendor	Description	Amount	Total
			July - August 2021		
	07/13/2021	City of Huntsville	HVAC TO ADJUST THERMOSTAT IN HR W.O. 147261	216.00	
	07/13/2021	City of Huntsville	HVAC RESET BOTH CHILLERS W.O. 147166	901.62	
	07/30/2021	Petty Cash-HSV Public Library	KEYS	16.35	
			TOTAL FOR JULY		**3,147.80**
AUGUST INVOICES PAID					
	08/01/2021	The Home Depot Credit Services	RADAR SQUARE EDGE CEILING	37.85	
	08/01/2021	The Home Depot Credit Services	SWITCH AND PLATE	7.68	
	08/01/2021	The Home Depot Credit Services	CARPET ADHESIVE	34.95	
	08/01/2021	Lewter Hardware Co.	CABLE TIES	6.59	
	08/01/2021	Solid Waste Authority	TRASH DROP OFF	45.40	
	08/02/2021	Lowe's	PAINTING SUPPLIES	167.40	
	08/02/2021	Brooks Lock and Key, Inc.	TRIP FEE AND RE-KEY 7 LOCKS	250.00	
	08/04/2021	City of Huntsville	REPAIR DOORKNOB ON 2ND FLOOR OFFICE DOOR W.O.148196	41.76	
	08/04/2021	City of Huntsville	REPAIR LEAK IN SECOND FLOOR STAFF BATHROOM SINK W.O. 148348A	41.76	
	08/04/2021	City of Huntsville	REPAIR LEAK IN CEILING IN 1ST FLOOR BACK HALLWAY W.O. 148371	62.64	
	08/04/2021	City of Huntsville	REKEY 5 DOOR LOCKS ON 2ND FLOOR W.O. 148568	41.76	
	08/04/2021	City of Huntsville	RESET BOTH CHILLERS AND THE AIR COMPRESSOR W.O. 148633	41.76	
	08/04/2021	City of Huntsville	ELECTRICAL WORK FROM POWER OUTAGE W.O. 148634	48.31	
	08/04/2021	City of Huntsville	REPAIR LEFT URINAL IN 1ST FLOOR MEN'S ROOM W.O. 148642	41.76	
	08/09/2021	Armstrong Relocation & Companies	MOVING TECHNICAL SERVICES TO 3RD FLOOR & CUBICLES SETUP	1,406.25	
	08/10/2021	Kone Chicago	RESTART ELEVATOR #1, SHUT DOWN DUE TO POWER FAILURE	314.57	
	08/12/2021	Servis1st Bank-VISA	VALVE REPAIR SPLINE/HEX WRENCH	25.92	
			TOTAL FOR AUGUST		**2,616.36**
MONROVIA					
AUGUST INVOICES PAID					
	08/02/2021	Lowe's	ACRYLIC PLEXI-GLASS SHEET	39.55	
			TOTAL FOR AUGUST		**39.55**
MURPHY					
JULY INVOICES PAID					
	07/12/2021	Servis1st Bank-VISA	BOXES FOR MOVING	166.00	
			TOTAL FOR JULY		**166.00**

Huntsville Public Library
Building Maintenance

				July - August 2021		
	NEW HOPE					
	JULY INVOICES PAID					
		07/12/2021	Servis1st Bank-VISA	VACUUM	35.40	
				TOTAL FOR JULY		**35.40**
	NORTH					
	JULY INVOICES PAID					
		07/21/2021	State Systems Inc.	INSTALLED FIRE ALARM-STARLINK	713.33	
				TOTAL FOR JULY		**713.33**
	AUGUST INVOICES PAID					
		08/01/2021	Solid Waste Authority	TRASH DROP OFF	15.95	
				TOTAL FOR AUGUST		**15.95**
				TOTAL BUILDING MAINTENANCE		**32,256.63**

SECTION 4.2   **Date Approved:**   **Date Reviewed: 09/2021**

EXEMPT EMPLOYEES

The Fair Labor Standards Act ("FLSA") provides exemptions from overtime compensation for employees who are employed in a bona fide executive, administrative, or professional capacity. Those employees are considered exempt. The Library's Human Resources Director is responsible for reviewing positions within the Library and classifying them as either exempt or non-exempt positions based upon the FLSA, the Department of Labor's guidelines and the responsibilities and qualifications of the position, after considering such factors as:

(A) The Fair Labor Stands Act and the U.S. Department of Labor guidelines;

(B) The Library's policies and practices;

(C) The degree of supervision exercised;

(D) The level of participation in policy making; and,

(E) The performance of specialized and technical work requiring specialized training, experience, and knowledge.

Those employees in positions classified as exempt are not entitled to overtime pay or compensatory time. Employees in positions classified as exempt may be required to work a specific schedule depending on their job duties and/or department or branch needs.

Exempt employees who elect to take a 30 minute meal period are expected to have a minimum of 42.5 hours on their time card for the workweek and a minimum of 85 hours on their timecard for the pay period. Employees who elect to take a 60 minute meal period are expected to have a minimum of 45 hours on their timecard per week and a minimum of 90 hours per pay period.

The Library requires that exempt employees punch in and out daily for record keeping purposes only however, exempt employees who leave the library campus during their meal period should punch in and out unless a working lunch has been approved by their supervisor.

Employees in exempt positions are expected to work the hours needed to meet their job requirements and may not have their pay reduced for variations in the quantity or quality of work performed except as provided by the FLSA and HMCPL policies. However if an exempt employee does not meet the minimum number of hours for a workweek than any missing time will be deducted from the employee's available leave balance unless the employee has received managerial approval for the reduction in hours worked. An employee who routinely fails to meet their expected number of minimum hours worked without managerial approval may be subject to disciplinary action.

Exempt employees who use accrued leave during the workweek must submit an exception form to their manager designating what type of accrued leave should be utilized when taking vacation, sick, or personal leave as well as the amount of leave requested. All employees, including

exempt employees, are responsible for communicating with their manager to address any scheduling needs. [See Time Reporting, Policy 5.2].

Exempt employees are eligible to earn vacation leave, sick leave, personal leave, and holidays pursuant to the Library's policies regarding such benefits. Exempt employees are not eligible to earn compensatory time. If an employee is moved from a non-exempt position into an exempt position during their employment with the Library, that employee will be paid out for any accrued compensatory time at the non-exempt position's rate. Once the employee begins work as an exempt employee, they will no longer earn compensatory time.

It is the Library's intent to compensate every employee in accordance with applicable laws and regulations, including but not limited to the FLSA, and to promptly correct any errors in compensation. It is further the Library's intent that every employee who holds an exempt position will be paid on a salary basis, that no exempt employee will be subject to improper deductions which would change such exempt status, that any improper deduction from the salary of an exempt employee will be promptly reported, that any exempt employee will be promptly reimbursed for any improper deduction, and that changes to prevent the repetition of any improper deduction from the salary of an exempt employee will be made as necessary. It is the responsibility of every employee to assist the Library in achieving these goals by making a prompt report or complaint of any deduction of money or time from the employee's paycheck which the employee believes to be improper or inaccurate. Reports should be made as soon as possible after distribution of the pay statement. The procedure for making the report or complaint is as follows:

REPORT/COMPLAINT PROCEDURES: The following procedures must be followed:

1.   The employee must submit the report or complaint in writing via memo or e-mail to the Human Resources Director and the appropriate supervisor. The report/complaint should include the dates and circumstances of the alleged improper pay deduction and whether it has occurred on other occasions.
2.   The Human Resources Director will review the report/complaint and the pay records of the employee making the complaint. The Human Resources Director will then interview the employee's supervisor and the employee to determine if the pay deduction was in compliance with the Library's policies and the FLSA.
3.   If the Human Resources Director determines that the deductions were improper, the money will be reimbursed to the employee as promptly as possible. Also, the Human Resources Director will ensure that the improper deduction is corrected for any other employee similarly situated.
4.   The resolution of the situation will be documented and placed in the employee's personnel file.

Any questions regarding an employee's exempt status or this policy should be directed to the Library's Human Resources Director. Employees who feel that they have been misclassified as exempt should immediately put their complaint in writing and bring it to the attention of the Human Resources Director.

HMCPL Disaster Plan

Draft Update: September 14, 2021

Last Board Approved Update: March 11, 2020

Because all libraries are susceptible to disasters, The Huntsville-Madison County Public Library is committed to maintaining a vigilant state of disaster preparedness for staff, library visitors, the collection and our facilities. To be prepared is the greatest weapon against disaster. This plan, along with continual training, provides library staff with a set of disaster priorities, emergency procedure guidelines, lists of personnel and floor plans for each location.
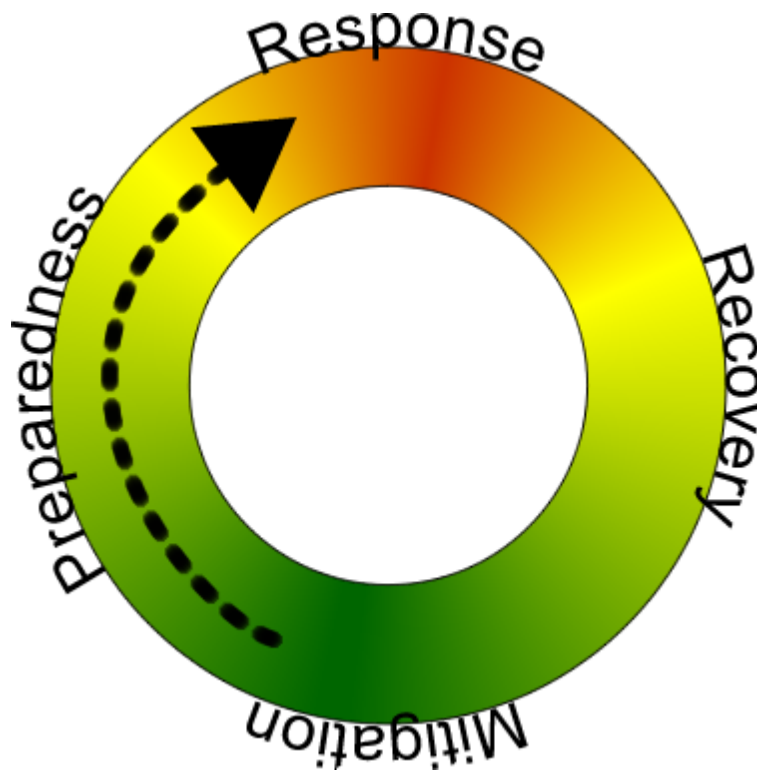
Emergency operations planning activities are divided into four phases that form a cycle. The phases of the cycle are:

- Mitigation —Taking sustained actions to reduce or eliminate risk to people and property from hazards and their effects.
- Preparedness — Building the emergency management function to respond effectively to, and recover from, any hazard.

- Response — Conducting emergency operations to save lives and property by doing such things as - evacuating potential victims; providing medical care to those in need; and restoring critical services.
- Recovery — Rebuilding our library so that we can return to normal services and protect against future hazards.

With each disastrous situation we learn how to mitigate, prepare, respond and recover better. As we revise our efforts, the cycle repeats. The phases often overlap to fit individual situations and events.

These guidelines were approved by the Library Board on February 16th, 2011, but will be updated by the Disaster Team either annually or to address new information and lessons learned. Any such updates will be communicated to the staff via training and on our Intranet, known as StaffSpace. A print version of these documents will be held locally at each location and in the homes of top-level management. An online version may be found at http://staffspace/disasterplan

In recognition of the possibility of both small and large disasters, the Disaster Team has devised the following guidelines to ensure that appropriate actions are taken before, during and after a disaster.

BEFORE THE DISASTER

Preventative (Mitigation)

Mitigation efforts attempt to prevent hazards from developing into disasters altogether, or to reduce the effects of disasters when they occur. The mitigation phase differs from the other phases because it focuses on long-term measures for reducing or eliminating risk.

Members of the Disaster Team are responsible for ensuring the Disaster Plan is up to date and can be put to use effectively. These members are:

- The Executive Director
- The Deputy Director
- The Human Resource Director
- The Public Relations Director
- The ITS Manager
- The Administrative Coordinator

Contacts, Assets, and Facility information

While our first concern is the safety of the staff and public, certain critical assets need to be protected during a disaster. Depending on the nature of the disaster at the location, these items may be identified by:

1. A printed <u>Contact form</u> listing Branch Management and staff who could be considered Persons in Charge in Case of Emergency
2. A printed <u>Facility Information form</u>
    - o Names and contact information for building owners and facility managers
    - o Locations of main switches for gas, water and other utilities.
    - o Location of special keys to every locked door, safe, cabinet or storage closet.
    - o "Other Information" on the Facility Information form might include service contracts, including daytime and evening phone numbers for contacts, payroll, banking and other vital business information
3. <u>ITS Asset Inventory</u>

    - o Assets are assigned to the manager of each location or department. By browsing the <u>ITS helpdesk site</u>, each manager will see their own location's assets on the assets tab. A master spreadsheet can be generated from database as needed, by ITS staff
4. <u>Auditors List of Fixed Assets</u> provides a comprehensive list which Includes any item valued over $500 within the library system for FY20

Qualitative Risk Assessment Survey

The <u>Qualitative Risk Assessment Survey</u> helps analyze potential risks and their impact to staff, collections or facilities. Managers from each location should complete the survey which is based on an Excel spreadsheet. Completed forms should be attached to this space, as well as held locally in both print and digital formats.

Annual reviews of the surveys are necessary to facilitate changing risks and events.

Facilities checklist to help prevent disasters

·   Make needed repairs to HVAC equipment, wiring, plumbing, gas, generator, roof, windows, doors

·   Upgrade carpeting, repair broken or uneven flooring

·   Evaluate routine maintenance procedures—improve weak areas

·   Evaluate building security—improve as needed

·   Maintain property insurance covering buildings and contents

Non-Replaceable Items at Branch Libraries

Branch Managers should keep a local list of Non-Replaceable items at their locations to ensure their known location. This data is also available on the Facility Information form.

Continuity of Operations procedures

Continuity of Library Services and Operations include instructions for staff in case the library is closed for more than one day as a result of an incident or disaster.

Shelter in Place

A Shelter in Place directive is mandated by local government. Once patrons and staff are cleared to leave, the library branch or branches may be closed during a cleanup if it has been affected by chemical, biological or radiological contaminants released into the environment.

Workplace Violence

Immediately after an incident, the police may designate the library branch as a crime scene. They may ask that patrons and staff be detained for questioning. The PIC and supervisors will provide a safe area for patrons and staff. If possible, they will show an age appropriate movie or engage in activities to occupy time while law enforcement work. Staff will try to make patrons as comfortable as possible. Once patrons and employees are released, the building may remain a crime scene, and therefore closed for several days.

Severe Weather

The library may be damaged during severe weather. Depending on the damage and repairs needed, the library branch or branches affected may be closed for an extended period of time.

Power Outage

A power outage may cause a library branch or branches to close temporarily.

Any Branch Closed 1-2 days:

- The Library Director and his or her delegates will alert employees and other interested parties of closings or delayed openings via the Emergency Notification System.
- The Disaster Team will post on The Alabama Public Library Message Board per these instructions.
- The Disaster Team will set a schedule addressing the critical needs of the facility (facility checklist), including:
  -
    - Electronic services

- o Boiler and building checks / HVAC
- o Book drop
- o Payroll
- o Other banking considerations
- The ITS Manager, or his or her delegate, will post closure on the Library's website, listing branches open to assist patrons displaced by closure and other pertinent information.
- The Disaster Team will assess the damage to the collection and respond accordingly.
- Department managers and Maintenance will be called to work.
- <u>Manual Circulation procedures</u> will be handled if power is out.
- Counseling may be requested. Counseling sources are listed below.

Downtown Library Closed 3-7 days:

- The Library Director and his or her delegates will alert employees and other interested parties of closings or delayed openings via the Emergency Notification System.
- The Disaster Team will set a schedule addressing the critical needs of the facility <u>(facility checklist)</u>, including:
    - o Electronic services
    - o Boiler and building checks / HVAC
    - o Book drop
    - o Payroll
    - o Other banking considerations
- The ITS Manager or his or her delegates will post closure on the Library's website, listing branches open to assist patrons displaced by closure and other pertinent information.
- The Disaster Team will assess the damage to the collection and respond accordingly.
- Department managers and Maintenance will be called to work.
- Personnel will be called in as needed until the library reopens to the public.
- Personnel will be cross trained to assist in <u>basic circulation procedures</u>, material extensions given.
- Telephones will be manned to assist with renewals and telephone Reference, if operational.
- Branch Courier will continue branch run, provided vehicle and routes are operational.
- Personnel will pull holds and send them to other branches for pick-up. If a location's materials are not accessible, IT will bypass holds on that collection.
- Reference chat services will be provided either on site or set up at a branch location.
- Full time personnel may be deployed to unaffected branches to assist with a higher volume of patrons.
- Counseling may be requested. Counseling sources are listed below.

Downtown Library Closed 8-30 days:

- The Library Director and his or her delegates will alert employees and other interested parties of closings or delayed openings via the Emergency Notification System.
- The Disaster Team will set a schedule addressing the critical needs of the facility <u>(facility checklist)</u> , including:

- - - o Electronic services
    - o Boiler and building checks / HVAC
    - o Book drop
    - o Payroll
    - o Other banking considerations
- The ITS Manager or his or her delagate will post closure on the Library's website, listing branches open to assist patrons displaced by closure and other pertinent information.
- The Disaster Team will assess the damage to the collection and respond accordingly. They will also determine whether volunteer assistance is warranted.
- Department managers and Maintenance will be called to work.
- Personnel will be called in as needed until the library reopens to the public.
- Personnel will be cross trained to assist in basic circulation procedures, material extensions given.
- Telephones will be manned to assist with renewals and telephone Reference, if operational.
- Branch Courier will continue branch run, provided vehicle and routes are operational.
- Personnel will pull holds and send them to other branches for pick-up. If a location's materials are not accessible, IT will bypass holds on that collection.
- Reference chat services will be provided either on site or set up at a branch location.
- Full time personnel may be deployed to unaffected branches to assist with a higher volume of patrons.
- As the building is repaired, staff may slowly return to work assisting wherever needed.
- A temporary facility may be obtained to assist patrons and house returned materials belonging to the affected library.
- Virtual services will be emphasized, including DMZ, Learning Express Library, NoveList, HeritageQuest, Reference chat, Alabama Virtual Library, Netlibrary, etc.
- Counseling may be requested. Counseling sources are listed below.

Branch Library Closed 3-7 days:

- The Library Director and his or her delegates will alert employees and other interested parties of closings or delayed openings via the Emergency Notification System.
- The Disaster Team will set a schedule addressing the critical needs of the facility (facility checklist) , including:
    - o Electronic services
    - o HVAC and building checks
    - o Book drop
- The ITS Manager or his or her delegate will post closure on the Library's website, listing branches open to assist patrons displaced by closure and other pertinent information.
- The Disaster Team will assess the damage to the collection and respond accordingly.
- Branch managers of affected locations will be called to work.
- Personnel will be called in as needed until the library reopens to the public.
- Material extensions will be given.
- Telephones will be manned to assist with renewals and telephone Reference, if operational.
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- A temporary facility may be obtained to assist patrons and house returned materials belonging to the affected library.
- Virtual services will be emphasized, including DMZ, Learning Express Library, NoveList, HeritageQuest, Reference chat, Alabama Virtual Library, Netlibrary, etc.
- Counseling may be requested. Counseling sources are listed below.

Any Branch reopening:

- The Disaster Team will post on The Alabama Public Library Message Board per these instructions.

Counseling Sources:

Alabama Board of Examiners in Counseling: http://www.abec.alabama.gov/

Alabama Counseling Association: http://www.alabamacounseling.org/

Alabama Mental Health Counselors
Association: http://www.almhca.com/ALMHCA/HOME.html

American Counseling Association: http://www.counseling.org/

American Psychiatric Association: http://www.psych.org/

American Psychological Association: http://www.apa.org/

American School Counselor Association: http://www.schoolcounselor.org/

Distance Credentialed Counselor: http://www.cce-global.org/credentials-offered/dccmain

National Board for Certified Counselors: http://www.nbcc.org/

- Counseling sources are also available through Anthony Woodfin, MSW, at Hospice Family Care. He may be reached at 256-650-1212.

Insurance matters

Based on materials inventory, fixed assets, ITS continuity of operations procedures, and the Qualitative Risk Assessment the Executive Director confirms annually that insurance coverage is current and/or issues are identified.

HMCPL Insurance Contact:

Lisa Hess, Sr. Account Manager
Marsh & McLennan Agency
206 Exchange Place
P.O. Box 6087, Huntsville, AL 35806
Phone: 256 890 9052
Fax: 256 890 9070, Email: Lisa.Hess@MarshMMA.com

Local / Branch Insurance Coverage:

- Cavalry Hill Public Library Contents
- Downtown Library: Building and Contents
- Elizabeth Carpenter Public Library of New Hope: Contents Only
- Gurley Public Library: Contents Only
- Madison Public Library: Contents Only
- Monrovia Public Library: Contents Only
- North Huntsville Library: Building and Contents
- South Huntsville Library: Building and Contents
- Tillman D. Hill Public Library: Contents Only
- Triana Public Library: Contents Only

Preparedness

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluation and improvement activities to ensure effective coordination and the enhancement of capabilities to prevent, protect against, respond to, recover from, and mitigate the effects of natural disasters, acts of terrorism, and other man-made disasters.

Companies or organizations outside the library to be used in the recovery process

The Disaster Team's preservation specialist recommends the following organizations and personnel when the library is faced with a major disaster:

- WesternStates and Territories Preservation Assistance Service. Our contact is Randy Silverman 801-585-6782 rsilverman@westpass.org or randy.silverman@utah.edu
    - o Reputable commercial disaster recovery firms recommended and used by Randy Silverman:
        - Kirk Lively Director of Technical Services Belfor USA 2425 Blue Smoke Ct. S. Fort Worth, Tx. 76105 Tel. (817)535-6793 Toll free 24-hour: (800)856-3333 kirk@us.belfor.com
        - Munters Corporation Moisture Control Services Headquarters Chicago District Office & Midwest Region Document Center 2008 Bloomingdale Rd. Glendale Heights, Il 60139-2192 Tel: 1800-MUNTERS mcsinfo@munters.com
    - o Preservation Division, University of Utah Marriott Library Collection Disaster 888-905-7737 or 801-581-5147

Other companies with a business relationship with the library which may be of assistance:

ServePro of North Huntsville	256-534-1177	Emergency remediation
Allied Waste Services	256-837-2670	Solid waste collection, transfer and disposal services
American Standard Window Cleaning	256-534-9010	Building cleaning and maintenance services
AREN/ASC	256-971-7448	Internet, email, network services
ByWater Solutions	888-900-8944	ILS Support Vendor
City of Huntsville General Services	256-427-5660	HVAC, electrical, plumbing support services

Coleman Landscaping	256-880-7830	Landscaping services
Cook's Pest Control	256-772-2440	Termite and pest control
Commercial Flooring Services, Inc.	256-722-9302	Commercial flooring products and installation
Conditioned Air Solutions	256-428-1983	HVAC contractor
Dorma-Carolina Door Controls	205-833-8782	Automatic doors repair
Generator Service Co., Inc.	205-744-7572	Generator maintenance service
Goss Electric Industrial Division	256-355-1101	Electrical contractors
Jani-King Huntsville Region	256-971-3451	Commercial cleaning services
JanPak-Huntsville	256-851-2100	Office supplies
Kleen Air Research	256-767-5122	HVAC filters service
Kone Elevators	877-276-8691	Elevator Service
Koorsen Fire & Security Inc.	256-536-0786	Fire protection systems
LockTec Inc.	256-881-9300	Locksmith
Madison Locksmith & Safe Co.	256-772-0371	Locksmith
Mid-South Water, LLC (Nick Walker)	901-486-0650	Water Treatment Services
Monaghan Construction	256-656-4897	General contractor
Porter Roofing	931-668-2298	Roof repair and replacement
Quality Glass	256-534-4322	Automatic glass door repair
Professional Security Systems, Inc.	256-534-6523	Security systems repair and service
Rock-Tenn	256-533-9888	Book and periodicals recycling

Roto-Rooter Plumbers	256-533-7246	Plumbing contractors
Scott Lighting Supply Company, Inc.	256-536-6776	Lighting supplies
State Systems	256-518-9000	Fire and security monitoring
Tom Woo Home Improvements	256-457.9004	General repairs
Waste Management of AL-N	800-333-7705	Solid waste collection, transfer and disposal services

Internet & Technology Services Preparedness

In order to facilitate recovery of computer-based services, the attached document details hardware, software, and services inventory, as well as locations and descriptions of information backups.

Readiness and Emergency Procedures Plan

Each September, during National Preparedness Month, The Readiness and Emergency Procedures Plan will be reviewed for personnel changes.

- Managers should update their Emergency Contact Forms, keeping both a digital and printed copy in each location and off-site

Facilities checklist for managing disasters

- Maintain attached checklist of facility information and provide to staff, including:
    - o Water—shut off valve location
    - o Electrical—turn off switches location
    - o Gas—shut off valve location
- Maintain list of key contacts for inspection and repair of structural elements and facility systems
- Maintain fire and building alarms
- Maintain fire extinguishers and halon systems
- Maintain contact with community emergency services
- Evaluate building signage and update/improve as needed
- Identify important items in collection
- Purchase plastic sheeting, tape, garbage bags, gloves, mops, brooms and other cleaning supplies

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- Keep in good working order all vacuum cleaners and wet-vac
- Investigate and identify salvage facilities and companies
- Provide staff training on how to respond to a variety of disasters
- Advance warning of disaster:
    - Move items away from windows and to higher floors
    - Secure windows and doors with plywood and other rigid materials
    - Cover or wrap special collections with plastic sheets and seal with waterproof tape

Facility and Contact Information

All staff are required to participate in the Emergency Notification System so that they can be contacted in the event the library closes due to weather or other such emergency. Staff will create an account at Emergency Notification System and keep their information up to date as necessary. Instructions and an FAQ are attached. Each location's Contact List and Pocket plans should be updated as the Persons in Charge in Case of Emergency update their information.

These facility and contact information documents should be reviewed and updated annually or when items change to ensure the latest information is available to staff in the event of an emergency.

Downtown Library

- Contact Information
- Facilities Information

Cavalry Hill Branch Library

- Contact Information
- Facilities Information

Elizabeth Carpenter Public Library of New Hope

- Contact Information
- Facilities Information

Gurley Public Library Madison Public Library

- Contact Information
- Facilities Information

Madison Public Library

- Contact Information
- Facilities Information

Monrovia Public Library

- Contact Information
- Facilities Information

North Huntsville Library

- Contact Information
- Facilities Information

South Huntsville Library

- Contact Information
- Facilities Information

Tillman D. Hill Public Library

- Contact Information
- Facilities Information

Triana Public Library

- Contact Information
- Facilities Information

Bound, printed copies of the Disaster Plan for each location

Each location will receive a three-ring notebook with an area-specific Disaster Plan. Updates to any part of the plan will be added as necessary.

Readiness Flip Charts for each location

Each location will receive customized copies of a condensed version of the <u>Readiness and Emergency Procedures in flip chart form.</u>

DRAFT TEMPLATE 8/30/21

Huntsville - Madison County Public Library

EMERGENCY PROCEDURES

For

[_____]

Important Phone Numbers:

Dial 911 if the event is life-threatening or a crime is being committed

Other numbers;
Fire (non-emergency) 256-722-7120
Police (non-emergency) 256-722-7100
Ambulance (non-emergency) 256-722-7158
Internet and Technology Services (After hours) cell phone: 256-652-5963

Branch Manager: _____
Office phone: _____
Cell Phone: _____

See the full plan at http://staffspace/disasterplan

| POWER OUTAGE |
| MISSING CHILD |
| FIRE ALARM |
| BOMB THREAT |
| WORKPLACE VIOLENCE |
| SEVERE WEATHER |
| MEDICAL EMERGENCY |
| HAZARDOUS MATERIALS |
| MAPS |

Staff training for disasters or emergencies

With managerial support, a series of blended learning opportunities will be available for staff. Persons In Charge during an Emergency will also be offered expanded training.

"Person in Charge in Case of Emergency" Guidelines

Being a "Person in Charge in Case of Emergency" (PIC) involves your ability to lead in a crisis situation. Based on the "Tag, you're it! Implementing a "Person in Charge" Training Program " work by Adrianne Peterson of the Jefferson County Public Library System, and John Cabrera and Brett Lear of the Multnomah County Library, this model focuses on having one person serve as the primary coordinator during emergency situations.

Your first responsibility as PIC is the safety of patrons and staff. The most important thing to do in an emergency is remain calm.

What HMCPL expects of PICs:

- You will use common sense.
- You will make a decision to the best of your ability.
- You can tell the difference between and know how to act upon real emergencies and routine problems.
- You can tell the difference between an eccentric and problem patron. And if you're not sure, you'll take the time to gather some facts before acting.
- You know your resources within the library including the Emergency Procedures Guide and other policies and procedures in the online Policy Manual.
- Prioritizing the situation, you will delegate tasks to other supervisors and staff members.

How to tell if it's an emergency:

- Is someone injured or in physical danger?
- Look for the three "b's" – blood, bones, breathing. If you can see blood or bones, or if they aren't breathing, it's an emergency.
- Is there fire or smoke? Are alarms going off?
- Are genitals exposed?
- Is anyone's property threatened or damaged?
- Is anyone verbally threatening staff or other patrons? Interfering with others use of the library?

Which of these scenarios qualify as an emergency?

- A patron says the men's room is on fire. (CHECK BATHROOM FIRST FOR STATUS, THEN CALL 911 IF NEEDED)
- Someone trips on the front sidewalk and goes through the glass entrance door. (CHECK FOR BLOOD OR INJURIES. IF INJURED CALL 911**)
- A patron is arguing with Circ staff over a $5.00 fine. (NO)
- There is a fierce hailstorm outside and it's closing time. (WE DON'T WANT TO ENDANGER SOMEONE; KEEP PEOPLE INSIDE).

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**Note: It is always okay to call 911 if you are worried about the health of staff or a patron in the library.

Once emergency personnel arrive, it is up to them to discuss options with the patron and decide the best course of action to take and whether that involves a trip to the hospital. It is not for the PIC or any other library personnel to make a decision about whether a patron should go to the hospital. The library does not call any ambulance company directly nor offer for the library to cover their medical costs (ambulance trip or otherwise).

Calling for help in an emergency:

- Verify for yourself what is happening without getting in the middle of it.
- When calling 911, be as succinct as possible and clearly state what kind of emergency it is.
- It will move things along if you use the phrase "in progress."
- "We have a medical emergency in progress at the Lakewood Library at 10200 W. 20th Ave. An older man has fallen off his chair and isn't responding. He is breathing."
- "We have a disturbance in progress in the parking lot of the Wheat Ridge Library. The address is 5475 W. 32nd Ave. There are two men fighting. I haven't seen any weapons."

911 operators will want someone to stay on the line to keep them posted on the developing situation and verify more information which they relay to the responding personnel. If you have made the call and need to be elsewhere to supervise activities, hand the phone over to another staff member.

- A general rule is if there is a potentially life or property-threatening situation going on in your building, your parking lot or library grounds, you should call 911 or designate someone else on the staff to make the call.

Daily Responsibilities or Tasks

Upon reporting for work check the schedule to see if you are the Person in Charge in Case of Emergency during your shift.

1. Consult the <u>Person in Charge of Emergency Flowchart</u> and the staff schedule to determine if you are to be held responsible for the position that day.
2. If your location has a PIC cell phone, make sure you wear the phone in your pocket or clipped to your belt. If you are required to leave the area *at any time* hand off the phone to the next PIC in line according to the chart. Be sure to regain control of the PIC cell phone when you return.
3. Make sure your name is written on the "Person in Charge" whiteboard in your area.

Weekly Responsibilities or Tasks

The 'top-level' Person in Charge in Case of Emergency in each location should test or re-supply certain items and then report via email to their supervisor the status of each:

- First Aid Kit should remain well-stocked
- Weather Radio should remain plugged in and set to audible alarm
- Flashlights should have working batteries*
- Portable radios should have working batteries*
- Smoke and/or Carbon Monoxide detectors should have working batteries
- Hand sanitizers and cleansing wipes should be available for staff and patrons

*A person in each department should be designated to check the batteries weekly.

Please see the Emergency Procedures Guidelines for specific instructions relating to the PIC responsibilities:

- Severe Weather
- Power Outage
- Missing Child or Abducted Child
- Fire Alarm
- Hazardous Materials
    - Shelter in Place
- Medical Emergency
- Workplace Violence
    - Active Shooter Incidents
- Bomb Threat
- Pandemic Outbreak

Documentation

- It isn't over until the documentation is done.
- Accident and Incident Report forms are available online and in your Emergency Procedures notebook. These forms are used for information – they are not used to check up on how you did.
- If anyone has been injured, you need to complete an accident report.
- If no one was injured, but you think we should have "something" on record, complete an incident report.
- When in doubt, document it just to be on the safe side.
- Be as accurate as possible, but don't interpret events. Stick to facts and observations. Remember accident reports and incident reports are a part of the public record.
- Document the event as soon as the crisis is over, while information is still fresh in your memory. This means don't wait until after your three-day weekend to fill-out the form.

The purpose of documentation is to have a record of the event as soon as possible and to prevent your Library Manager or Administration being taken by surprise.

In addition to providing documentation about an incident, you should talk with your library manager if you believe that the incident was especially stressful or difficult for staff. Library

managers can arrange for counseling or other help to assist staff in handling the aftermath of a particularly difficult or traumatic experience.

Disaster kit(s) in place for staff, patrons and non-replaceable items in the collection

Disaster Kits are: The sum total of all items or a collection of items specifically prepared and/or arranged prior to a disaster in order to mitigate the results of an incident or disaster. **Disaster Kits include items that may or may not be contained in one location or container within a facility.** For example, Fire Extinguishers are generally wall-mounted in a highly visible location, Flash Lights should be kept where they are readily found in the dark and Weather Radios need to be deployed to an area where they can be easily heard and monitored. Items particular to a certain Department or Branch should be kept together in a container as much as possible.

Disaster Kits are located in: Each HMCPL branch or Downtown Library Department as indicated

Kits should contain: A copy of the HMCPL Disaster Plan, A list of contact numbers and names of HMCPL employees who need to be informed of any library disaster, First Aid Supplies, Fire Extinguisher(s), Flashlight(s) Weather Radio(s), other branch or departmentally specific items as indicated or required by circumstances e.g. Archives Dept. may need white cotton gloves for handling certain fragile items, Bookmobile may need a small set of hand tools for minor on-road repairs, etc.

PIC for Kits: The Person In Charge who is responsible for maintaining the kit contents is the Branch Manager, Department Manager or their authorized delegate as applicable.

Kits are inspected and evaluated: Semi-Annually in January and June by PIC (Branch Manager or Department Manager as applicable) via visual inspection. Results are reported on the disaster kit inspection form.

Disaster Kit Inspection Form

The following items are to be examined at least every six (6) months in January and June of each year for full operational readiness by the Person In Charge (PIC) or the PIC's authorized delegate.

Fire Extinguisher Charged & Inspected _____

First Aid Kit Complete & Inspected _____

Weather Radio Operational & Inspected _____

Flashlight Operational & Inspected _____

Disaster Plan & Contact Info. Present _____

Disaster Kit Items specific to your location or department present and useable _____

Please give details below if any of the above items need to be replaced or changed:

_____

The following items were found unusable and require repair or replacement:

_____

Signed:_____   **Date:**_____

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Disaster Recovery Team (DRT)

The Disaster Recovery Team (DRT) is a team on call to provide immediate response to collections disasters anywhere within the HMCPL system. The group has no formal charge, but team members are trained to clean, move and pack out damaged materials *where time is a critical factor.* Headed by the preservation librarian, the team provides leadership during collections disasters. Membership is assigned on the basis of job duties and past experience in emergency response. DRT meets once a year, and in the interim as needed for training and debriefing after a recovery event.

Disaster Recovery Team Members should include our Archivist, a staff member who is also a Community Emergency Response Team member, and the Disaster Team Lead.

In the event of an emergency which involves damaged materials please contact any member of the Disaster Team immediately.

Citizen's Aid

The library strives to aid the citizens of Madison County before, during and after a disaster occurs.

BEFORE

- Provide citizens with information on how to prepare for disasters online at http://guides.hmcpl.org/disastersurvival including information from:
    - Madison County Emergency Management Agency, http://www.madisoncountyema.com/
    - Alabama Emergency Management Agency, http://ema.alabama.gov
    - Federal Emergency Management Agency, http://www.fema.gov/ and http://www.ready.gov/
    - Alabama Department of Homeland Security, http://dhs.alabama.gov/
    - Alabama Department of Public Health, http://adph.org/
    - Alabama Department of Public Health Center for Emergency Preparedness, http://adph.org/CEP
    - National Hurricane Center, http://www.nhc.noaa.gov/
    - National Weather Service, http://www.nws.noaa.gov/
    - American Red Cross, http://www.redcross.org/
- Provide citizens with printed materials from the U.S. Government's preparedness site, http://ready.gov, both in English and Spanish, available at each location of the library. These include "Preparing Makes Sense – Get Ready Now" and "Preparing Makes Sense for People with Disabilities, Others with Access and Functional Needs, and the Whole Community."

- When advance information about an impending disaster is available, the library will serve as a disseminator of information from the Madison County Emergency Management Agency.
- Provide Library Programs on Emergency Preparedness for the public.

DURING

- Provide Protective Areas for patrons inside the library during tornado warnings or any other time the Madison County Emergency Management Agency asks for citizens to Shelter in Place.
- Key staff are certified CPR responders.
- Key staff are members of the Community Emergency Response Team (CERT). The Community Emergency Response Team (CERT) program helps train people to be better prepared to respond to emergency situations in their communities. When emergencies happen, CERT members can give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site. CERT members can also help with non-emergency projects that help improve the safety of the community. http://www.madisoncountyema.com/Citizen.html

AFTER

- Provide public access computers at the library with internet capability.
- Provide free, open access wifi at our 12 locations and parking lots 24 hours a day, 7 days a week.
- Provide citizens with information for their personal recovery should they become disaster victims at http://guides.hmcpl.org/disastersurvival including information from:
    o American Red Cross, http://www.redcross.org/
    o The Salvation Army, http://www.salvationarmyusa.org
    o Federal Emergency Management Agency, http://www.fema.gov/ and http://www.ready.gov/
    o Alabama Department of Senior Services, http://adss.alabama.gov
    o 211 Connect Alabama, http://www.211connectsalabama.org/Subcategory.aspx?;Huntsville;3968;;N;0;45349;Disaster%20Services
- The library cooperates with individual volunteers and/or organizations that can provide volunteers able to assist victims through Madison County Volunteer Organizations Active in Disasters (VOAD) http://www.mcvoad.com

DURING THE DISASTER

Response

The response phase includes the mobilization of the necessary emergency services and first responders in the disaster area. This is likely to include a first wave of core emergency services, such as firefighters, police and ambulance crews.

Readiness and Emergency Management

The purpose of this plan is to give staff, volunteers and patrons of the Huntsville Madison County Public Library information and instructions meant to assist them in the event of a variety of emergencies. As an occupant of one of our buildings, you need to be familiar with these procedures. Read them carefully. If you have any questions, consult the Disaster Team.

IMPORTANT PHONE NUMBERS

- ALL LOCATIONS:
    - 911 should ALWAYS be your first call in an emergency. It is the universal number to get help sent quickly.
    - Person in Charge in Case of Emergency (Downtown) Cell xxx-xxx-xxxx

Cavalry Branch Library:

- Fire (non-emergency) 722-7120
- Police (non-emergency) 722-7100
- Ambulance (non-emergency) 722-7158

Downtown Library

- Person in Charge in Case of Emergency /s Cell xxx-xxx-xxxx
- Fire (non-emergency) 722-7120
- Police (non-emergency) 722-7100
- Ambulance (non-emergency) 722-7158

Elizabeth Carpenter Public Library of New Hope

- New Hope Rescue Squad (non-emergency) 256-723-4433
- Police (non-emergency) 256-723-8443
- County Volunteer Fire Departments (Non-emergency) 722-7171
- Huntsville-Madison County Rescue Squad (Non-emergency) 536-2720
- HEMSI (Madison County's ambulance service) Business number: 722-7150

Gurley Public Library

- Gurley Police (Non-emergency) 776-3313
- County Volunteer Fire Departments (Non-emergency) 722-7171
- Huntsville-Madison County Rescue Squad (Non-emergency) 536-2720
- HEMSI (Madison County's ambulance service) Business number: 722-7150

Madison Public Library

- Madison Police Department (Non-emergency) 722-7190
- Madison Fire & Rescue (Non-emergency) 772-7192

Monrovia Public Library

- Madison County Sheriff's Department (Non-emergency) 722-7181
- County Volunteer Fire Departments (Non-emergency) 722-7171
- Huntsville-Madison County Rescue Squad (Non-emergency) 536-2720
- HEMSI (Madison County's ambulance service) Business number: 722-7150

North Huntsville Library

- Fire (non-emergency) 722-7120
- Police (non-emergency) 722-7100
- Ambulance (non-emergency) 722-7158

South Huntsville Library: Library:

- Fire (non-emergency) 722-7120
- Police (non-emergency) 722-7100
- Ambulance (non-emergency) 722-7158

Tillman D. Hill Public Library

- Madison County Sheriff's Department (Non-emergency) 722-7181
- County Volunteer Fire Departments (Non-emergency) 722-7171
- Huntsville-Madison County Rescue Squad (Non-emergency) 536-2720
- HEMSI (Madison County's ambulance service) Business number: 722-7150

Triana Public Library

- Madison County Sheriff's Department (Non-emergency) 722-7181
- County Volunteer Fire Departments (Non-emergency) 722-7171
- Huntsville-Madison County Rescue Squad (Non-emergency) 536-2720
- HEMSI (Madison County's ambulance service) Business number: 722-7150

Emergency Codes

The codes should be used by the Person in Charge in Case of Emergency and library staff to alert the rest of the employees in the building of certain situations:

Code Yellow [Department Name]: Missing child or abducted child. Upon urgent notification by the parent, staff or PIC should issue a code yellow. Supervisors should act immediately and

prevent any adult with a child or children, or an alone child, from leaving the premises while the incident is under investigation or until cleared by library personnel or police.

In the Downtown library dial xxxx from any staff desk telephone to access the paging system.

# Calling 911 and the Person in Charge in Case of Emergency

Do not hesitate to call 911 if there could be a life threatening event or a crime being committed in the library!

Rely on your intuition: if something 'feels' wrong, it probably is. Security or senior personnel will take charge if they are available.

The acting Person in Charge (PIC) in Case of Emergency at Downtown carries a library-issued cell phone. This number is xxx-xxx-xxxx. Handing off the PIC cell phone indicates a change of who is in charge during an emergency. The first PIC of the day will send an e-mail to all staff with the PIC schedule, though all staff should know that they can call the PIC cell number for assistance at any time.

All supervisors should also know which of their staff is in the building at any given time. Each staff member should have their supervisor's cell phone number memorized or stored.

The person designated for this responsibility depends upon location and time of day, and generally follows this organizational and communicative flow:
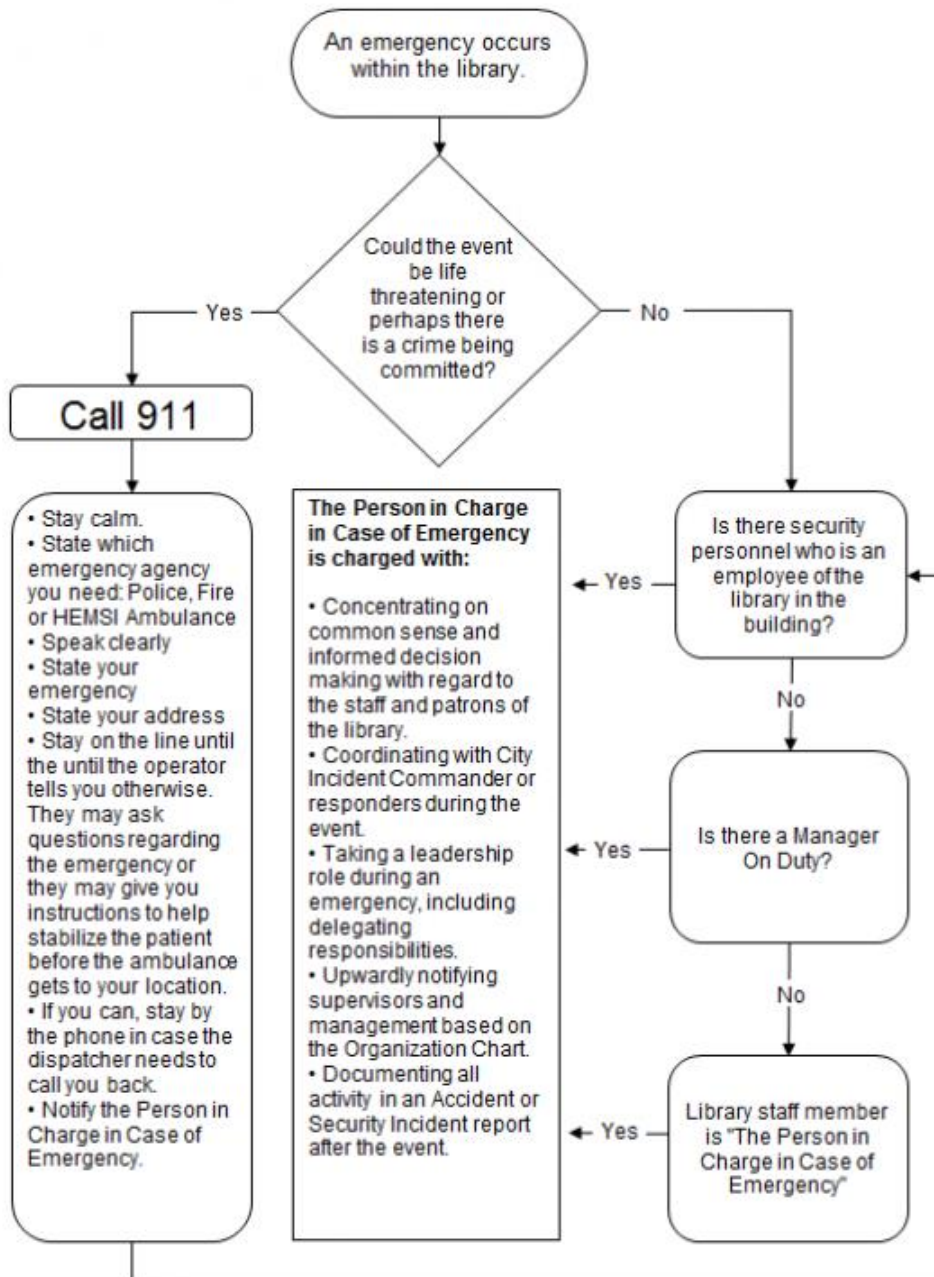
Related:

- Accident Report form
- Security Incident Report form
- Printable Staff Directory

Severe Weather

DURING NORMAL OPERATION:

- The person in charge in case of emergency or his or her designee will inspect the S.A.M.E. equipped NOAA Weather Alert Radio each week to insure the radio is turned on, plugged in, tuned to our local station KIH-20,162.40 MHz, the alarm is set and functioning, backup battery is good, and the external antenna, if used, is plugged in. The Weather Service tests the alarm each Wednesday, if the weather is good, between 11:00 a.m. and Noon. **The person in charge in case of emergency will report via email to his or her supervisor the status of the weather radio each week.**

DURING SEVERE WINTER WEATHER OR FLOOD EMERGENCY:

- The person in charge in case of emergency or his or her designee will monitor their locations' NOAA weather radio and local media which provides continuing coverage via broadcast or the internet. The weather alert radio is kept at the operator's desk in the Circulation workroom on the first floor.

DURING A TORNADO WATCH OR THUNDERSTORM WARNING:

- The person in charge in case of emergency or his or her designee will monitor their locations' NOAA weather radio and local media which provides continuing coverage via broadcast or the internet. The weather alert radio is kept at the operator's desk in the Circulation workroom on the first floor.
- The person in charge in case of emergency or his or her designate will check the protective areas for personal items or potential hazards, unlock any door that is normally locked, and make sure the area is open, clear and ready for immediate use.

There are no government public tornado shelters in Madison County, though there is a <u>sanctioned community shelter list.</u> Upper management may choose to close and evacuate the library if a warning has been issued or if a tornado or damaging winds are spotted in an approaching storm and is at least 30-60 minutes away.

DURING A TORNADO WARNING OR IF A TORNADO OR DAMAGING WINDS ARE SPOTTED:

- The person in charge in case of emergency or his or her designee will make an announcement over the public address system that a Tornado Warning is in effect for (our portion) of Madison County. "There has been a Tornado Warning issued (or tornado or damaging winds sighted); Please follow Library staff into protective areas in an orderly manner."
- The person in charge in case of emergency or his or her delegate will be responsible for evacuating staff and patrons and assist handicapped persons. Aim to have everyone take cover within 60 seconds.

- Some locations do not have protective areas. Upper management may choose to close these locations if given enough warning of an approaching storm so that staff and patrons may seek shelter elsewhere.
- If available, all staff and patrons must move to the designated protective areas via the closest Emergency Stairs. Disabled staff and patrons may use the elevator if necessary but must do so immediately after the warning has sounded.
- The <u>Protective Area Plans</u> should be posted in each location:
  - The Cavalry Branch Library Protective area is the hallway that runs adjacent to the library, access may be gained directly from the secondary exit of the library.
  - Elizabeth Carpenter Public Library of New Hope has no protective area.
  - The Gurley Public Library has no protective area.
  - Madison Public Library Protective Areas are the Workroom and the Friend's Bookstore.
  - Downtown Library Protective Areas are as follows:
    - Youth Services into the Youth Services Workroom.
    - Remainder of First Floor into the AV Workroom.
    - Second Floor and Third Floor into the Circulation Workroom or Branch Run Room.
    - Overflow may use the restrooms on the first floor or the North hallway, away from the back doors.
  - The Monrovia Public Library has no protective area.
  - The North Huntsville Library is the staff workroom and the hallway near the Makerspace.
  - The South Huntsville Library is the staff workroom, the public restrooms and the Conference Room
  - Tillman D. Hill Public Library Protective Area is the men's restroom.
  - The Triana Public Library has no protective area.
- Keep persons in protective areas if you have them. If patrons are wandering outside protective areas or are entering the library, inform them: "The Library is closed. You must remain in a protective area or depart the premises." One staff member should be designated to remain in the protective area closest to the front doors to guide patrons to safety.
- Remain in a protective area until all clear is given by the person in charge in case of emergency or the designate.

LIBRARY CLOSURE

It may be in the best interest of staff and patrons to close the library in the event of severe weather. The Library Director and his or her delegates will alert employees, other interested parties and media of closing or delayed openings via the Emergency Notification System. Once the closure notification has been sent, the Web Services Librarian is responsible for putting the information online at http://hmcpl.org/. The Communications Director should verify that both the media and http://hmcpl.org/ have been updated with the latest information sent through the notification system.

Power Outage

DURING A BLACKOUT:

- Remain calm.
- Get the flashlight which is kept in your area.
- If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
- If you become trapped in an elevator remain calm and
  - Verify that the stop button has not been pushed.
  - Open the telephone compartment to contact the elevator company.
  - Call out for help.
- Floor Supervisors should immediately
  - Assist persons as needed, especially those with physical handicaps or who may be unfamiliar with the space.
  - Check the restrooms.
  - For multi-level locations
    - Check the stairwells.
    - Check the elevators for trapped persons.
      - Reassure them and remind them to stay calm.
      - Do not try to open the doors, only elevator personnel or first responders may use keys to open the doors
      - The elevator may begin working again at any time
- Await further instructions.

Missing Child or Abducted Child

- Staff should announce "Code Yellow [Department Name]" immediately upon urgent notification by the parent or caregiver that a child is missing
  - Calm the parent or caregiver as much as possible, letting them know that we are doing everything possible to find and protect the child.
  - Call the person in charge in case of emergency cell phone at xxx-xxx-xxxx.
- The Person in Charge in Case of Emergency (PIC) should speak with the parent or caregiver, getting as detailed a description of the child as possible. The PIC should call 911, report the incident and give the description of the child.
- Upon hearing Code Yellow, the following personnel should act immediately and prevent any adult with a child or children, or an alone child, from leaving the premises while the incident is under investigation or until cleared by library personnel or police.
- Downtown Library:
  - Youth Services Supervisor or Staff guards the East fire stairs
  - Staff guards or designate guards the back dock (four doors leading outside)
  - Circulation Supervisor or Staff guards the main entrance from the inside and the parking lot and Auditorium exit from the outside.
  - 2nd and 3rd Floor supervisors check all areas on their floors then descend to the first floor, checking there as well.

- Report findings at the Circ Desk and await instructions.
- The PIC (or his or her delegate) verifies that all entrances are monitored, giving the description to those standing guard.
- The PIC (or his or her delegate) relays this and other relevant information to the police as they arrive.
- Repeat Code Yellow [Department Name] every two minutes or Send a 'Cancel Code Yellow" message when the child is found or instructed by police to do so.
- Send a 'Cancel Code Yellow" message when the child is found or instructed by police to do so.

Fire Alarm

If there is no prior warning you must assume that the fire alarm is not being tested.

- *Fire Alarm Test*: the alarm itself periodically needs to be tested by those in charge of the facilities. An announcement will be made on the public address system prior to the test and a call placed to the Person in Charge in Case of Emergency. Your job is to remain calm and inform confused patrons that it is only a test.
- *Fire Alarm Drill*: both the behavior of the people in the building and the mechanical aspects of the system are given a trial run to improve and identify problems with the emergency plan. In order to gauge the effectiveness of the plan Fire Alarm Drills may not necessarily be announced publicly.

In the event you see flames in the library, only try to extinguish small, contained fires. Use common sense; know extinguisher locations on the Floor Plans and how to use them. Contain the fire in one area by shutting doors and turning off fans.

- If the fire is *not* small or contained, engage a Fire Pull if the smoke detectors do not automatically activate the alarm system. The alarm system will automatically call the fire department.

In the event you smell or see smoke in the library and are unable to identify the source, activate the fire alarm by engaging a Fire Pull. See the Evacuation Routes for the locations of Fire Pulls in your location.

If the alarm is inoperative, dial 911 to report the fire, then call the Person in Charge in Case of Emergency. The PIC will then make an announcement over the intercom to evacuate. See the Evacuation Routes for your location.

Concerning the fire alarm panel at the Downtown Library: if the alarm is activated the only persons authorized to disable or silence the alarm are the fire department or alarm monitoring company. If we have a situation when we know it's a false alarm call the alarm monitoring company, State Systems at 256-518-9000.

All staff and patrons must evacuate the building when the fire alarm sounds if there has not been advance warning that the system is being tested. Evacuate as quickly as possible according to the Evacuation Route or, if the route is blocked, the nearest exit away from the fire. Floor supervisors are responsible for evacuating staff and patrons (including assisting handicapped persons) to fire stairwells and designated outside meeting place for a headcount. Once the headcount is taken, floor supervisors should contact the PIC cell phone (xxx-xxx-xxxx) with information regarding the evacuation and whereabouts of staff and patrons. The Person in Charge in Case of Emergency will be responsible for coordinating with the Incident Commander for the Fire Department: Immediately direct the firefighters to any persons who may be trapped in the building, the fire location or to the location of hydrants, wall hoses in fire stairwell, or activated alarm pull.

- Grab keys, purses and backpacks if they are nearby.
- Close the doors on the way out.
- If there is heavy smoke, evacuate the building by crawling with your nose to the floor.

When the fire alarm sounds, the fire doors leading into the stairwells will close automatically, creating a safe environment or shelter-in-place. In the event a disabled person (even temporarily) is in the building, supervisors should direct them into the stairwell landing, opposite the fire if possible, and wait for fire safety personnel to arrive.

Supervisors will check restrooms and other areas on their floors to see that everyone has evacuated, or if disabled, has sheltered-in-place. Use a cell phone to contact the Person in Charge in Case of Emergency and inform them who remains in the building and where they are located.

After evacuation staff and patrons should gather outside in the designated meeting places for a headcount:

- DOWNTOWN LIBRARY
  - FIRST FLOOR: In the middle of the front parking lot, away from the front entrance. Avoid fire lanes.
  - SECOND FLOOR: In the back parking lot, closest to the AC Hotel by Marriot employee parking lot.
  - THIRD FLOOR: In the back parking lot, closest to Davis Circle.
- GURLEY, HAZEL GREEN, TRIANA and MONROVIA: In the front parking lot, but avoiding fire lanes.
- CAVALRY: West parking lot.
- NEW HOPE: Gazebo in East parking lot.
- NORTH HUNTSVILLE: Grassy area North of the building.
- MADISON: Overflow parking lot North of the building.
- SOUTH HUNTSVILLE: Grassy area East of the building

Do not re-enter or walk around the building if you were forced to exit away from your designated meeting space. Contact your supervisor by cell phone to let them know you are safe.

Supervisors should contact the Person in Charge in Case of Emergency by cell phone when your group is in the designated meeting space and the possible location of people who are not accounted for. Once the firefighters arrive, the Person in Charge in Case of Emergency should coordinate with the Incident Commander and direct the firefighters to the location of the fire, any persons who may be trapped in the building, locations of all stairwells, the location of hydrants, wall hoses in fire stairwell, or activated alarm pull.

Only re-enter the building when given an all-clear by the Incident commander or the Person in Charge in Case of Emergency.

[SEE EVACUATION PLAN FOR ROUTES AND EXITS.]

Hazardous Materials

A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. The staff may manage simple spills. Major spills or emergencies require emergency assistance from 24-hour emergency agencies, i.e. the city Fire Department.

Simple Spill	Major Spill or Emergency
Does not spread rapidly.	Spreads rapidly.
Does not endanger people.	Endangers people.
Does not endanger environment.	Endangers environment.
Staff can clean up.	Must call 911.
	Evacuate, assemble at a safe distance – upwind.
	Account for individuals. Wait for and provide information to responders.

Cleaning Simple Spillage Involving Human Materials:

- Staff handling the cleanup must cover any personal cuts on hands, arms etc. with bandages before cleaning spills of blood and other body fluids.
- Spills should be cleaned using a solution of 1-part bleach, 9 parts water. Do not use bare hands to clean up soiled areas or items; always wear leak-proof gloves.
- Soiled area should be thoroughly mopped and disinfected.
- After use, disinfect mops, buckets and other cleaning equipment with fresh bleach solution.
- Place gloves and cleaning cloth or towels in plastic garbage bag and place in waste bin.
- Always wash hands with soap and hot water for at least 20 seconds after removing gloves.
- Flush eyes, nose, or mouth with water if exposed to another person's blood or body fluid.

Incidents Involving Syringes

- Notify Person in Charge in Case of Emergency if a syringe is found inside a library building or on the grounds.
- Person in Charge should contact the Madison County Health Department for safe disposal of a syringe.
- Normally a syringe is placed in a suitable sharps container, i.e., a solid sealable metal box or other rigid container that won't puncture garbage bags, to prevent those handling garbage from pricking themselves.
- Disposable rubber gloves must be worn to pick up syringe and place it into the container.
- Gloves should be removed inside out, placed in a plastic garbage bag, and disposed in waste bin.
- Hands must be thoroughly washed with a disinfectant soap.

Shelter in Place

One of the instructions we may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep staff and patrons safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there.

We might be asked to shelter-in-place in case of chemical, biological, or radiological contaminants that may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect us. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday.

If instructed to shelter-in-place the Person in Charge (PIC) in Case of Emergency in the library will take the following actions:

- Shut and lock all exterior doors.
- If there are patrons in the building, we will provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- We will use the protective areas established for severe weather to shelter-in-place.
- Unless there is an imminent threat, the PIC asks employees and patrons to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. Voice-mail messages should be changed to indicate that the library is closed, and that staff and patrons are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If we are told there is danger of explosion, we are to close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.

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- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call the person in charge in case of emergency to report who is in the room with you.
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

Medical Emergency

The Code of Alabama (Section 6-5-332) restricts protection to trained rescuers or employees of the public education system, unless the victim is suffering cardiac arrest. Alabama's "Good Samaritan Law" applies only to doctors, nurses, policemen, firemen, EMT, volunteer firemen, or those assisting persons having a heart attack. The law DOES NOT INCLUDE CITIZENS NOT TRAINED by programs approved by the American Medical Association. You must have updated training with AMA or be certified by the State of Alabama before rendering first aid or emergency care; you may be held liable for civil damages as a result of your actions. You must prove you have training and/or certification.

FOR LIBRARY STAFF:

- CHECK the scene, then check the person. Make sure that it is safe for you to approach.
- CALL 911 if the victim is unresponsive, unconscious, is not breathing or is having trouble breathing; is choking or has persistent chest pain; has severe bleeding, burns, is in shock or is having seizures; or shows no signs of life.
  - Have another staff member call the Person in Charge in Case of Emergency.
- CARE with consent. The victim must give consent, or implied consent, before you can administer first aid. If the person is a minor (younger than 18) ask permission to aid from the parent or guardian. If parent is unavailable, the law presumes that the parent would want the child cared for in an emergency. This is implied consent. If the victim is unconscious, mentally ill, mentally challenged, emotionally disturbed, or cannot think clearly due to the illness or injury, consent is also implied.
- Move the victim only if his or her life is endangered.
- Attempt to obtain the following information from the ill or injured person or the victim's friend, relative or guardian:
  - Name, if not known
  - Description of symptoms
  - Allergies
  - Medications, Major medical history (heart condition, asthma, diabetes, etc.)
- Continue to provide care until a trained person arrives, or have the victim's friend, relative, guardian provide most, if not all, first aid.
- Keep victim calm and comfortable.

- Do not give medical advice. Remain at the scene after emergency personnel have arrived to provide information.
- The Person in Charge (PIC) in Case of Emergency will complete an <u>Accident Report</u> including name, address, age, how accident occurred, nature of injury, location, family members present, names of witnesses, and procedures followed.

FOR TRAINED LIBRARY RESPONDERS ONLY:

- CHECK, CALL and CARE in accordance with First Aid / CPR / AED for the Workplace, American Red Cross (2006) ISBN 1-58480-341-X
- AED Units are located at the Downtown Library and the Madison Library near the Circulation Desk.

Workplace Violence

- Always remain calm and use common sense.
- Remain alert for situations that may become dangerous or life-threatening.
- Trust your instincts.
- Do not hesitate to call 911.
- Immediately report calls from local police or emergency management personnel to <u>the Person in Charge (PIC) in Case of Emergency</u>. At the Downtown Library the PIC may be reached at xxx-xxx-xxxx.
- In general, put as many barriers between you and the danger as possible, but do not use elevators in an unknown situation.
- The PIC, or his or her designates (usually the floor supervisors), will be responsible for evacuating staff and patrons and assisting handicapped persons.

ANGRY INDIVIDUALS / DISORDERLY INDIVIDUALS:

- Use the 'safety in numbers' approach when dealing with angry individuals.
- Using non-threatening language, talk calmly to the person, explaining that we cannot help unless they behave rationally and within the "Behavior within the Library" policies.
- Call security or the person in charge in case of emergency via paging system or phone to alert them of the situation.

IF VIOLENCE OCCURS IN THE BUILDING OR THERE IS AN IMMEDIATE THREAT OF VIOLENCE:

- Leave the area immediately if possible. If this is not possible, try to lock yourself in a secure area.
- Call 911 or the person in charge in case of emergency at xxx-xxx-xxxx with as many details as possible.
- Immediately lock doors as possible and appropriate to isolate the disturbance.
- Take steps to protect your own safety and the safety of others.
- Encourage people to leave the area.

IF THERE IS AN ACTIVE SHOOTER IN THE BUILDING:

- In the event of an active shooter or armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access, attempt to evacuate but leave your belongings. Keep your hands visible.
- If you cannot evacuate because you'd be in harm's way, find a place to hide and lock the doors or block the entrance. Remain quiet and silence your cell phone or pager until you hear an 'all clear' or are instructed by police to come out.

HOSTAGE OR ROBBERY SITUATION:

- Dial 911 and if possible, the Person in Charge (PIC) in Case of Emergency. Provide as many details as possible including number of persons involved, description of perpetrators, weapons displayed, threats made, etc.
- Do what you are told without argument. Do not attempt to negotiate or argue with the perpetrator. Try to get others to remain calm. Tell others to do what they are told.

OUTSIDE THE LIBRARY:

- Walk in pairs at night in parking lots. At the Downtown Library, call the Person in Charge (PIC) in Case of Emergency at xxx-xxx-xxxx.
- Communicate outside danger by calling 911 on a cell phone, yelling, car panic button, or any other means possible.
- Have a personal safety plan on how you will react if attacked. Some suggestions are fake a heart attack, throw your keys, spray mace, or run. This is a personal decision based on what you are capable of doing in a given situation.

[SEE PROTECTIVE AREA AND EVACUATION PLANS FOR ROUTES AND EXITS.]

Active Shooter Incidents

[source: FEMA'S Emergency Management Institute course "Active Shooter: What you can do"]

Active Shooter Incidents

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, there is no pattern or method to their selection of victims.

Most active shooter situations are unpredictable and evolve quickly. Because most incidents are over within minutes, we must be prepared to deal with the situation until law enforcement personnel arrive.

Preparedness and awareness are the keys to helping protect our employees, our customers, and ourselves.

Understanding Active Shooter Incidents

- Active shooter incidents are becoming more frequent.
- All employees can help prevent and prepare for potential active shooter situations.
- An active shooter is an individual killing or attempting to kill people in a confined and populated area.
- Typically, there is no pattern in the selection of victims in an active shooter incident.
- Common motives include, anger, revenge, ideology, and untreated mental illness.

Call 911 WHEN IT IS SAFE TO DO SO!

When possible, provide the following information to law enforcement officers or 911 operators:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of the shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

How To Respond

In an active shooter situation, you should quickly determine the most reasonable way to protect your own life. You should:

1. **Evacuate:** If there is an accessible escape path, attempt to evacuate the premises.
2. **Hide out:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
3. **Take action:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

It is important for employees to be trained so that they can react if they are ever confronted with an active shooter situation. As these situations evolve quickly, quick decisions could mean the difference between life and death. If you are in harm's way, you will need to decide rapidly what the safest course of action is based on the scenario that is unfolding before you.

Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Warn individuals not to enter an area where the active shooter may be.
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when it is safe to do so.

Hide Out

If safe evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.
- Close, cover, and move away from windows.

Keeping Yourself Safe While Hiding

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager. (Even the vibration setting can give away a hiding position.)
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

Consider the difference between cover and concealment. Cover will protect from gunfire and concealment will merely hide you from the view of the shooter. Choose the best space that is available quickly.

Take Action

As an absolute last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:

- Act as aggressively as possible against him/her.
- Throw items and improvise weapons.
- Yell.
- Commit to your actions.

Reactions of Managers or Uniformed Personnel

When an emergency occurs, customers and visitors will look to employees to direct them to safety, as they are familiar with the building and workspace. Employees and customers are likely to follow the lead of managers or uniformed officials during an emergency situation.

During an emergency, managers should be prepared to:

- Take immediate action.
- Remain calm, professional, and prepared to lead.
- Lock and barricade doors.
- Evacuate employees and customers via a viable, preplanned evacuation route to a safe area.

When pre-selecting shelter-in-place locations, consider any safe areas within the facility.

When Law Enforcement Arrives

The primary goal of law enforcement is to eliminate the threat and stop the active shooter as soon as possible.

As the first responders' primary responsibility is to eliminate the threat, they will not be able to stop to help injured persons until the environment is safe.

Officers may arrive in teams with tactical equipment such as vests, helmets, and rifles.

Officers will need to take command of the situation. Expect to experience officers shouting orders and even pushing individuals to the ground for their safety.

When law enforcement officials arrive, it is important that you:

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- Remain calm, and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating—just proceed in the direction from which officers are entering the premises.

After you reach a safe location or assembly point, you'll be asked to cooperate by providing information to investigators.

Knowing what to expect will help you assist law enforcement officials as they work to stop an active shooter and eliminate the threat.

Law Enforcement's Role

Law enforcement's immediate purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

The first officers to arrive at the scene will not stop to help injured persons because their first priority is life safety, so they will need to secure the scene first.

When there is an emergency such as an active shooter incident, it is important to remember that officers arriving on scene may be coming from many different duty assignments and will likely be in various types of uniforms and even in street clothes. Do not be surprised by the variances in appearance, as law enforcement officials are trained to react quickly and work together.

Additional Officers and Rescue Teams

Additional officers may arrive in teams. These teams may:

- Wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Be armed with rifles, shotguns, and/or handguns.
- Use pepper spray or tear gas to control the situation.
- Shout commands, and may push individuals to the ground for their safety.

Emergency medical personnel will also arrive at the scene. Rescue teams will treat and remove any injured persons. These teams may also request able-bodied individuals to assist in removing the wounded from the premises.

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Information and Assembly Points

After you have reached a safe location or assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Recognizing Potential Workplace Violence

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee.

Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your supervisor or human resources department if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence

Employees typically do not just "snap," but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated.

Indicators of potentially violent behavior by an employee may include:

- Depression/withdrawal.
- Repeated violations of company policies.
- Explosive outbursts of anger or rage without provocation.
- Behavior that may suggest paranoia (e.g., "everybody is against me").
- Escalation of domestic problems into the workplace.
- Talk of severe financial problems.
- Talk of previous incidents of violence.

Report violent acts or threats of violence to your immediate supervisor, security or human resources. Regardless of the type of workplace violence, the chances for prevention improve with increased awareness of potential warning signs and rapid response to a problem.

Bomb Threat

AS SOON AS YOU HANG UP FROM A BOMB THREAT NOTIFY THE PERSON IN CHARGE IN CASE OF EMERGENCY!

- Remain calm and deal with the caller. Remember that the bomb threat caller wants to create turmoil and panic!
- Observe telephone number on Caller I.D. box (if available).

- Evaluate the threat by acquiring information.
- Ask questions in a soothing voice and be conversational:
  - Why did you do that?
  - What does the bomb look like?
  - Is it a dynamite bomb?
  - How is it triggered?
  - Where is it?
  - When is it set to go off?
- Keep the caller on the phone and talking:
  - Don't ask "Who is this?" or "Where are you?"
- Write down information as you listen:
  - Describe the caller's voice.
  - Is there an accent?
  - What tone of voice did the caller use?
  - Is this a familiar voice?
  - Are there background noises?
  - Is the caller male or female?
  - Is the caller young or old?
- Immediately report your evaluation to security or the person in charge in case of emergency.

YOUR EVALUATION WILL HELP DECIDE IF CALLING 911 AND EVACUATION IS NECESSARY.

- Example of false alarm: 5-year-old making call, a drunken person talking incoherently, teenager with laughing in the background.
- Example of true alarm: male speaks in muffled voice saying he put a pipe bomb in your library and people are going to die.

IF THE DECISION IS MADE TO PULL THE FIRE LEVER IN ORDER TO IMMEDIATELY EVACUATE THE BUILDING

- Remain Calm; calmness is contagious.
- Security or the person in charge in case of emergency will give instructions in an unexcited manner and be responsible for evacuating staff and patrons (including assisting handicapped persons) to the stairwells and designated outside meeting place for a headcount.
  - DOWNTOWN LIBRARY
    - FIRST FLOOR: In the middle of the front parking lot, away from the front entrance. Avoid fire lanes.
    - SECOND FLOOR: In the back parking lot, closest to the AC Hotel by Marriot employee parking lot.
    - THIRD FLOOR: In the back parking lot, closest to Davis Circle.
  - GURLEY, HAZEL GREEN, TRIANA and MONROVIA: In the front parking lot, but avoiding fire lanes.
  - CAVALRY: West parking lot.

- o NEW HOPE: Gazebo in East parking lot.
- o NORTH HUNTSVILLE: Grassy area North of the building.
- o MADISON: Overflow parking lot North of the building.
- o SOUTH HUNTSVILLE: Grassy area East of the building.
- Elevators will automatically go to first floor; doors open, and remain inoperable.

MOVE OUTSIDE THE BUILDING TO DESIGNATED MEETING SPACES.

- Observe crowd. Look for suspicious persons; possible bomber watching, hand-held trigger device. Notify police.
- Re-enter building only after clearance is given by police.

[SEE EVACUATION PLANS FOR ROUTES AND EXITS.]

Pandemic Outbreak

In the event of a Pandemic outbreak the library will play a key role in protecting employees' health and safety as well as limiting the negative impact to the community. Education of the staff in advance of an epidemic will be a priority. During a viral outbreak the library will align with recommendations from The World Health Organization, The United States Federal Government / The Centers for Disease Control, The State of Alabama Department of Public Health and, ultimately, the Emergency Management Agency of Madison County.

The Disaster Team will be available to advise the Library Director on our best response to these phases developed in August 2009 for the National Network of Libraries of Medicine (NN/LM) Emergency Preparedness & Response Toolkit [*Internet Archive*. August 09, 2014].

The latest information on outbreaks from NN/LM may be found here: https://news.nnlm.gov/pnr/tag/disease-outbreak/.

Pandemic Planning
Stages of Pandemic and Library Procedures

Period	Level	Description	Procedures
Pre-pandemic	1	New influenza virus detected, no vaccination available, begins to spread among humans in a limited area.	Monitor information sources about the situation (CDC, institution), no changes to operations.
Pandemic alert	2	The virus poses a substantial risk of transmission, and spreads rapidly beyond the locality of origin. The public is informed that a new virus is successfully spreading.	Continue to monitor information sources, no changes to operations.
	3	The virus spreads globally, is transmitted quickly among humans, and creates widespread infection.	Develop/review pandemic plans and schedule a table-top exercise involving relevant personnel for dealing with the potential effects of the new virus (staff absences, limited hours of operation, closure due to social distancing measures). Update procedures as necessary. If feasible, enable connectivity for designated staff to online library resources from their homes. Create a prioritized list of supplies and order additional essential supplies, anticipating possible interruptions of service from vendors.
Pandemic	4	The WHO declares the virus to be a global pandemic.	Managers meet to discuss strategies for: 1. slowing the spread of the virus, and 2. dealing with a significant rate of staff absences. Based on existing variables, managers decide whether, when and how changes to operations will be made as the situation evolves. Measures intended to slow the spread of the virus may include reduction of hours of operation, closure of service desks, and removal of shared equipment in public areas. Anticipating staffing shortages, managers ascertain institutional and organizational personnel and staffing policies and procedures in order to continue to offer limited library services (e.g. time and leave requirements for faculty and staff to work from home, designating essential personnel, circumstances for which leave requests may or may not be approved.) Establish a deep chain-of-command so that if key library managers are ill and unable to perform their duties a structure for decision-making and communication can be maintained. Order any essential supplies that may be needed to fill possible shortfalls from vendors.
	5	Virus becomes prevalent in the local community and authorities invoke measures in order to slow the spread of the virus. Operations may be affected by a significant rate of staff absenteeism.	Library managers comply with all directives from the institution about changes to operations resulting from the pandemic, adjusting operations and staffing patterns as the situation evolves. Measures to prevent spread of the virus may be enacted (see Level 4). Based on available staff, managers make decisions about who will work from home and during what hours, in order to provide limited patron services from off-site. Notify patrons of changes to library hours and availability of limited services from off-site. Edit the library's web page to show the status of operations and the services and resources available.

The Disaster Team will also:

- Monitor issues and information related to pandemics to keep our plan up to date.
- Recommend any changes to the plan as circumstances warrant.
- Train staff and encourage the use of proper-hand washing and distancing techniques.
- Help prepare for high-absenteeism by encouraging cross-training.
- Communicate with public health agencies, emergency responders and others regarding our plan, and understand their capabilities should an outbreak occur.
- Attend external training/seminars about pandemic influenza outbreaks in order to remain current about the pandemic threat in our community.

Latest News on the Pandemic Flu for HMCPL

The Disaster Team will stay up to date on Pandemic news in order to better estimate the effects of a crisis for the library and to make recommendations to the Library Director. Library staff and management will also need current information on the evolving situation for patrons.

Sources:

- World Health Organization: Diseases
- Centers for Disease Control: Outbreaks
- State of Alabama Department of Public Health
- Emergency Management Agency of Madison County

Protecting your health

Seasonal vaccinations will be made available through local means to library staff. Regardless of whether staff choose to receive a flu shot, all staff should follow these simple guidelines every day and especially during a Pandemic:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Disinfecting wipes and Alcohol-based hand cleaners are also effective and are made available to both staff and public.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people. Guidelines determine that the appropriate space to diminish human-to-human transmission of any virus is six feet.
- If you are sick with flu-like illness, the Centers for Disease Control recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities.

During a local outbreak, alcohol-based hand and computer-peripheral cleaners will be made available to the public. Signage will also be made available.

Printable signage instructions: Print on 8.5"x11" heavy paper or card stock and fold in half to create a placard to place near your disinfecting wipes.

Preparation for Absences or Closures

- All staff should clearly understand our Sick Leave and Family and Medical Leave Policy, especially during a Pandemic Outbreak. Taking care of ill family members or yourself is a top priority for the library.
- Staff will be cross-trained in basic circulation procedures in the event that high absences require staff shifting.
- Staff should make sure their listings in the Emergency Notification System remains effective in the event that the Emergency Management Agency of Huntsville and Madison County (or other government entity) closes the library.
- Public programming may be interrupted should there be an immediate health concern for patrons and staff or if employee absences prevent proper staffing.
- The Disaster Team will be responsible for setting a schedule for seeing to the critical needs of the facility if the library is closed for an extended time. These critical needs include, but are not limited to:
  - electronic services
  - boiler and building checks
  - book drop
  - payroll
  - other banking considerations

Protective Area Plans

Each location will have protective areas where staff and patrons will gather in the event of certain emergencies:

Downtown Library Protective Area Plan

For your safety, please proceed quickly and calmly when moving to Protective Areas.
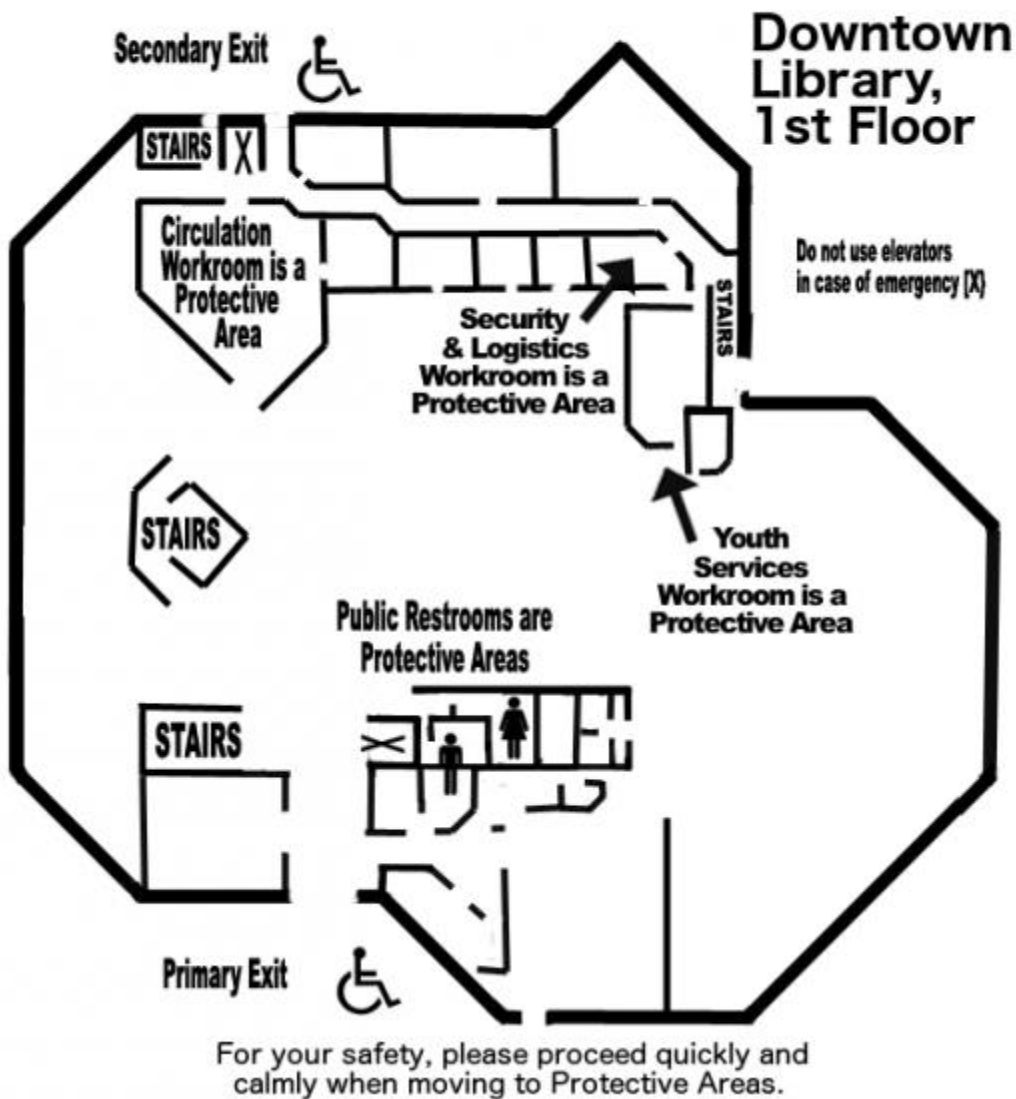
Cavalry Hill Public Library Protective Area

Cavalry Hill Public Library
Protective Area Plan

Staff Desk

Protective Area

Symbols:
Fire Exinguisher
Fire Pull
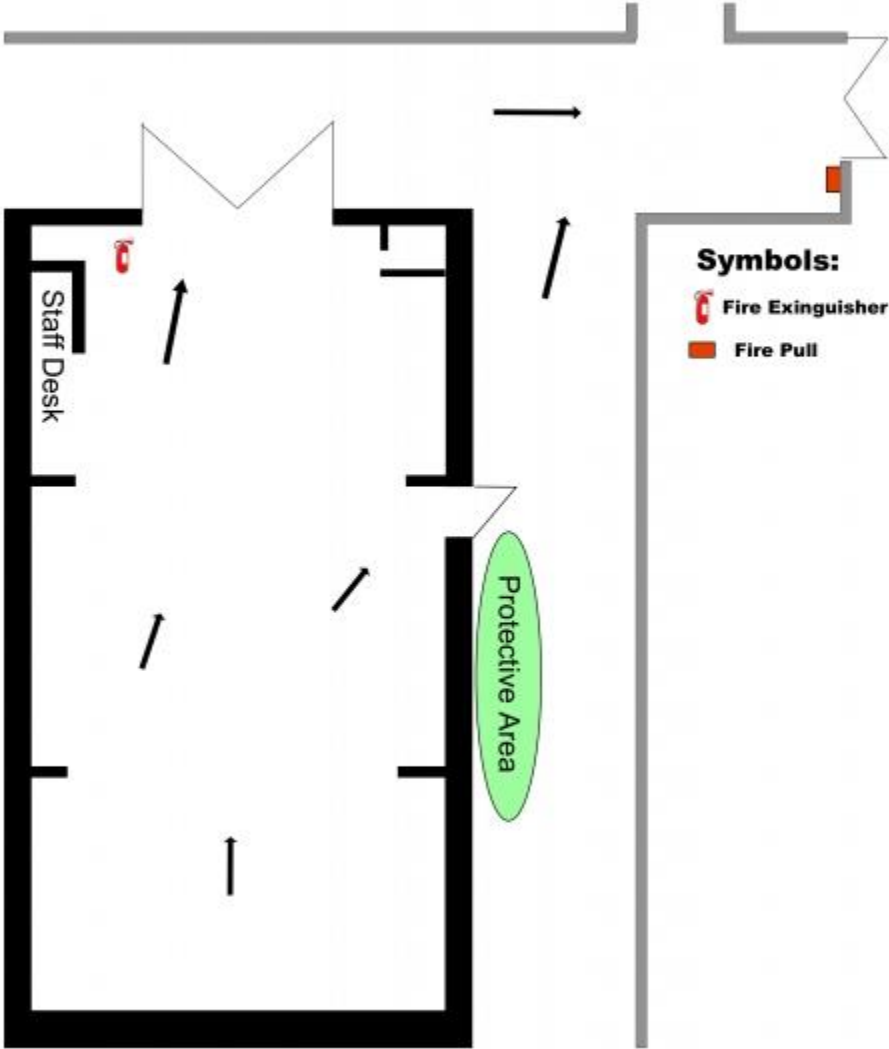
Elizabeth Carpenter Public Library of New Hope Protective Area Plan

Elizabeth Carpenter Public Library of New Hope

Protective Area Plan

Please move into the public restroom during a tornado warning.

Symbols:
- ✚ First Aid Kit
- 🧯 Fire Exinguisher

Secondary Exit

Storage

Circ Desk

Office

Primary Exit

New Hope City Hall

Gurley Public Library Protective Area Plan

Madison Public Library Protective Area Plan

Madison Public Library Protective Areas

IN AN EMERGENCY:
DIAL 911
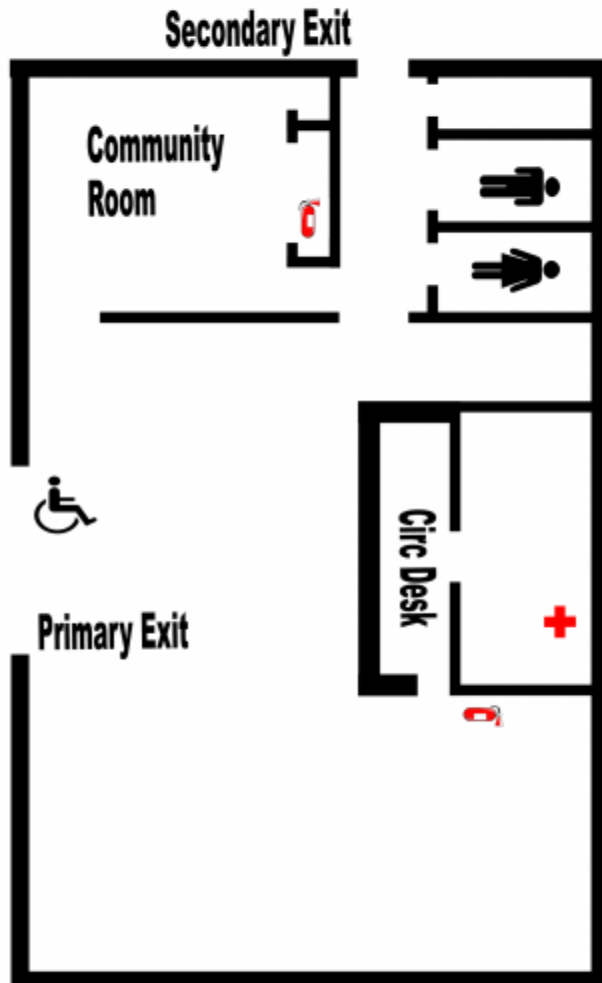
North Huntsville Protective Area Plan

North Huntsville Library
Protective Area Plan

Symbols:
- Protective Area
- Fire Pull
- Extinguisher
- First Aid Kit

Primary Exit

Secondary Exit
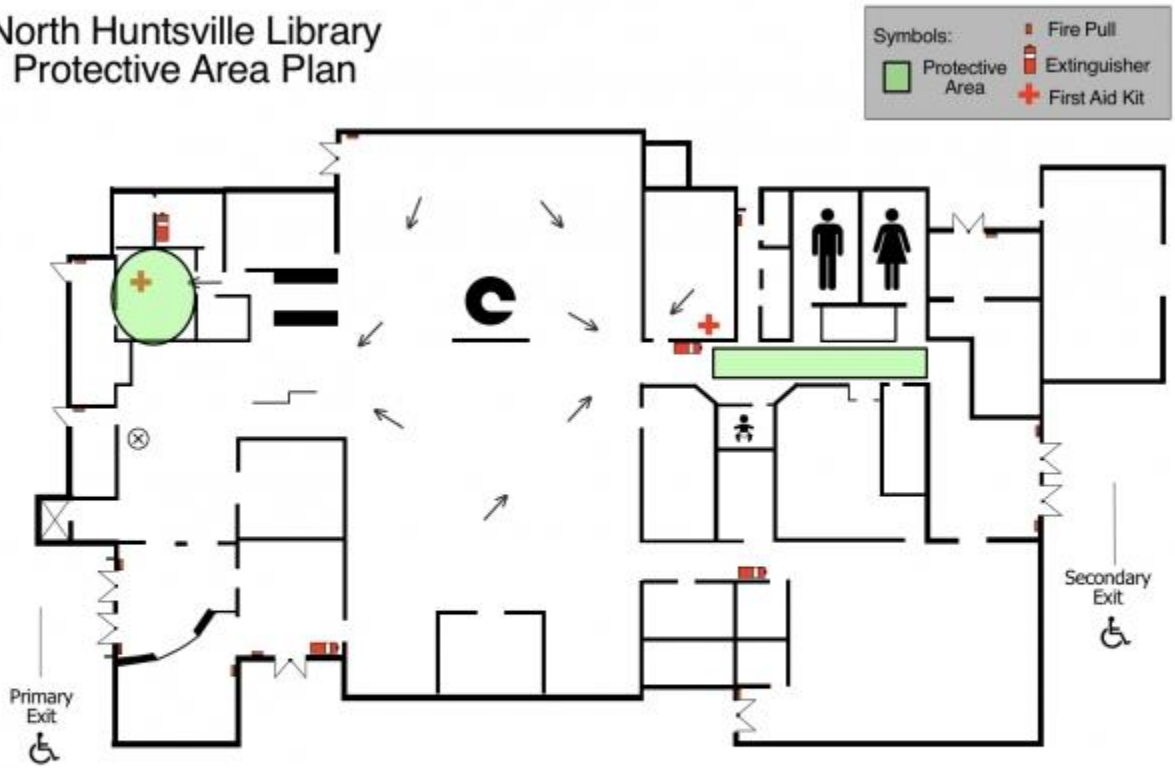
Protective Areas are in
the Staff Workroom and
the hallway near the
Makerspace

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South Huntsville Library Protective Area Plan

SOUTH HUNTSVILLE LIBRARY PROTECTIVE AREAS

Protective Areas are:

Conference Room
Mens and Womens Restrooms
Staff Workroom

The Studio

Friends Store

Coffee Shoppe

Children's Library

Conference Room

Teen Zone

Circulation Desk

Mens Restroom

Womens Restroom

Adult Fiction

Staff Workroom

Adult Non-Fiction

Classroom

Adult Reading Room
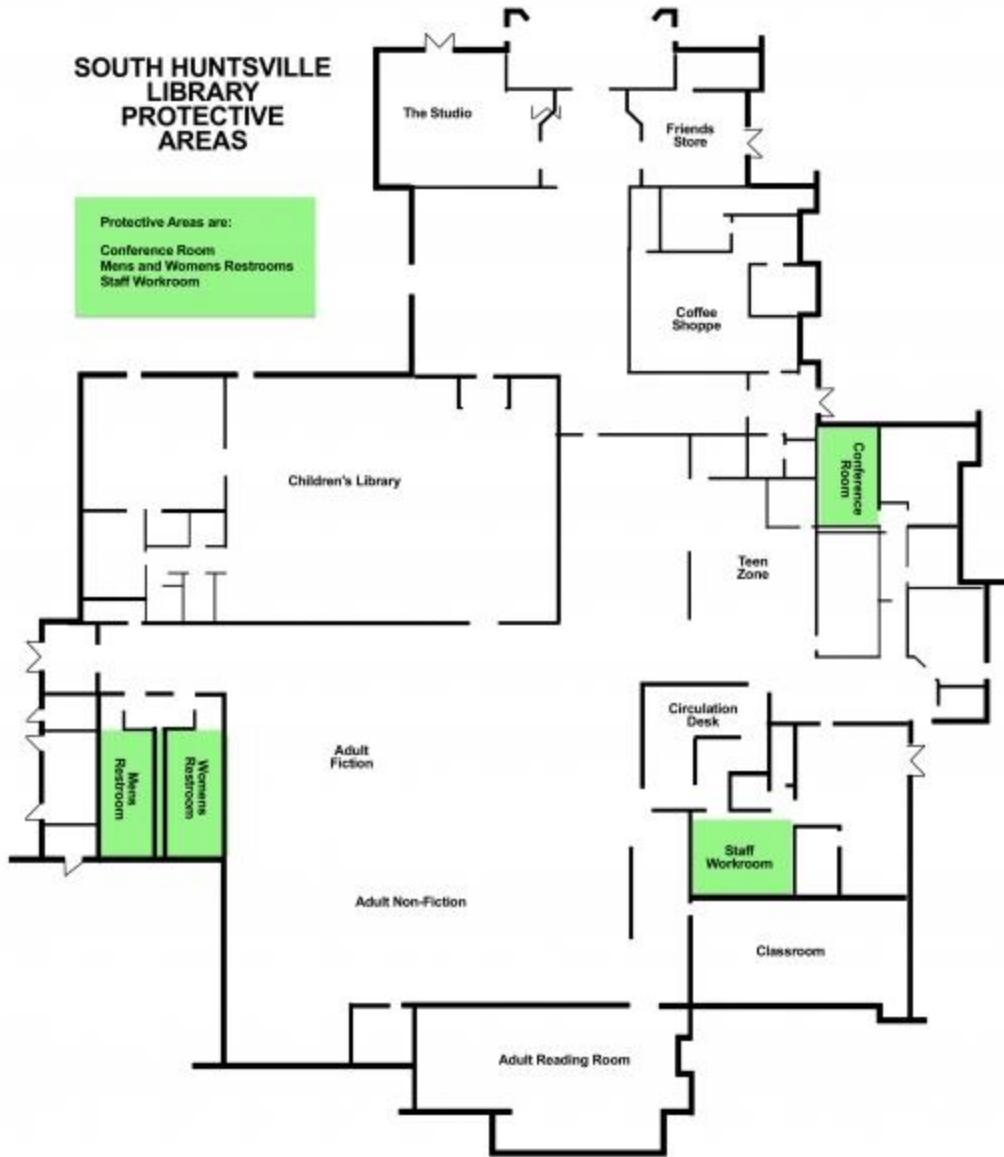
For your safety, please proceed quickly and calmly when instructed to move into protective areas.

Monrovia Public Library Protective Area Plan
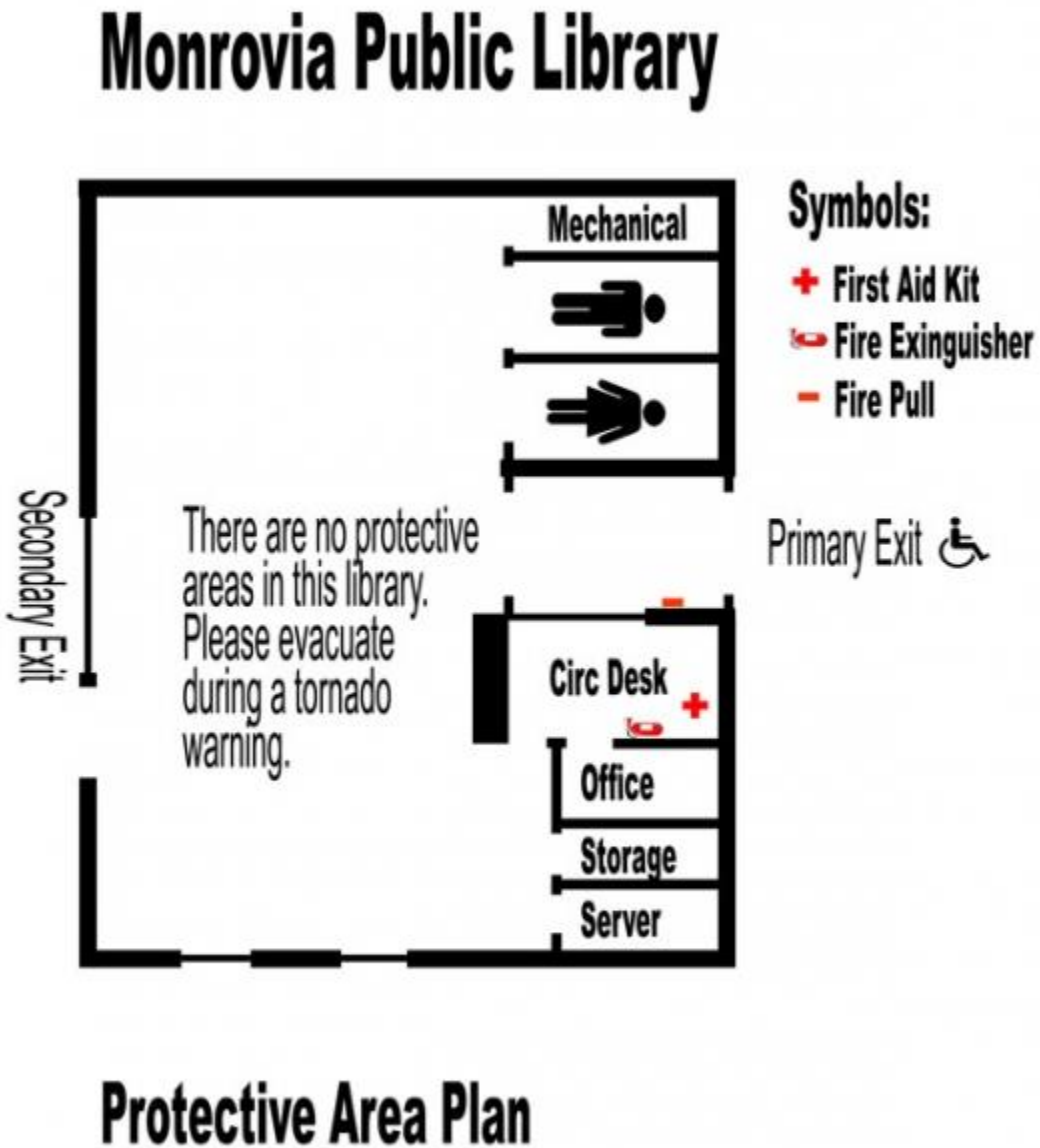
Monrovia Public Library

Mechanical

Symbols:

+ **First Aid Kit**
- **Fire Exinguisher**
- **Fire Pull**

Primary Exit &

Secondary Exit

There are no protective areas in this library. Please evacuate during a tornado warning.

Circ Desk

Office

Storage

Server

Protective Area Plan

Tillman D. Hill Public Library Protective Area Plan

Tillman D. Hill Public Library

There are no protective areas in the library. Please evacuate during a tornado warning.

Secondary Exit

Symbols

Fire Exinguisher

First Aid

Primary Exit

Circ Desk

Community Room

Office

Work Room

Protective Area Plan

Triana Public Library Protective Area Plan

Triana Public Library

Secondary Exit

Circ

Computer Lab

Office

Primary Exit

Symbols:

Extinguisher

First Aid Kit

Fire Pull
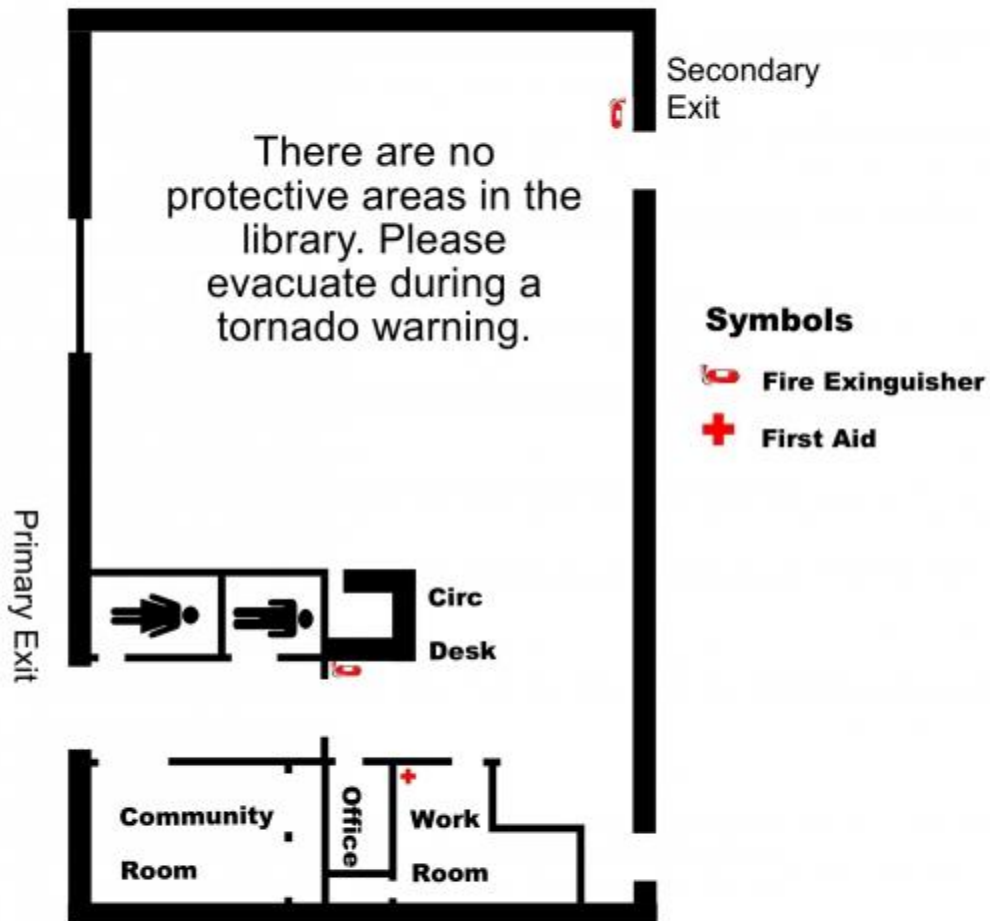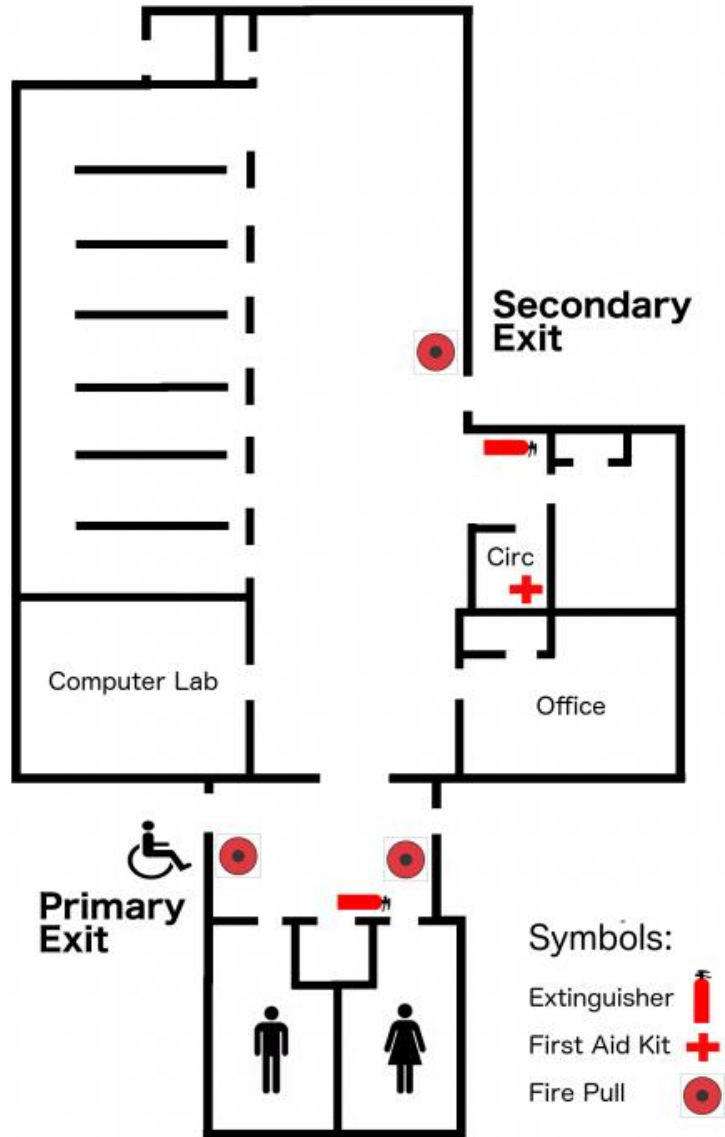
Protective Area Plan

There are no protective areas in this Library. Please evacuate during a tornado warning.

Evacuation Plans

In the event the library is evacuated, please move accordingly:

Cavalry Hill Public Library Evacuation Route
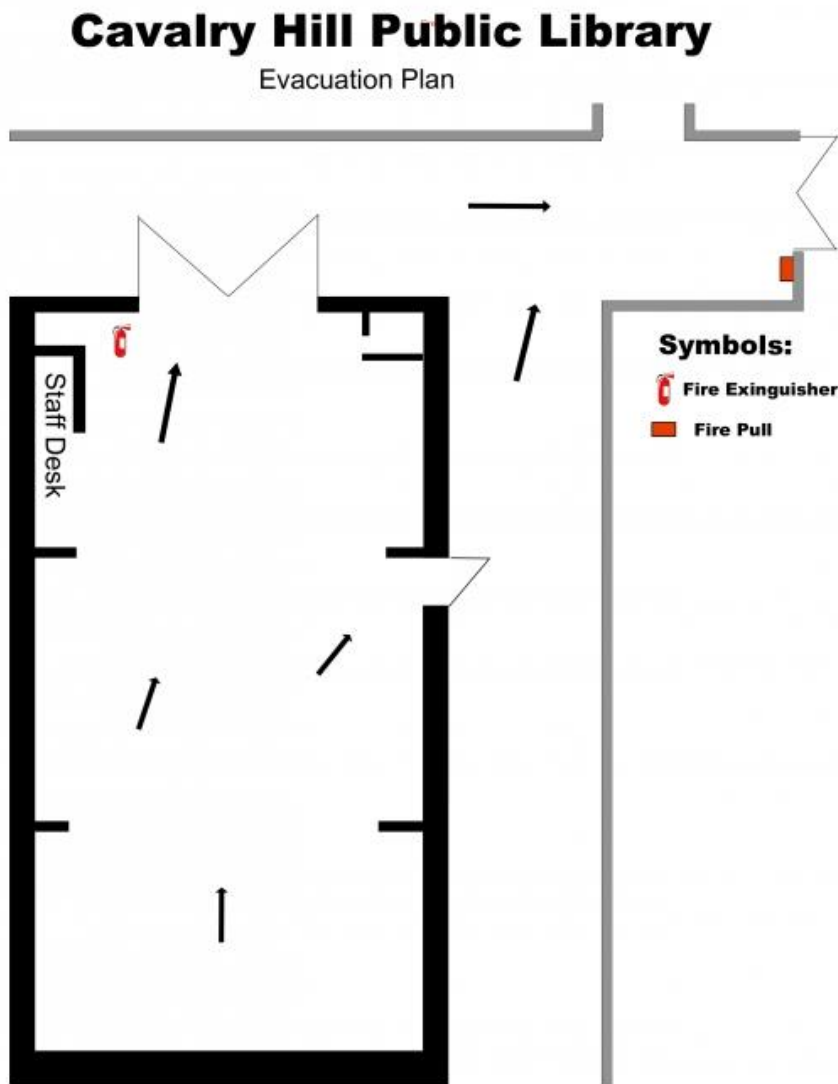
Downtown Library First Floor Evacuation Route
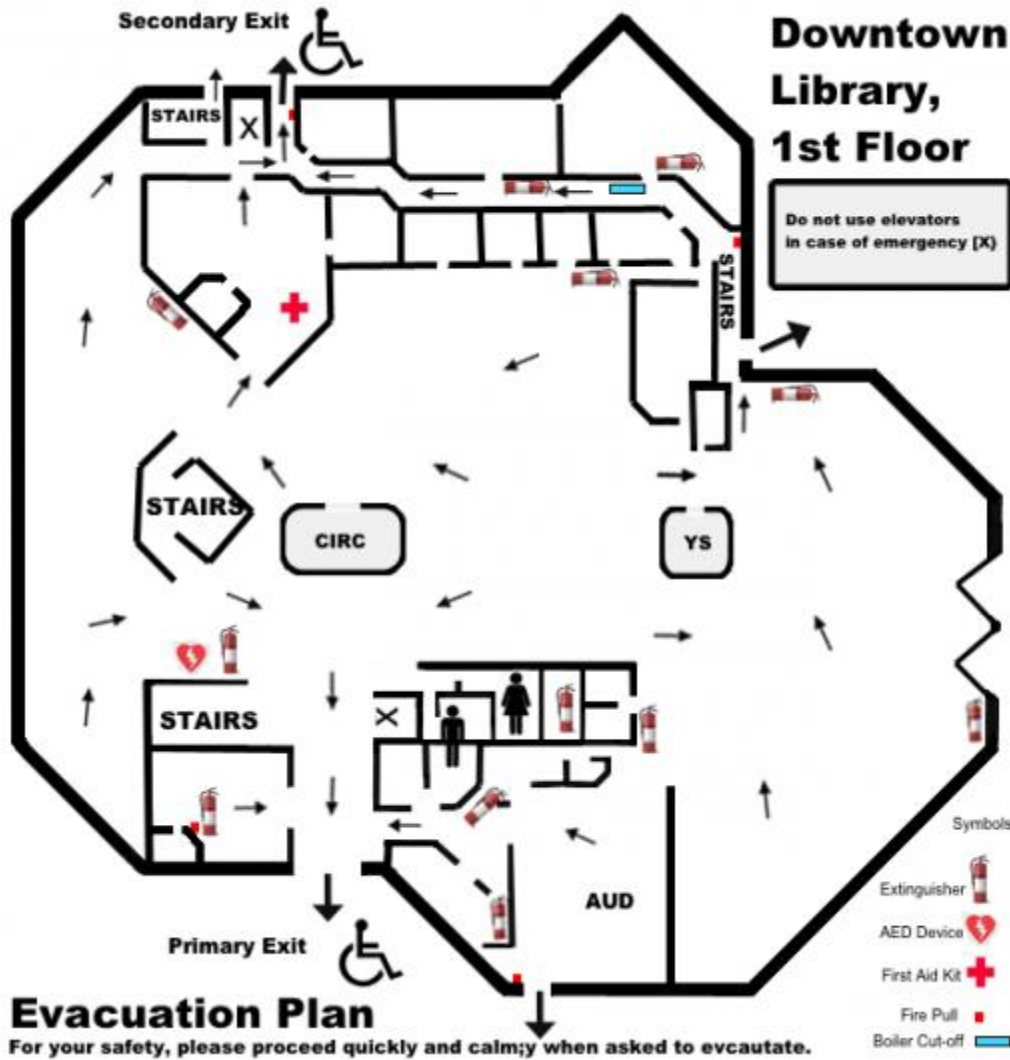
Downtown Library Second Floor Evacuation Route

Downtown Library, 2nd Floor

Do not use elevators in case of emergency [X]

STAIRS [X]

STAIRS

STAIRS

STAIRS

Atrium

Information and Business Center

BPH

PUBLIC LOUNGE

Technology Training Center

Symbols:

Extinguisher
Fire Pull

Evacuation Plan

For your safety, please proceed quickly and calmly when instructed to evacuate.

Downtown Library Third Floor Evacuation Route
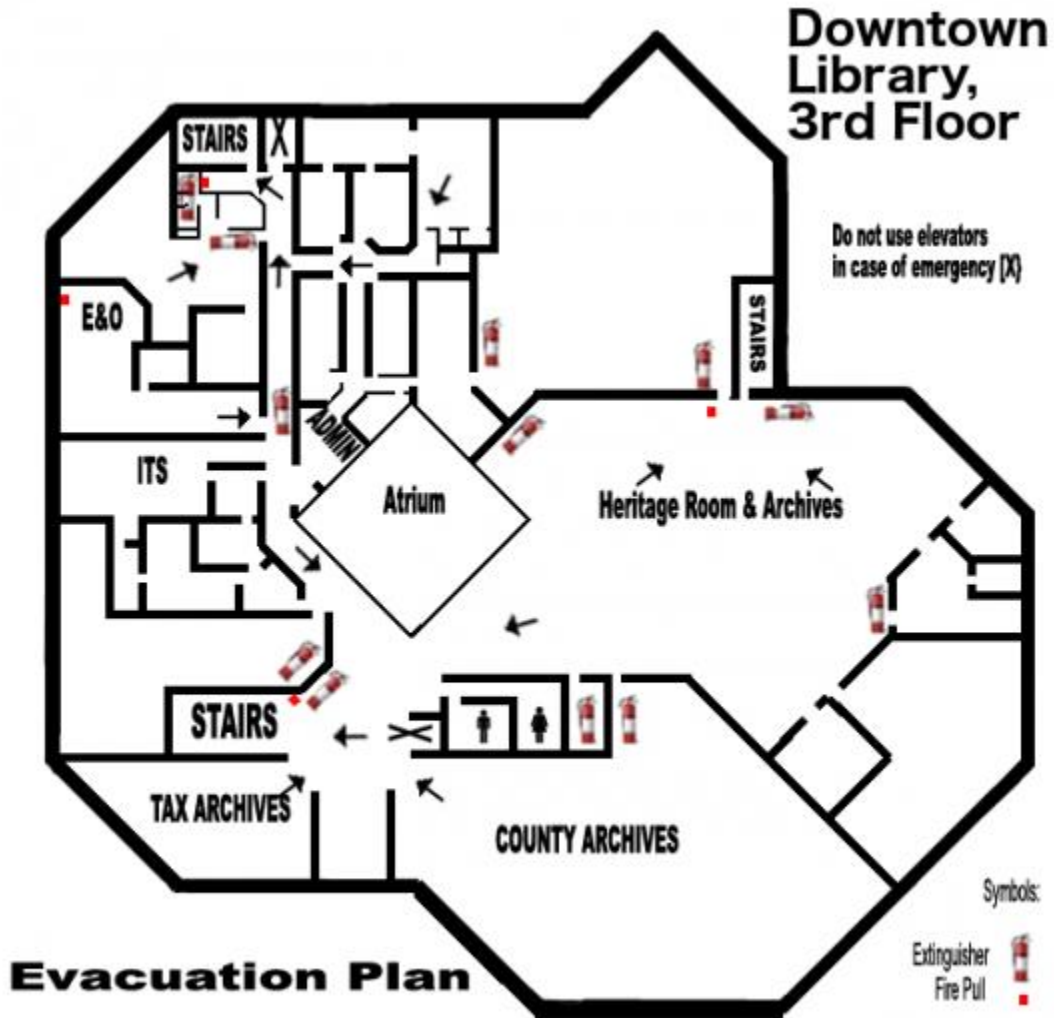
For your safety, please proceed quickly and calmly when instructed to evacuate.

Elizabeth Carpenter Public Library of New Hope Evacuation Route

Gurley Public Library Evacuation Route

Madison Public Library Evacuation Route

Madison Public Library Evacuation Route

North Huntsville Library Evacuation Route

North Huntsville Library Evacuation Plan

South Huntsville Library Evacuation Route

Monrovia Public Library Evacuation Route

Tillman D. Hill Public Library Evacuation Route

Tillman D. Hill Public Library

Secondary Exit
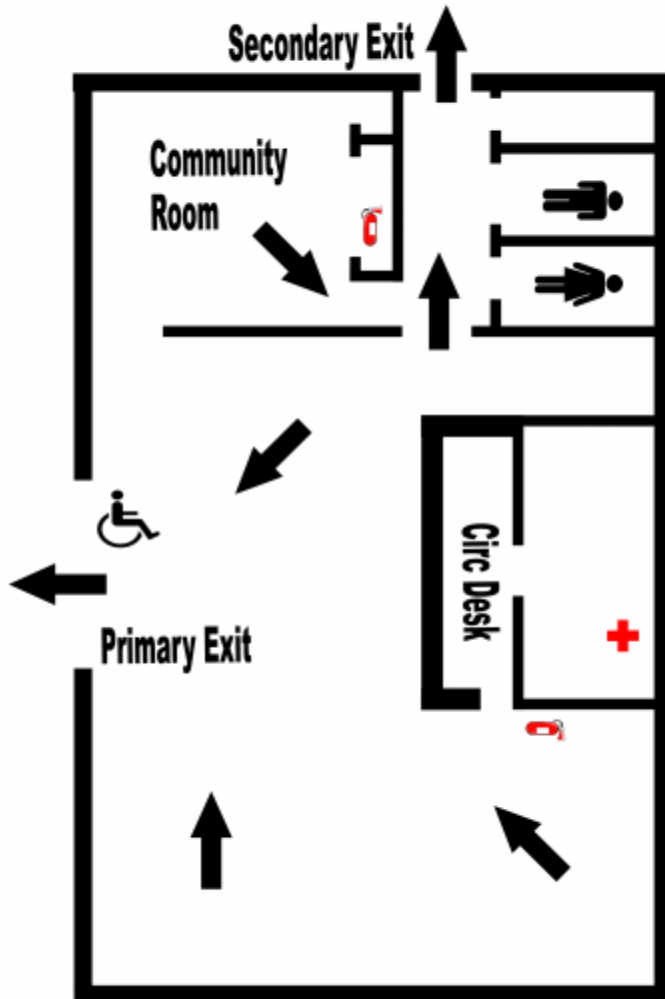
Symbols:
- Fire Exinguisher
- First Aid Kit

Please evacuate the building via the closest exit away from fire or disturbance.

Primary Exit

Circ Desk

Community Room

Office

Work Room
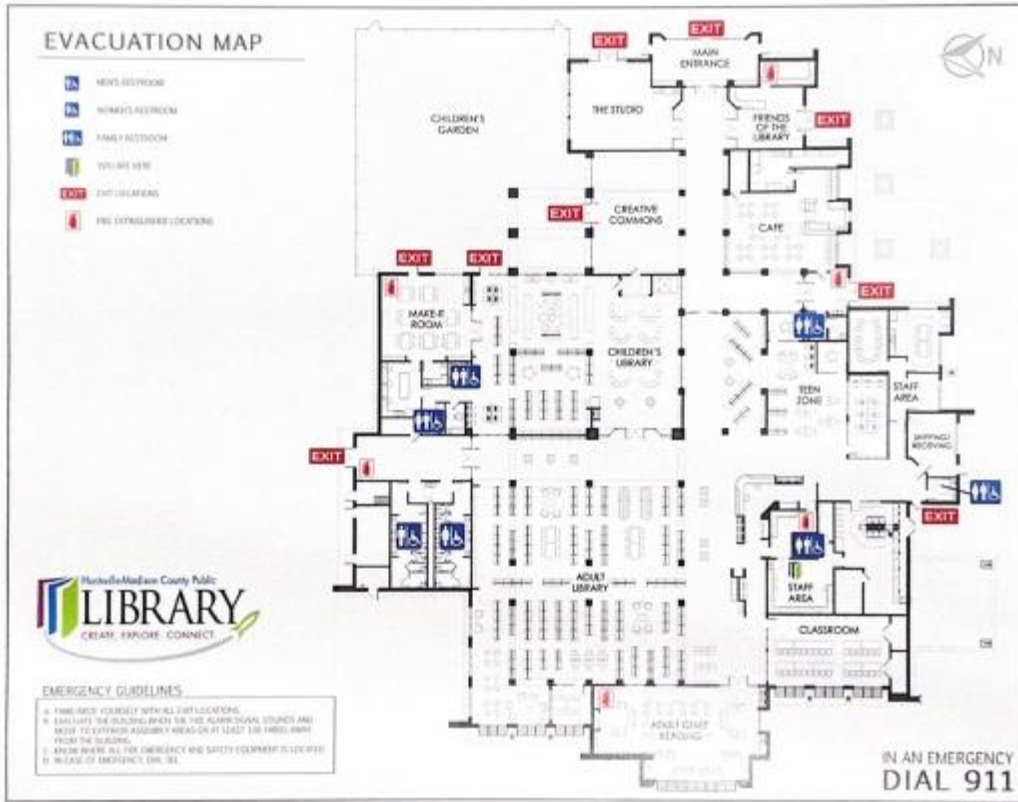
Evacuaton Route
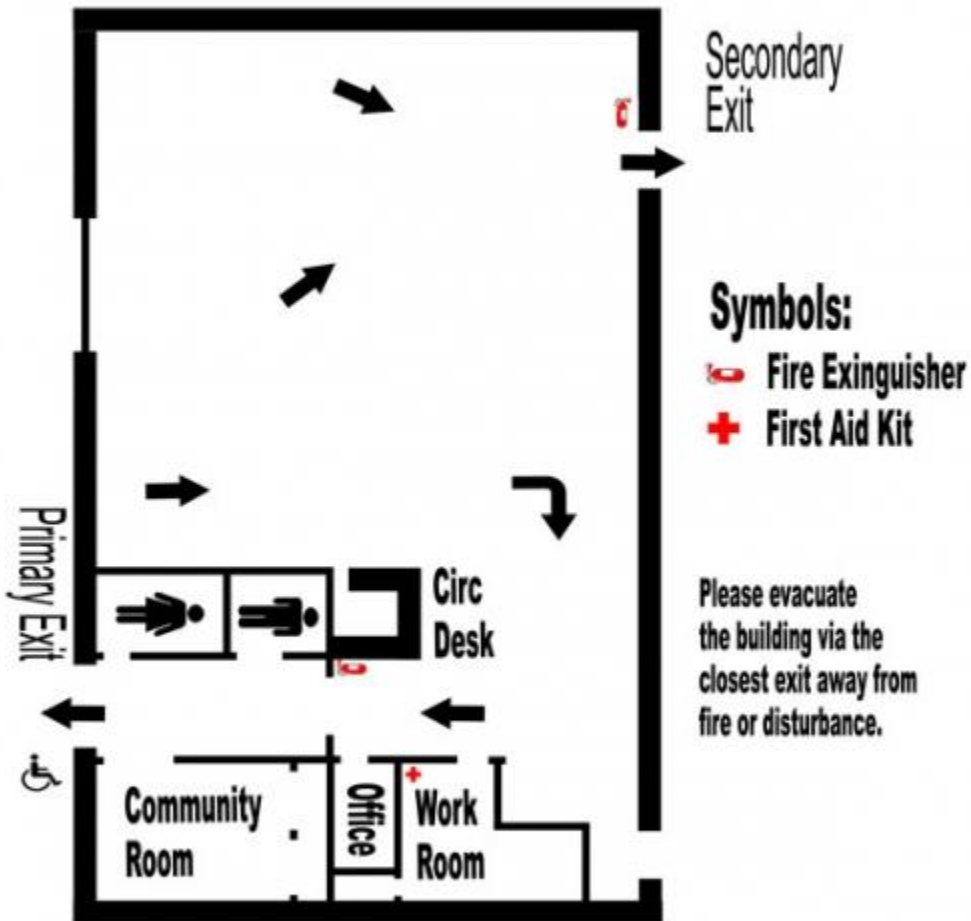
Triana Public Library Evacuation Route

Triana Public Library
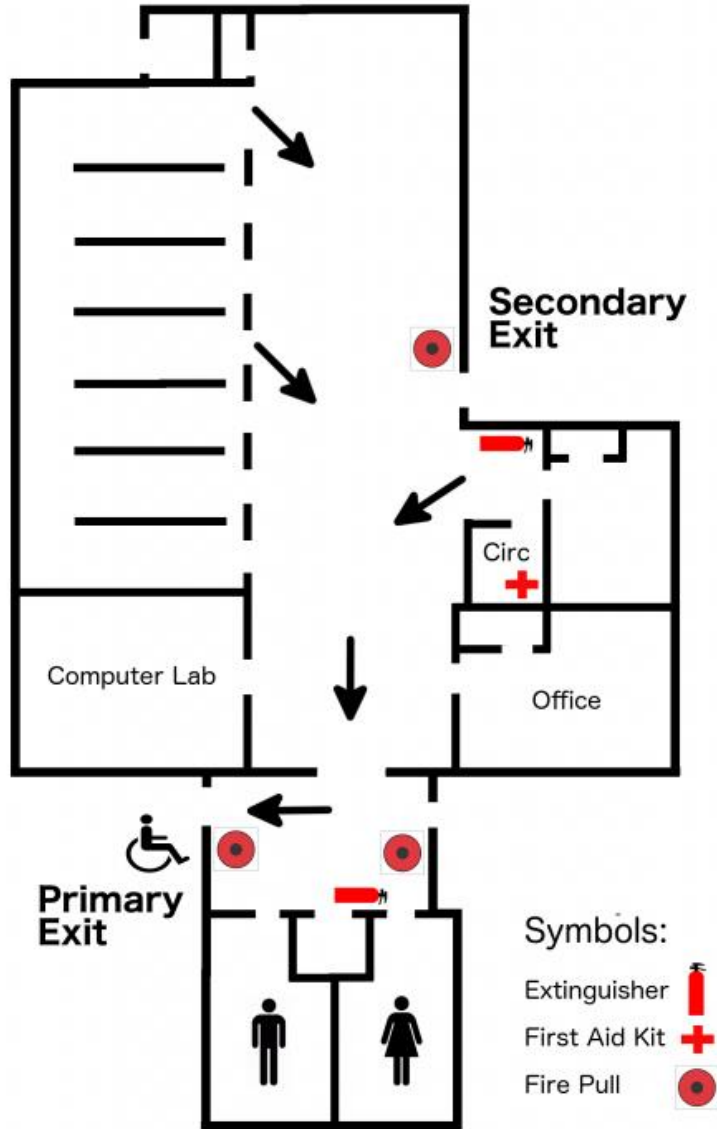
Secondary Exit

Circ

Computer Lab

Office

Primary Exit

Symbols:

Extinguisher

First Aid Kit

Fire Pull

Evacuation Plan

For your safety, please proceed quickly and calmly when instructed to evacuate. Thank you.

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AFTER THE DISASTER

Recovery

The aim of the recovery phase is to restore the affected area to its previous state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery efforts are primarily concerned with actions that involve rebuilding destroyed property, re-employment, and the repair of other essential infrastructure.

Ensuring the safety and well-being of the staff and patrons

SAFETY FIRST!

- Remain calm, reassuring. Alert staff to potential hazards.
- Look for loose or downed power lines. Avoid area. Report problems to local utility.
- Look for electrical system damage: sparks, broken/frayed wires, smell of burning insulation. Turn off electricity at main switch if you can without risk.
- If you smell gas or hear blowing or hissing, open a window and immediately leave the building. Turn off gas at main valve if trained to do so. Call gas company at once.
- DO NOT REENTER THE BUILDING until declared safe by security or emergency management officials.

STABILIZE THE BUILDING & ENVIRONMENT

- Some building contents may be contaminated. Do not enter without current tetanus shots, protective gloves/clothing, hard hat and NIOSH-approved respiratory mask.
- Identify and repair structural hazards. Brace shelves. Remove debris from floor.
- Reduce temperature and relative humidity at once to prevent mold outbreak. Ideal targets are less than 70° F/45% RH.
- If warm outside, use coldest air conditioning setting; cover broken windows with plastic.
- In cool, low-humidity weather open windows, use circulating fans. If mold is already present, do not circulate air.
- Do not turn on heat unless required for human comfort.
- Remove standing water and empty items containing water; remove wet carpets and furnishings.
- If everything is soaked, use commercial dehumidification except in historic buildings.
- Purchase needed supplies.
- Look for threats to worker safety or collections. Determine status of security systems.
- Look for evidence of mold. Note how long the materials have been wet and the current inside temperature and relative humidity.

Facilities checklist for recovery

1. Contact insurance agent
2. Have experts conduct safety inspections and determine facilities damage before allowing staff to enter building
3. Shut off electricity, gas, and water as needed
4. Check halon systems
5. Document damage in photos, video
6. Determine steps to be taken to repair facilities and resume services

The Library Archives are located on the second floor of the Downtown Library and the Madison County Records Center is located on the third floor of the Downtown Library. Be advised that these two repositories house the vast majority of Madison County history.

These two repositories should receive high priority in recovery and mitigation effort's use of available resources to cover their collections or to provide temporary covers for any damaged windows or doors in their departments. A limited supply of clear polyethylene type sheet film such as Visqueen Sheeting should be stored in the maintenance workroom or other designated location along with a suitable quantity of heavy duty duct tape for the purpose of sealing off damaged windows or doors. This sheeting should not be used in an attempt to cover any other large portion or portions of the library collection unless they are not needed for temporarily weatherproofing these three vital areas of the library. Library supervisors and personnel will use extreme care and cautious judgment in covering damaged windows or doors.

From the Northeast Document Conservation Center, 2007

Recovery Priorities:

A. Put no one's life or health at risk.

B. With water damage, create fantastic air flow to prevent mold growth.

C. As possible, freeze wet materials—sort for replacement/discard later.

Protection of Artifacts:

1. Protect objects by covering, lifting, or evacuating if staff is available and capable.

     -What should be evacuated first? Framed Portraits, Grey Document Boxes, and Rare Leather-bound Books

2. Diminish mold growth by reducing the temperature and humidity and by promoting air circulation.

     -A fan and extension cord is located on the back wall of the Archives.

3. Obtain containers and supports for moving and handling objects: plastic crates, polyethylene sheeting, plywood, saw horses, rubber gloves, dollies, carts.

      -There are carts in the Heritage room and Archive suitable for document boxes. Large portraits if not carried by hand, may require a flat cart such as the one in the loading bay hallway. Take care not to scratch artwork.

4. Identify temporary storage in aftermath.

      -Depending on the nature of the disaster, storage of boxed items might fit in designated secure safety areas such as first floor stairwell any dry areas with no windows.

      -Temporary freezing faculties might include cold storage

5. Set up work areas for items that need to be packed or air dried

      -Locate cold storage or freezing facilities. Temporary facilities might include meat lockers of nearby grocery stores or industrial freezing.

      -Handle objects only with rubber gloves, contaminated objects may pose a health hazard. Gloves and lint free rags may be found in the archives desk drawer located under the Archives Rare Books sign by the door to the archives room.

      -If time and conditions permit, record objects and destination with film, video, or pencil and paper. Take photographs if at all possible.

6. Label object containers

      -There are markers and supplies for labeling in the aforementioned desk drawer.

Material salvage of books and records

To Freeze or Not to Freeze

There is a lack of consensus among conservators about which materials you can safely freeze, or freeze-dry – pottery, textiles, basketry, leather, etc. The reason is probably that most conservators have only had experiences freezing drying objects for purposes of pest control or drying waterlogged archaeological materials.

Wet organic artifacts or natural history specimens are different from both aforementioned problems. They are different from dry, pest-infested objects because they are wet and when water is frozen it expands and can cause physical damage on a microscopic scale. They are also different from waterlogged archeological materials, because their cell structure is likely much stronger and more resilient than waterlogged material.

Each case needs to be evaluated individually, weighing risks against benefits, but damage from mold growth or bleeding inks and dyes is very real and time sensitive. If immediate air drying is not feasible, freezing is generally recommended (and as soon as possible), if possible, to delay further damage. That said, there are a few media that are likely to become damaged by the freezing process. Therefore,

Avoid Freezing

- Wet paintings of any kind
- Wet composite wood objects – picture frames, veneered furniture, musical instruments, complex ethnographic objects.
- Ivory
- Wet collodion negatives, (although water is the problem, not freezing).
- Vellum (again, water is the problem).
- Wet inorganic objects – stone, glass, pottery – because drying time should be relatively quick, the objects won't need much tending during the drying, and also because risk of mold is low and consequences of mold are less serious than with organic collections.

In the case of the first five categories listed, the priority must be to try to prevent these materials from becoming wet in the first place. Proper protection in storage is key.

The recovery of books and records after exposure to a water-based emergency can be successful and cost-effective if staff and management are prepared ahead of time and react in a timely way. However, if decisions and actions are delayed more than a few hours, collections may be lost or so seriously damaged that recovery becomes a major undertaking.

Rapid response is essential for an effective recovery effort. Paper-based collections begin to distort physically immediately after becoming wet. Books swell and distort; paper cockles; inks and pigments run; coated papers begin to adhere to one another. Materials that could be dried easily and relatively inexpensively if attended to quickly become candidates for rebinding, expert conservation, or discard. Unfortunately, many librarians believe that replacement of water-damaged materials is the best solution, only to find that many items are not replaceable. Or they are replaceable in formats that are not acceptable to users or compatible with service goals. Collections of some breadth and depth may never recover their former distinction.

If environmental conditions are poor after a water problem, mold will begin to bloom in as little as 2-3 days, developing first in the gutters and spines of bound materials, and spreading rapidly thereafter. Once established, mold is extremely difficult to control and eradicate, frequently causing problems in the facility for many months after the recovery effort is concluded.

Recovery from exposure to water is more successful if collections and facilities are stabilized as soon as possible. This means that the immediate environment must receive attention. Water must be removed; temperature and humidity controlled; and dry collections protected. At the same time, wet books and records should, in most instances, be removed from the site following accepted procedures, and stabilized by freezing.

After a serious water emergency, questions often arise that deserve attention. Are any of these materials expendable because they no longer are used, have no relationship to the current collection development plan, or have no value? Can they be purchased in another format that will be acceptable to users? Would the purchase in another format create hidden expenses in the future? For example, will there be a need to upgrade equipment, hardware, or software to access the information? Does the institution have obligations to the region or even the world's library?

For books and records that have been water damaged, there are several drying techniques which have been tested and perfected over the past decade. The selection of one or more of these depends upon the extent and severity of water damage, the composition of the materials affected, the expected use and retention of the collections, and the documented facts related to the overt and hidden costs of recovery using various drying methods. These will be described briefly with comments about the kinds of damage and the specific collection materials for which they were developed as well as the short- and long-term costs of employing them.

Advice from a preservation manager or a conservator experienced in disaster recovery can be helpful before making final decisions. If rare books or unique materials are involved, a conservator should always be consulted so mistakes can be avoided. Successful recovery operations over the past decade have demonstrated repeatedly that if sound recovery methods are followed, it is less expensive to dry original collections than to replace them.

It is important to understand that no drying method restores collections. If time must be taken to make critical decisions and materials have distorted badly, that is the way they will look when dry. However, if collections are stabilized quickly, they can often be dried and returned to the shelves with little discernible damage.

Air Drying

Air drying is the oldest and most common method of dealing with wet books and records. It can be employed for one item or many, but it is most suitable for small numbers of damp or slightly wet books and documents. Because it requires no special equipment, it is often believed to be an inexpensive method of drying. But it is extremely labor intensive, it can occupy a great deal of space, and it usually results in badly distorted bindings and textblocks. It is seldom successful for drying bound volumes with coated paper. The rehabilitation costs after air drying tend to be extensive because most bound material requires rebinding. Single sheets are often distorted requiring flattening and rehousing. It is not unusual for mold to develop during extensive air-drying operations. Another hidden cost of air drying is the extra amount of shelf space required for collections. Depending upon how quickly wet materials are stabilized, the minimum amount of additional space required after drying will be 20%-30%.

Dehumidification

Drying by dehumidification has been employed for many years by business and industry to dry out buildings, the holds of ships, and mammoth storage containers. Large, commercial dehumidifiers are placed in a facility with all the collections, equipment, and furnishings left in place. Temperature and humidity are carefully controlled to specifications. This drying method is

especially effective for library or archives buildings that have suffered extensive water damage to the structure itself. It can be used for collections that have suffered only slight to moderate water damage, but is not safe for water-soluble inks or pigments. Slightly damp coated paper may be dried this way if swelling and adhesion have not taken place before the process is initiated. The number of items that can be treated with dehumidification is limited only by the expertise or the equipment of the company. This drying method has the advantage of leaving the collections in place on the shelves and in storage containers, eliminating the costly step of removal to a freezer or vacuum chamber. Dehumidification is especially effective in conjunction with other drying methods and for stabilizing the building and environment.

Freezer Drying

A modest number of books and records that are only damp or moderately wet may be dried quite successfully in a self-defrosting blast freezer if left there long enough. The temperature in the freezer must be maintained no warmer than -10 degrees F. Materials should be placed in the freezer as soon as possible after becoming wet. Books will dry best if their bindings are supported firmly to inhibit initial swelling. One method is to support books between clear acrylic "boards" with holes drilled in them to facilitate drying. The book and boards can be wrapped with a strong elastic cord which will keep them firmly supported as the books dry and shrink slightly. Documents may be placed in the freezer in stacks or spread out for faster drying. Small numbers of leather and vellum bindings can be dried successfully this way. Expect this method to take from several weeks to many months, depending upon the temperature of the freezer and the extent of water damage, because it is a passive technology. Caution is advised with coated paper as leaves may adhere to one another while drying. If items are placed in the freezer very soon after becoming wet, additional shelf or storage space will be held to a minimum.

Thermaline or Cryogenic Drying

This is the copyrighted name for a new drying technique currently being tested and revised to meet special needs. Intended primarily for rare book and manuscript collections, the process was developed to address the difficulty of drying large numbers of rare books bound in leather or vellum. It employs blast freezers at very low temperatures and is an advanced variation of the Freezer Drying method described above, using sophisticated technology to hasten the drying in a more active approach. Because books receive a great deal of individual handling to ensure the most effective drying with the least amount of damage, this process is the most expensive of the drying methods. It is safe for water-soluble media and for coated papers. As with vacuum freeze drying, if carried out properly, Thermaline Drying never distorts materials as a result of the process.

Vacuum Freeze Drying

This process calls for sophisticated equipment and is especially suitable for large numbers of wet books and records as well as for water-soluble inks and for coated paper. Frozen books and records are placed in a vacuum chamber. The vacuum is pulled, a source of heat introduced, and the collections, dried at temperatures below 32 degrees F, remain frozen. The physical process known as sublimation takes place--i.e., ice crystals vaporize without melting. This means that

there is no additional wetting, swelling, or distortion beyond that incurred before the frozen materials were placed in the chamber. If materials have been stabilized quickly after becoming wet, very little extra shelf or storage space will be required when they are dry. 10% additional shelf space is a sound estimate to use for planning.

Many coated papers can be difficult to dry without adhering once they are wet. Because it is nearly impossible to determine which paper will block, all coated papers should be treated the same way for the purpose of vacuum freeze drying: before any drying takes place, and ideally within six hours of exposure, materials should be frozen at -10 degrees F or lower. They may then be vacuum freeze dried with a high potential for success. Rare and unique materials can be dried successfully by vacuum freeze drying, but leathers and vellums may not survive. Although this method may initially appear to be more expensive because of the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary, and mud, dirt and/or soot are lifted to the surface, making cleaning less time-consuming. If only a few books are dried, vacuum freeze drying can be expensive. However, companies that offer this service are often willing to dry one client's small group of books with another client's larger group, reducing the per-book cost and making the process affordable.

Vacuum Thermal Drying

Books and records that are slightly to extensively wet may be dried in a vacuum thermal drying chamber into which they are placed either wet or frozen. The vacuum is drawn, heat is introduced, and the materials are dried just above 32 degrees F. This means that the materials stay wet while they dry. This method is used extensively in the food industry for freeze drying certain foods. It is an acceptable method of drying wet records that have no long-term value. The method often produces extreme distortion in books, and almost always causes blocking of coated paper. For large numbers of collections, vacuum thermal drying is easier than air drying and almost always more cost-effective. However, extensive rebinding or recasing of books should be expected as should the need for expanded shelf or storage space.

How to Air Dry Wet Records

Wet records may be air dried if care is taken to follow guidelines suggested by preservation experts. The technique is most suitable for small numbers of records that are damp or water damaged only around the edges. If there are hundreds of single pages, or if the water damage is severe, other methods of drying will be more satisfactory and cost-effective. Stacks of documents on coated, or shiny, paper must be separated immediately to prevent adhesion, or they must be frozen to await a later drying decision. Care must be taken with water-soluble inks as well. Records with running or blurred inks should be frozen immediately to preserve the written record. After the items are frozen, conservators can be contacted for advice and assistance.

If records must be air dried, the following steps will help achieve satisfactory results. Wet paper is extremely fragile and easily torn or damaged, so care must be exercised. Once wet, records will never look the same, and at least some cockling should be expected.

1. Secure a clean, dry environment where the temperature and humidity are as low as possible. The temperature must be below 70 degrees F. and the humidity below 50%, or mold will probably develop and distortion will be extreme.
2. Keep the air moving at all times using fans in the drying area. This will accelerate the drying process and discourage the growth of mold. If materials are dried outside, remember that prolonged exposure to direct sunlight may fade inks and accelerate the aging of paper. Be aware that breezes can blow away single records. Train fans into the air and away from the drying records.
3. Single leaves can be laid out on tables, floors, and other flat surfaces, protected if necessary by paper towels or clean, unprinted newsprint, or clotheslines may be strung close together and records laid across them for drying.
4. If records are printed on coated paper, they must be separated from one another to prevent them from sticking. This is a tedious process that requires skill and patience. Practice ahead of time will prove useful. Place a piece of polyester film on the stack of records. Rub it gently down on the top sheet. Then slowly lift the film while peeling off the top sheet. Hang the polyester film up to dry on a clothesline using clothespins. As the document dries, it will separate from the surface of the film, so it must be monitored carefully. Before it falls, remove it and allow it to finish drying on a flat surface.
5. Once dry, records may be rehoused in clean folders and boxes, or they may be photocopied or reformatted in other ways. Dried records will always occupy more space than ones that have never been water damaged.

How to Air Dry Wet Books

Air drying is most appropriate for books that are only damp or wet in limited places such as along the edges. Books that are soaking wet should be frozen and vacuum freeze dried to minimize cockling of pages and distortion of the text block and binding. Books containing coated paper should be frozen while still wet and vacuum freeze dried for best results. Books with running or blurred inks must be frozen immediately to preserve the contents.

Refer to steps 1 and 2 in the section How to Air Dry Wet Records.

1. Interleave every few pages, starting from the back of the book, turning pages carefully. For interleaving, use paper towels or clean, unprinted newsprint. Be careful to avoid interleaving too much or the spine will become concave and the volume distorted. Complete the interleaving by placing clean blotter paper inside the front and back covers. Close the book gently and place it on several sheets of absorbent paper. Change the interleaving frequently. Turn the book from head to tail each time it is interleaved.
2. When books are dry but still cool to the touch, they should be closed, laid flat on a table or other horizontal surface, gently formed into the normal shape, with convex spine and concave front edge (if that was their original shape), and held in place with a light weight. Do not stack drying books on top of each other. In no case should books be returned to the shelves until thoroughly dry; otherwise mold may develop, particularly along the gutter margin.

3. Dampness will persist for some time in the gutter, along the spine, and between boards and flyleaves. This is particularly true of volumes sewn on an oversewing machine. Check often for mold growth while books are drying.
4. If the edges of the book are only slightly wet, the book may be stood on end and fanned open slightly in the path of a flow of air (as from a fan). To minimize distortion of the edges, lay volumes flat under light pressure just before drying is complete. Paper or cloth-covered bricks work well for weights.
5. If you can establish an air-conditioned room capable of maintaining a constant relative humidity of 25 to 35% and temperature between 50 and 65 degrees F, books with only wet edges can be dried successfully in approximately two weeks without interleaving. Do not try to dry books printed on coated paper by this method. In most cases, the only chance of saving such books is to freeze them while they are wet and dry them by vacuum freeze drying.

Sally Buchanan, Associate Professor
School of Information Science
University of Pittsburgh

Northeast Document Conservation Center, 2007

Continuity of library service and operations

Based on the Continuity of Operations Procedures outlined in the Preventative section, continuity of library service and operations begin as soon as the safety and well-being of staff and patrons is ensured.

Acknowledgements and Revisions

The first Readiness and Emergency Management Procedures Guide, a print document, was approved by the Library Board during February of 2008. The guide was developed by Marianne Lenox (lead), Sue Royer, Regina Cooper, Susan Markham, Donna Noojin, John Poleretzky, David Johnson, Deborah Jackson, Louise Brandon, Martin Towery, BJ Johnson and Sherry Lee. Based on the original, flip-chart Emergency Plan, Michele McCrary of First Commercial Bank and Kirk Paradise (and his planning team at the Huntsville Madison County Emergency Management Agency) also contributed to the document.

Initial updates to the Readiness and Emergency Management Procedures Guide were approved by the Library Board in September of 2010 and would later become the Response section of the Disaster Plan.

In February of 2011 the Disaster Plan was approved by the Library Board as guidelines in order to prepare, prevent, respond and recover from potential disasters within the Huntsville-Madison County Public Library. This plan includes sections on Mitigation, Preparedness, Response and Recovery.

June 2011 updates included the addition of Active Shooter guidelines.

July 2012 updates included the addition of a Citizens Aid policy as well as a major rewrite which reflects the new HMCPL staff emergency notification system. The latest version of the Disaster Plan for staff is available in both print and online at http://staffspace/disasterplan. Other interested parties may visit http://hmcpl.org/disasterplan and read or download a version which is stripped of any confidential information concerning staff or the library. The 2012 Disaster Planning Team members are Marianne Lenox (Lead), Aaron Sakovich, Bobby Lipscomb, Brian Bess, Cheryl Wernle, Connie Chow, Laurel Best, Rosalind Lett, Sue Royer, Susanna Leberman, Trina Altman, Wanda Cross, and Sheree McBryde.

July 2014 updates included corrected contact information.

July - October 2016 updates included:

- Changed the name of the "Main" branch to "Downtown"
- Changed the Staff Training and Volunteer Coordinator's mentions within the plan to Administrative Coordinator
- Changed mentions on the "Communications Tree" to the "Emergency Notification System" and added instructions for its use.
- Simplified Person In Charge of Emergency Flowchart
- Updated contact information, facility information and pocket plans for all locations
- Updated Insurance information
- Updated Protective Area and / or Evacuation Charts for Downtown, Triana and Gurley

September 2017 updates replaced the contact information and phone numbers for the public elevator in the Downtown Library.

March 2020 updated the Pandemic Outbreak Flu Placard

Fall 2021 updates include:

- Adding and removing branches as appropriate
- Changing the nomenclature from "Administrative Coordinator"," Disaster Planning Team", and "Disaster Response Team" to "Disaster Team"
- Removing "Pocket Plan" pages in preparation for location-specific flip charts
- Removing all the emergency paging codes except for Yellow: Missing or Abducted Child

/end

DRAFT

Resolution by the Board of Directors for the Huntsville-Madison County Public Library

WHEREAS, the current Downtown Huntsville Library branch contains significantly more space than the Huntsville-Madison County Public Library system ("HMPCL") needs for its operations; and,

WHEREAS, the excess space requires maintenance and other services that divert HMPCL resources that could be utilized to otherwise support HMPCL's core missions; and,

WHEREAS, the current building requires significant maintenance, improvements and capital investment to modify or otherwise renovate the building to meet current HMCPL needs; and,

WHEREAS, funds from the disposition of the Downtown Huntsville branch and property could potentially be used to construct a more efficient and guest-supported Downtown area branch,

NOW THEREFORE, be it RESOLVED by the HMCPL Board of Directors that a special committee be established to engage with the City of Huntsville leadership in the evaluation of the future use, renovation or disposition of the current Downtown Huntsville branch; and

BE IT FURTHER RESOLVED, that this Committee shall specifically request the City of Huntsville leadership to cooperatively study this issue and establish recommended action items for the HMCPL Board and Staff and the City of Huntsville following the study of this issue.

PROPOSED 21-22 FY	TOTAL			CITY OF HUNTSVILLE			DOWNTOWN			SOUTH HUNTSVILLE			CAVALRY HILL		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
INCOME										Combined SHV, Bailey Cove & E. Murphy					
Government Support															
State of AL-State Aid	420,372	420,373	426,154	210,865	210,866	258,054	110,000	110,000	182,554	59,842	59,843	30,000	16,823	16,823	8,000
Madison County Support															
Mad. Co-Gen Fund	299,999	249,998	400,000	124,688	103,905	91,282	50,467	41,672	39,025	45,231	37,692	22,640	13,330	11,108	7,500
Mad. Co-Prob/Tax	24,352	20,791	17,452	24,352	20,791	17,452	24,352	20,791	17,452						
District 1	31,000	31,000	31,000	0	0	0									
District 6	0	100,000	0	0	100,000	0									
District 4	28,500	28,500	28,500	0	0	0									
Municipal Support				0	0	0									
City of Huntsville	4,213,295	4,213,296	5,000,000	4,213,295	4,213,296	5,000,000	2,955,860	2,955,860	3,006,365	547,655	547,655	876,418	68,409	68,406	96,150
City of Madison	825,000	687,500	914,000	0	0	0									
Town of Gurley	19,300	16,083	19,300	0	0	0									
Town of New Hope	8,400	8,480	0	0	0	0									
Town of Triana	33,200	28,200	38,400	0	0	0									
Total Government Support	5,903,418	5,804,221	6,874,806	4,573,200	4,648,858	5,366,788	3,140,679	3,128,323	3,245,396	652,728	645,190	929,058	98,562	96,337	111,650
Friends of the Library	64,300	62,438	80,000	60,500	53,778	58,000	50,000	43,223	50,000	10,500	10,500	8,000	0	40	
Foundation Support	71,000	180,428	71,000	65,000	174,428	65,000	61,000	170,428	61,000	2,000	2,000	1,000	1,000	1,000	1,000
Investment Income															
Interest	16,000	9,749	8,600	16,000	9,749	8,600	16,000	9,749	8,600						
Hawthorne Trust (Music)	16,000	12,919	16,000	16,000	12,919	16,000	16,000	12,919	16,000						
HPL Endowments	0		0	0	0	0									
Ashburn	250	435	250	250	435	250	250	435	250						
Camp	1,800	1,049	500	1,800	1,049	500	1,800	1,049	500						
Dyas	100	172	75	100	172	75	100	172	75						
Eigenbrod	125	202	125	125	202	125	125	202	125						
Grosser	125	202	125	125	202	125	125	202	125						
McLain	100	324	100	100	324	100	100	324	100						
Moore	10,700	6,294	4,200	10,700	6,294	4,200	7,000	4,196	3,000	3,700	2,098	1,200			
Parker, Joyce L	550	322	150	550	322	150	550	322	150						
Schnepf	1,850	1,049	500	1,850	1,049	500				1,850	1,049	500			
Total Interest/Endowments	49,333	34,526	30,625	49,333	34,526	30,625	43,333	30,941	28,925	6,000	3,585	1,700	0	0	0
Fines/Fees															
Beverages	0	0	0	0	0	0	0								
Computer Supplies	931	552	250	704	450	100	550	353		100	54	100	4		

HMCPL PROPOSED BUDGET - FY 2021 - 2022

PROPOSED 21-22 FY	TOTAL			CITY OF HUNTSVILLE			DOWNTOWN			SOUTH HUNTSVILLE			CAVALRY HILL		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
Exam Proctoring	5,050	2,323	2,725	5,000	2,323	2,700	5,000	2,323	2,700						
Fax/Scanning	6,470	6,666	7,765	3,340	3,573	4,200	2,000	2,349	2,800	650	453	550	150	179	200
Fines	87,900	46,328	50,300	45,250	26,857	28,050	25,000	15,728	17,000	17,700	8,107	8,200	500	345	350
HotSpots	31,600	36,596	44,931	31,600	36,596	44,931	31,600	36,596	44,931						
Lost/Damaged Books	9,370	8,387	5,945	4,600	5,118	2,400	2,000	2,171		2,350	2,204	2,400	50	60	
Maker Space	0	4	0	0	0	0									
Meeting Rooms	0	2,223	5,000	0	1,420	2,500		1,370	2,500						
Non-Res/Replacement Cd	9,892	9,721	10,895	6,182	6,843	7,460	4,000	4,214	4,500	2,000	2,217	2,500	30	12	10
Notary	2,350	2,185	2,440	2,000	1,771	1,990	1,900	1,698	1,900				100	64	75
Obituaries	800	785	900	800	785	900	800	785	900						
Photocopies	60,415	38,115	44,975	40,025	26,718	31,400	25,000	20,326	24,000	8,800	3,612	4,200	650	625	700
Rent - Hatch	0	0	3,000	0	0	3,000			3,000						
Total Fines/Fees	214,778	153,885	176,126	139,501	112,454	126,631	97,850	87,913	101,231	31,600	16,647	17,950	1,484	1,285	1,335
Gifts															
** Gifts-Perm Restricted	0	15,698	0	0	15,698	0					15,698				
** Gifts-Unrestricted		6,232		0	3,477	0		3,477							
Friends of the Library	0	0	0	0	0	0									
Gifts	0	900	0	0	900	0					900				
** Gifts-Temp. Restricted		4,380		0	0	0									
Foundation	0	45,531	0	0	41,541	0		31,711			3,910				
Friends of the Library	0	0	0	0	0	0									
Gifts	0	6,636	0	0	6,636	0		5,436			1,200				
Memorials	0	18,537	0	0	13,237	0		9,287			155				
Summer Reading Program		3,863	0	0	3,863	0		3,863							
BUDGETED	0	0	0	0	0	0									
Other SR Gifts	0	0	0	0	0	0									
Grants		0		0	0	0									
LSTA Grant - Holds Locker	0	0	25,000	0	0	25,000			25,000						
LSTA/ARPA Grant (computers)	0	0	200,430	0	0	200,430			200,430						
PNC Grant 2021	0	5,000	0	0	5,000	0		5,000							
Miscellaneous			0	0	0	0									
Misc.- Other (Chambers)	0	66	0	0	0	0									
Misc. Income		1,167	0	0	740	0		740							
Total Gifts and Grants	0	108,010	225,430	0	91,092	225,430	0	59,514	225,430	0	21,863	0	0	0	0
Program Revenues															
Archives-Publications	0	100	0	0	100	0		100							
Program - Adult & Youth	0	905	0	0	873	0		120			753				
Total Program Revenue	0	1,005	0	0	973	0	0	220	0	0	753	0	0	0	0

PROPOSED 21-22 FY	TOTAL			CITY OF HUNTSVILLE			DOWNTOWN			SOUTH HUNTSVILLE			CAVALRY HILL		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
TOTAL REVENUE	6,302,829	6,344,513	7,457,987	4,887,534	5,116,109	5,872,474	3,392,862	3,520,562	3,711,982	702,828	700,538	957,708	101,046	98,662	113,985

PROPOSED 21-22 FY	TOTAL			CITY OF HUNTSVILLE			DOWNTOWN			SOUTH HUNTSVILLE			CAVALRY HILL		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
EXPENSES															
Automated Services															
Automated System	51,000	46,000	51,000	21,513	19,403	26,090	8,146	7,347	12,256	11,733	10,583	10,025	326	294	237
Hardware/Software Maint.	62,933	58,538	95,864	21,599	26,804	55,948	7,436	7,127	12,337	11,185	8,709	24,934	217	326	239
Internet Services: Local	1,500	0	1,500	633	0	767	240		360	345		295	10		7
ITS Equipment	84,359	69,908	10,000	79,859	69,008	6,200	6,080	4,499	2,000	20,021	524	2,500	700	58	700
ITS Technology Supplies	8,750	5,412	8,751	3,691	5,144	4,477	1,398	3,520	2,103	2,013	818	1,720	56		41
Software	3,702	3,382	3,702	1,562	3,192	1,894	591	3,052	890	852	75	728	24		17
Total Automated Services	212,244	183,240	170,817	128,857	123,551	95,376	23,891	25,545	29,946	46,149	20,709	40,202	1,333	678	1,241
Building Operations															
Building Contracts	37,183	21,376	65,600	37,183	21,376	65,600	27,231	11,895	32,500	5,352	5,763	13,000		272	600
Building Maintenance	145,220	88,975	227,330	142,700	88,669	226,200	135,000	86,474	222,000	4,500	1,213	2,000	200	6	200
Grounds Maintenance	20,000	10,040	9,700	19,900	10,040	9,600	16,900	7,790	9,600	3,000	2,250				
Insurance/Bonds	72,710	72,142	87,198	58,118	57,506	67,293	39,674	39,674	40,296	8,410	8,410	15,155	510	592	428
Janitorial Services	126,231	73,905	156,066	116,081	68,185	147,376	77,511	46,957	78,200	15,810	11,352	46,600	2,160	1,760	2,160
Janitorial Supplies	15,090	13,910	17,010	11,640	10,641	13,360	8,500	8,198	10,000	1,850	1,565	2,000	65	37	60
Security Contract Labor	115,640	49,326	124,000	81,640	20,247	82,000	35,640	9,432	21,000			31,000	4,000		
Telecommunications	26,155	20,550	25,225	24,605	19,260	23,650	20,000	16,048	19,500	2,250	1,739	2,200	650	522	650
Utilities	343,695	207,415	386,400	343,695	207,415	386,400	240,000	178,753	240,000	15,400	11,041	74,400			
Total Building Operations	901,924	557,639	1,098,529	835,562	503,339	1,021,479	600,456	405,221	673,096	56,572	43,333	186,355	7,585	3,189	4,098
General Operations															
Accounting & Audit.	16,600	16,600	16,600	12,878	12,878	12,548	8,948	8,948	8,104	1,848	1,848	2,091	266	266	262
Bank Charges	6,881	4,148	5,590	4,120	2,706	3,610	3,000	1,896	2,500	915	605	800	40	47	60
Cataloging Supplies	6,320	4,225	6,385	5,020	3,814	5,620	4,500	2,492	4,000	400	1,128	1,000	20	9	20
Contractual Service	42,113	34,541	70,245	38,224	31,110	61,257	35,193	28,721	51,401	1,885	1,663	4,638	236	207	580
Copier Rent/Maintenance	25,596	15,455	23,000	21,896	13,795	19,200	16,000	10,398	14,000	3,200	2,332	4,000			
Copier Supplies	14,220	8,009	12,475	11,720	5,849	9,650	10,000	4,378	7,000	675	294	600	450	1,096	900
Equipment	7,200	5,337	6,930	6,000	5,119	6,100	4,000	4,365	4,500	1,000	457	500	500		500
Fax Expense	0	284	400	0	284	400		284	400						
Hotspot Expense	31,600	37,448	44,931	31,600	37,448	44,931	31,600	37,448	44,500						
Maker Space Expense	4,500	806	6,599	500	0	2,599						1,000			
Membership Fees	3,900	2,501	3,750	2,700	2,282	2,750	2,200	2,132	2,200	200	150	150	100		100
Office Supplies	24,050	8,403	13,200	16,800	6,144	9,650	14,500	4,630	6,000	1,700	967	1,500	250	29	150
Postage	8,770	5,619	8,889	8,200	5,200	8,208	8,000	5,145	8,000	100	55	102	50		53
Printing	11,020	2,656	4,935	8,600	1,950	4,040	8,000	1,157	2,500	400	166	200	100	31	40
Programming: Adult & Youth	15,316	7,378	22,609	9,300	3,828	14,434	7,000	2,653	8,700	1,300	753	1,750	350	193	400
Public Comp. Supplies	1,504	0	910	1,159	-102	655	1,000	-193	500	75	49	75	10		10
Public Relations/Advertising	1,500	428	6,500	1,500	428	6,500	1,500	428	6,500						

HMCPL PROPOSED BUDGET - FY 2021 - 2022

PROPOSED 21-22 FY	TOTAL			CITY OF HUNTSVILLE			DOWNTOWN			SOUTH HUNTSVILLE			CAVALRY HILL		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
Staff Develop/Training	17,080	14,429	10,200	12,996	11,549	8,124	9,654	8,363	5,649	1,980	1,849	1,071	248	194	134
Vehicle Expenses	10,100	7,753	10,200	4,322	4,186	6,439	1,597	2,575	1,850	2,299	1,417	1,514	64	39	36
Total Gen Operations	**248,270**	**176,020**	**274,348**	**197,535**	**148,468**	**226,715**	**166,692**	**125,820**	**178,304**	**17,977**	**13,733**	**20,991**	**2,684**	**2,111**	**3,245**
Materials															
Books & Audiovisual	455,982	260,355	485,929	281,708	160,178	309,159	151,542	90,482	126,119	99,158	51,042	73,312	24,568	14,794	16,928
Downloadable Books	60,000	97,870	60,000	60,000	97,870	60,000	60,000	97,870	60,000						
Downloadable Music	16,000	22,608	16,000	16,000	22,608	16,000	16,000	22,608	16,000						
Hoopla	0	66,043	120,000	0	66,043	60,000		66,043	60,000						
Newspapers/Periodicals	18,760	2,479	2,347	15,685	2,180	2,002	10,500	526	237	3,615	709	720	270	112	140
Online Databases	54,153	53,832	55,755	43,399	43,160	46,329	38,524	38,323	41,093	4,279	4,246	3,794	119	118	90
Total Materials	**604,895**	**503,187**	**740,031**	**416,792**	**392,039**	**493,490**	**276,566**	**315,852**	**303,449**	**107,052**	**55,997**	**77,826**	**24,957**	**15,024**	**17,158**
Salaries & Benefits Oct-Aug															
Centralized Serivces-Main	-290,997	-218,877	-374,602	-290,997	-218,877	-374,602	-290,997	-218,877	-374,602						
Centralized Services	290,997	218,879	374,602	149,468	112,732	216,050				70,283	52,713	95,771	10,105	7,579	11,399
Insurance-Health	340,548	287,136	370,583	278,364	239,015	309,399	225,188	181,726	227,357	33,808	30,438	38,240	4,830	4,744	5,562
Insurance-Life	3,922	3,442	4,129	2,918	2,559	3,115	2,303	1,909	2,132	410	378	468	44	44	47
Insurance-STD	4,807	3,989	4,333	3,841	3,315	3,567	3,136	2,638	2,890	561	466	527			0
Payroll Tax (7.65%)	258,594	197,948	308,330	202,581	156,559	245,307	163,841	123,014	162,226	25,226	19,914	33,992	3,383	2,777	4,923
Retirement (4.0%)	125,852	114,633	140,110	99,448	92,259	113,187	80,317	73,872	76,766	12,283	12,310	17,607	1,725	1,398	1,784
Unemployment	0	1,314	500	0	1,314	500		1,314	500						
Salaries	3,590,533	2,729,443	4,095,807	2,858,330	2,154,824	3,271,106	2,141,712	1,696,520	2,185,078	329,756	272,764	444,343	44,222	38,298	64,355
Workers Comp	11,000	9,066	11,000	8,429	6,910	8,315	6,429	5,275	5,370	1,214	1,038	1,386	143	128	173
Total Sal & Benefits	**4,335,256**	**3,346,973**	**4,934,792**	**3,312,382**	**2,550,610**	**3,795,944**	**2,331,929**	**1,867,391**	**2,287,717**	**473,541**	**390,021**	**632,334**	**64,452**	**54,968**	**88,243**
OTHER EXPENSES															
Foundation Gift Expenses	0	9,343	0	0	8,928	0		4,003			2,837			2,088	
LSTA 21-22 - Holds Locker	0	0	39,040	0	0	39,040			39,040						
LSTA/ARPA Grant (computers)	0	0	200,430	0	0	200,430			200,430						
Mayor Battle's Book Club	0	1,537	0	0	1,537	0		1,537							
Misc. Expenses	0	279	0	0	279	0		279							
Other Gift Expenses	0	208,583	0	0	196,366	0		7,109			17,137			4,753	
PNC Ready Readers	0	65,429	0	0	65,429	0		65,429							
Total Other Expenses	**0**	**285,171**	**239,470**	**0**	**272,539**	**239,470**	**0**	**78,357**	**239,470**	**0**	**19,974**	**0**	**0**	**6,841**	**0**
TOTAL EXPENSES	**6,302,589**	**5,052,230**	**7,457,987**	**4,891,128**	**3,990,546**	**5,872,474**	**3,399,534**	**2,818,186**	**3,711,982**	**701,291**	**543,767**	**957,708**	**101,011**	**82,811**	**113,985**
Difference: Rev - Exp		1,292,283	0		1,125,563	0		702,376	0		156,771	0	0	15,851	0
Carry Over Grants/Gifts	0	0	0	0	0	0							0		

HMCPL PROPOSED BUDGET - FY 2021 - 2022

PROPOSED 21-22 FY	TOTAL			CITY OF HUNTSVILLE			DOWNTOWN			SOUTH HUNTSVILLE			CAVALRY HILL		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
BALANCED TOTAL	0	1,292,283	0		1,125,563	0		702,376	0		156,771	0	0	15,851	0
Materials	9.60%	7.93%	9.92%	8.53%	7.66%	8.40%	8.15%	8.97%	8.17%	15.23%	7.99%	8.13%	24.70%	15.23%	15.05%
Salaries	68.78%	52.75%	66.17%	67.77%	49.85%	64.64%	68.73%	53.04%	61.63%	67.38%	55.67%	66.03%	63.78%	55.71%	77.42%
Operations	18.25%	11.56%	18.41%	21.14%	12.74%	21.25%	22.61%	15.08%	22.94%	10.61%	8.15%	21.65%	10.16%	5.37%	6.44%
Automated Services	3.37%	2.89%	2.29%	2.64%	2.41%	1.62%	0.70%	0.73%	0.81%	6.57%	2.96%	4.20%	1.32%	0.69%	1.09%
Other Expenses	0.00%	4.49%	3.21%	0.00%	5.33%	4.08%	0.00%	2.23%	6.45%	0.00%	2.85%	0.00%	0.00%	6.93%	0.00%

HMCPL PROPOSED BUDGET - FY 2021 - 2022

PROPOSED 21-22 FY	NORTH HUNTSVILLE			OUTREACH			GURLEY			MADISON			NEW HOPE		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - Aug Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
INCOME	Combined			New Beginning FYE 22											
	NHV & Showers														
Government Support															
State of AL-State Aid	24,200	24,200	10,000			27,500	29,221	29,221	29,500	31,026	31,026	15,500	37,173	37,173	30,200
Madison County Support															
Mad. Co-Gen Fund	15,660	13,433	9,500			12,617	21,118	17,598	44,500	17,653	14,711	10,000	26,118	21,765	49,718
Mad. Co-Prob/Tax															
District 1															
District 6		100,000													
District 4															
Municipal Support															
City of Huntsville	641,371	641,375	686,067			335,000									
City of Madison										825,000	687,500	914,000			
Town of Gurley							19,300	16,083	19,300						
Town of New Hope													8,400	8,480	
Town of Triana															
Total Government Support	681,231	779,008	705,567	0	0	375,117	69,639	62,902	93,300	873,679	733,237	939,500	71,691	67,418	79,918
Friends of the Library	0	15		0			2,000	2,000	2,000			16,000	1,800	5,102	2,000
Foundation Support	1,000	1,000	1,000			1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Investment Income															
Interest															
Hawthorne Trust (Music)															
HPL Endowments															
Ashburn															
Camp															
Dyas															
Eigenbrod															
Grosser															
McLain															
Moore															
Parker, Joyce L															
Schnepf															
Total Interest/Endowments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fines/Fees															
Beverages															
Computer Supplies	50	43					15	12	15	150	47	75	10	12	15

HMCPL PROPOSED BUDGET - FY 2021 - 2022

PROPOSED 21-22 FY	NORTH HUNTSVILLE			OUTREACH			GURLEY			MADISON			NEW HOPE		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - Aug Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
Exam Proctoring													50		25
Fax/Scanning	540	592	650				55	74	85	700	1,527	1,650	70	167	200
Fines	2,050	2,677	2,500				1,400	923	1,000	29,000	12,696	15,000	1,350	770	500
HotSpots															
Lost/Damaged Books	200	683					250	66	75	3,300	2,368	2,500	100	90	100
Maker Space											4				
Meeting Rooms		50									803	2,500			
Non-Res/Replacement Cd	152	400	450				250	304	325	2,500	1,672	2,000	50	148	175
Notary		9	15							350	414	450			
Obituaries															
Photocopies	5,575	2,155	2,500				640	272	325	12,000	6,307	7,500	1,000	555	650
Rent - Hatch															
Total Fines/Fees	**8,567**	**6,609**	**6,115**	**0**	**0**	**0**	**2,610**	**1,651**	**1,825**	**48,000**	**25,838**	**31,675**	**2,630**	**1,742**	**1,665**
Gifts															
** **Gifts-Perm Restricted**															
** **Gifts-Unrestricted**											1,455			300	
Friends of the Library															
Gifts															
** **Gifts-Temp. Restricted**											600			1,180	
Foundation		5,920									2,700			75	
Friends of the Library															
Gifts															
Memorials		3,795									100			5,000	
Summer Reading Program															
BUDGETED															
Other SR Gifts															
Grants															
LSTA Grant - Holds Locker															
LSTA/ARPA Grant (computers)															
PNC Grant 2021															
Miscellaneous															
Misc.- Other (Chambers)											66				
Misc. Income											71			354	
Total Gifts and Grants	**0**	**9,715**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**4,992**	**0**	**0**	**6,909**	**0**
Program Revenues															
Archives-Publications															
Programming Adult & Youth															
Total Program Revenue	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

PROPOSED 21-22 FY	NORTH HUNTSVILLE			OUTREACH			GURLEY			MADISON			NEW HOPE		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - Aug Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
TOTAL REVENUE	690,798	796,347	712,682	0	0	376,117	75,249	67,553	98,125	922,679	765,067	988,175	77,121	82,171	84,583

HMCPL PROPOSED BUDGET - FY 2021 - 2022

PROPOSED 21-22 FY	NORTH HUNTSVILLE			OUTREACH			GURLEY			MADISON			NEW HOPE		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - Aug Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
EXPENSES															
Automated Services															
Automated System	1,308	1,179	3,572				1,546	1,394	1,469	19,953	17,997	17,263	844	762	
Hardware/Software Maint.	2,761	10,642	18,438				1,030	863	1,479	32,843	26,412	32,219	562	471	
Internet Services: Local	38		105				45		43	587		508	25		
ITS Equipment	53,058	63,927	1,000				700	58	700	1,000	466	1,000	700	87	
ITS Technology Supplies	224	806	613				265	8	252	3,423	62	2,962	145	30	
Software	95	65	259				112	10	107	1,448	126	1,253	61	6	
Total Automated Services	57,484	76,619	23,987	0	0	0	3,698	2,333	4,050	59,254	45,063	55,205	2,337	1,356	0
Building Operations															
Building Contracts	4,600	3,446	19,500												
Building Maintenance	3,000	976	2,000				130	24	100	1,500	235	500	130	47	100
Grounds Maintenance															
Insurance/Bonds	9,524	8,830	11,414				742	742	1,073	7,515	7,515	11,264	3,610	3,654	3,500
Janitorial Services	20,600	8,116	20,416							2,000		1,500	2,000	720	1,040
Janitorial Supplies	1,225	841	1,200			100	170	75	125	2,500	2,359	2,500	150	120	150
Security Contract Labor	42,000	10,815	30,000							34,000	29,079	42,000			
Telecommunications	1,705	951	1,300										750	576	725
Utilities	88,295	17,621	72,000												
Total Building Operations	170,949	51,596	157,830	0	0	100	1,042	841	1,298	47,515	39,188	57,764	6,640	5,117	5,515
General Operations															
Accounting & Audit.	1,816	1,816	1,307			784	198	198	392	2,426	2,426	2,483	203	203	
Bank Charges	165	158	250				70	75	90	2,000	834	1,200	80	106	130
Cataloging Supplies	100	185	350			250	125	3	40	850	56	300	30	13	30
Contractual Service	910	519	2,899			1,739	236	208	870	2,239	1,975	5,508	236	208	
Copier Rent/Maintenance	2,696	1,065	1,200							2,200	488	1,000			
Copier Supplies	595	81	500			650	200	178	225	600	489	600	450	209	350
Equipment	500	297	500			100	100		100	150	68	150	150	150	130
Fax Expense															
Hotspot Expense						431									
Maker Space Expense	500		599			1,000				4,000	806	4,000			
Membership Fees	200		200			100				1,200	219	1,000			
Office Supplies	350	518	1,000			1,000	450	45	100	5,500	1,574	2,500	350	68	150
Postage	50		53				50		51	200	250	307	50		51
Printing	100	596	100			1,200	100	9	25	2,000	560	650	50	7	25
Programming: Adult & Youth	650	229	1,700			1,884	600	20	675	4,276	3,345	6,000	300		400
Public Comp. Supplies	74	42	70				30		20	200	37	100	30	30	50
Public Relations/Advertising															

PROPOSED 21-22 FY	NORTH HUNTSVILLE			OUTREACH			GURLEY			MADISON			NEW HOPE		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - Aug Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
Staff Develop/Training	1,114	1,143	669			801	248	274	201	2,352	1,441	1,272	247	194	
Vehicle Expenses	362	155	539			2,500	302	187	222	3,911	2,414	2,606	165	102	
Total Gen Operations	**10,182**	**6,804**	**11,936**	**0**	**0**	**12,439**	**2,709**	**1,197**	**3,011**	**34,104**	**16,982**	**29,676**	**2,341**	**1,290**	**1,316**
Materials															
Books & Audiovisual	6,440	3,860	67,000			25,600	12,845	3,921	12,837	94,316	56,182	93,756	12,157	7,330	10,000
Downloadable Books															
Downloadable Music															
Hoopla												60,000			
Newspapers/Periodicals	1,300	833	850			55	280			2,400		35	360	299	310
Online Databases	477	473	1,352				563	559	556	7,277	7,221	6,533	308	306	
Total Materials	**8,217**	**5,166**	**69,202**	**0**	**0**	**25,655**	**13,688**	**4,480**	**13,393**	**103,993**	**63,403**	**160,324**	**12,825**	**7,935**	**10,310**
Salaries & Benefits Oct-Aug															
Centralized Serivces-Main															
Centralized Services	69,080	52,440	71,268			37,612	7,525	5,644	9,813	92,268	69,201	98,817	7,712	5,784	8,458
Insurance-Health	14,538	22,107	38,240			0			0	48,298	37,065	44,498			0
Insurance-Life	161	228	374			94	89	70	94	664	602	655	44	41	47
Insurance-STD	144	211	69			81	109	76	0	765	601	674			0
Payroll Tax (7.65%)	10,131	10,854	23,318			20,848	3,156	1,743	4,681	36,496	27,843	37,088	3,099	2,257	4,055
Retirement (4.0%)	5,123	4,679	10,778			6,252	1,551	850	334	18,199	16,724	17,019	1,358	1,076	1,871
Unemployment															
Salaries	342,640	147,242	304,814			272,516	41,260	35,197	61,191	477,069	375,542	484,809	40,511	29,498	53,011
Workers Comp	643	469	866			520	214	143	260	1,500	1,245	1,646	143	128	
Total Sal & Benefits	**442,460**	**238,230**	**449,727**	**0**	**0**	**337,923**	**53,904**	**43,723**	**76,373**	**675,259**	**528,823**	**685,206**	**52,867**	**38,784**	**67,442**
OTHER EXPENSES															
Foundation Gift Expenses											32				
LSTA 21-22 - Holds Locker															
LSTA/ARPA Grant (computers)															
Mayor Battle's Book Club															
Misc. Expenses															
Other Gift Expenses		167,367						310			5,337			477	
PNC Ready Readers															
Total Other Expenses	**0**	**167,367**	**0**	**0**	**0**	**0**	**0**	**310**	**0**	**0**	**5,369**	**0**	**0**	**477**	**0**
TOTAL EXPENSES	**689,292**	**545,782**	**712,682**	**0**	**0**	**376,117**	**75,041**	**52,884**	**98,125**	**920,125**	**698,828**	**988,175**	**77,010**	**54,959**	**84,583**
Difference: Rev - Exp		250,565	0	0	0	0	0	14,669	0	0	66,239	0	0	27,212	0
Carry Over Grants/Gifts															

PROPOSED 21-22 FY	NORTH HUNTSVILLE			OUTREACH			GURLEY			MADISON			NEW HOPE		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - Aug Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
BALANCED TOTAL		250,565	0	0	0	0	0	14,669	0	0	66,239	0	0	27,212	0
Materials	1.19%	0.65%	9.71%			6.87%	18.19%	6.63%	13.65%	11.27%	8.29%	16.22%	16.63%	9.66%	12.19%
Salaries	64.05%	29.92%	63.10%			89.85%	71.63%	64.72%	77.83%	73.18%	69.12%	69.34%	68.55%	47.20%	79.73%
Operations	26.22%	7.33%	23.82%			3.28%	4.98%	3.02%	4.39%	8.85%	7.34%	8.85%	11.65%	7.80%	8.08%
Automated Services	8.32%	9.62%	3.37%			0.00%	4.91%	3.45%	4.13%	6.42%	5.89%	5.59%	3.03%	1.65%	0.00%
Other Expenses	0.00%	21.02%	0.00%			0.00%	0.00%	0.46%	0.00%	0.00%	0.70%	0.00%	0.00%	0.58%	0.00%

HMCPL PROPOSED BUDGET - FY 2021 - 2022

PROPOSED 21-22 FY	TRIANA			MONROVIA			HAZEL GREEN		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
INCOME									
Government Support									
State of AL-State Aid	13,969	13,969	6,900	59,514	59,514	52,000	38,604	38,604	34,000
Madison County Support									
Mad. Co-Gen Fund	17,012	14,177	43,500	59,310	49,425	91,500	34,100	28,417	69,500
Mad. Co-Prob/Tax									
District 1							31,000	31,000	31,000
District 6									
District 4				28,500	28,500	28,500			
Municipal Support									
City of Huntsville									
City of Madison									
Town of Gurley									
Town of New Hope									
Town of Triana	33,200	28,200	38,400						
Total Government Support	64,181	56,346	88,800	147,324	137,439	172,000	103,704	98,021	134,500
Friends of the Library	0	58			1,500	2,000	0		
Foundation Support	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Investment Income									
Interest									
Hawthorne Trust (Music)									
HPL Endowments									
Ashburn									
Camp									
Dyas									
Eigenbrod									
Grosser									
McLain									
Moore									
Parker, Joyce L									
Schnepf									
Total Interest/Endowments	0	0	0	0	0	0	0	0	0
Fines/Fees									
Beverages									
Computer Supplies				40	12	20	12	19	25

PROPOSED 21-22 FY	TRIANA			MONROVIA			HAZEL GREEN		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
Exam Proctoring									
Fax/Scanning	80	75	80	1,200	541	700	1,025	709	850
Fines	500	341	350	6,700	2,784	3,300	3,700	1,957	2,100
HotSpots									
Lost/Damaged Books	20	10	20	900	458	550	200	277	300
Maker Space									
Meeting Rooms									
Non-Res/Replacement Cd	10		10	450	225	275	450	529	650
Notary									
Obituaries									
Photocopies	200	173	200	4,550	1,971	2,400	2,000	2,119	2,500
Rent - Hatch									
Total Fines/Fees	810	599	660	13,840	5,991	7,245	7,387	5,610	6,425
Gifts									
** Gifts-Perm Restricted									
** Gifts-Unrestricted					1,000				
Friends of the Library									
Gifts									
** Gifts-Temp. Restricted					2,200			400	
Foundation					1,000			215	
Friends of the Library									
Gifts									
Memorials								200	
Summer Reading Program									
BUDGETED									
Other SR Gifts									
Grants									
LSTA Grant - Holds Locker									
LSTA/ARPA Grant (computers)									
PNC Grant 2021									
Miscellaneous									
Misc.- Other (Chambers)									
Misc. Income		2							
Total Gifts and Grants	0	2	0	0	4,200	0	0	815	0
Program Revenues									
Archives-Publications									
Programming Adult & Youth								32	
Total Program Revenue	0	0	0	0	0	0	0	32	0

HMCPL Budget September 2021

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HMCPL PROPOSED BUDGET - FY 2021 - 2022

PROPOSED 21-22 FY	TRIANA			MONROVIA			HAZEL GREEN		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
TOTAL REVENUE	65,991	58,005	90,460	162,164	150,130	182,245	112,091	105,478	141,925

HMCPL PROPOSED BUDGET - FY 2021 - 2022

PROPOSED 21-22 FY	TRIANA			MONROVIA			HAZEL GREEN		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
EXPENSES									
Automated Services									
Automated System	247	223	160	4,792	4,322	4,124	2,105	1,899	1,894
Hardware/Software Maint.	165	138	161	4,262	2,675	4,151	2,472	1,175	1,906
Internet Services: Local	7		5	141		121	62		56
ITS Equipment	700	58	700	700	144	700	700	87	700
ITS Technology Supplies	43	95	27	822	47	708	361	26	325
Software	18	2	12	348	33	299	153	13	137
Total Automated Services	**1,180**	**516**	**1,065**	**11,065**	**7,221**	**10,103**	**5,853**	**3,200**	**5,018**
Building Operations									
Building Contracts									
Building Maintenance	130		100	500		200	130		130
Grounds Maintenance							100		100
Insurance/Bonds	221	221	248	1,243	1,243	2,179	1,261	1,261	1,641
Janitorial Services				2,800	2,250	2,800	3,350	2,750	3,350
Janitorial Supplies	30	57	75	200	225	275	400	433	525
Security Contract Labor									
Telecommunications							800	714	850
Utilities									
Total Building Operations	**381**	**278**	**423**	**4,743**	**3,718**	**5,454**	**6,041**	**5,158**	**6,596**
General Operations									
Accounting & Audit.	174	174	262	426	426	523	295	295	392
Bank Charges	31	46	60	380	191	250	200	190	250
Cataloging Supplies	20	40	20	75	109	150	200	190	225
Contractual Service	236	208	580	588	520	1,160	354	312	870
Copier Rent/Maintenance				1,500	1,172	2,800			
Copier Supplies	300	457	500	250	78	250	700	749	900
Equipment	150		150	500		150	150		150
Fax Expense									
Hotspot Expense									
Maker Space Expense									
Membership Fees									
Office Supplies	150	54	100	500	269	350	300	249	350
Postage	50		51	50	47	51	170	122	170
Printing	20	1	20	150	50	75	100	79	100
Programming: Adult & Youth	140		200	450		450	250	185	450
Public Comp. Supplies	10		10	50	35	50	25		25
Public Relations/Advertising									

HMCPL PROPOSED BUDGET - FY 2021 - 2022

PROPOSED 21-22 FY	TRIANA			MONROVIA			HAZEL GREEN		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
Staff Develop/Training	247	194	134	619	405	268	371	372	201
Vehicle Expenses	48	30	24	939	580	623	413	254	286
Total Gen Operations	**1,576**	**1,204**	**2,111**	**6,477**	**3,882**	**7,150**	**3,528**	**2,997**	**4,369**
Materials									
Books & Audiovisual	15,324	9,010	15,314	23,787	14,088	24,254	15,845	9,646	20,609
Downloadable Books									
Downloadable Music									
Hoopla									
Newspapers/Periodicals	35								
Online Databases	90	90	60	1,748	1,734	1,561	768	762	716
Total Materials	**15,449**	**9,100**	**15,374**	**25,535**	**15,822**	**25,815**	**16,613**	**10,408**	**21,325**
Salaries & Benefits Oct-Aug									
Centralized Serivces-Main									
Centralized Services	6,599	4,949	9,046	16,216	12,162	18,225	11,209	8,407	14,193
Insurance-Health			0	9,056	6,822	11,124	4,830	4,234	5,562
Insurance-Life	29	21	47	89	70	94	89	79	77
Insurance-STD	92	-3	92			0			0
Payroll Tax (7.65%)	2,804	1,764	4,227	6,047	4,612	7,141	4,411	3,170	5,831
Retirement (4.0%)	1,040	174	1,784	2,873	2,233	3,445	1,383	1,317	2,470
Unemployment									
Salaries	36,660	23,070	56,118	79,045	62,429	93,348	57,658	48,883	76,224
Workers Comp	143	128	173	357	319	346	214	193	260
Total Sal & Benefits	**47,367**	**30,103**	**71,487**	**113,683**	**88,647**	**133,723**	**79,794**	**66,283**	**104,617**
OTHER EXPENSES									
Foundation Gift Expenses					19			364	
LSTA 21-22 - Holds Locker									
LSTA/ARPA Grant (computers)									
Mayor Battle's Book Club									
Misc. Expenses									
Other Gift Expenses					3,031			3,062	
PNC Ready Readers									
Total Other Expenses	**0**	**0**	**0**	**0**	**3,050**	**0**	**0**	**3,426**	**0**
TOTAL EXPENSES	**65,953**	**41,201**	**90,460**	**161,503**	**122,340**	**182,245**	**111,829**	**91,472**	**141,925**
Difference: Rev - Exp	0	16,804	0	0	27,790	0	0	14,006	0
Carry Over Grants/Gifts									

HMCPL PROPOSED BUDGET - FY 2021 - 2022

PROPOSED 21-22 FY	TRIANA			MONROVIA			HAZEL GREEN		
	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed	20/21 Budget	Oct - July Actual	21/22 Proposed
BALANCED TOTAL	0	16,804	0	0	27,790	0	0	14,006	0
Materials	23.41%	15.69%	17.00%	15.75%	10.54%	14.16%	14.82%	9.87%	15.03%
Salaries	71.78%	51.90%	79.03%	70.10%	59.05%	73.38%	71.19%	62.84%	73.71%
Operations	2.97%	2.55%	2.80%	6.92%	5.06%	6.92%	8.54%	7.73%	7.73%
Automated Services	1.79%	0.89%	1.18%	6.82%	4.81%	5.54%	5.22%	3.03%	3.54%
Other Expenses	0.00%	0.00%	0.00%	0.00%	2.03%	0.00%	0.00%	3.25%	0.00%