

Huntsville-Madison County Public Library
Board of Directors Meeting
MINUTES
January 18, 2023

The meeting was called to order by the Chairperson.

Present: Melissa Thompson, Chair
G. W. Boon, Vice Chair
Kevin Gray, Member
Ranae Bartlett, Member
Dr. Jan Harris, Member
Cindy Hewitt, Executive Director
Connie Chow, Deputy Director
Christina Tabereaux, Huntsville Madison County Library Foundation
Merrie DePierre, Downtown Friends of the Library
Dorothe Linton, Recorder

Approval of Agenda

Ms. Thompson asked for additions or corrections to the Agenda and hearing none declared the Agenda approved as presented.

Approval of Minutes

Ms. Thompson called for additions or corrections to the Minutes. Ms. Bartlett submitted a correction to the previous minutes clarifying the Financial Committee Report. Mr. Gray motioned to approve the minutes as revised, Ms. Bartlett seconded, and the motion carried.

Friends of the Library Report

Ms. DePierre presented the Board with information about the Friends of the Downtown Huntsville Library. In 2022, the Friends Used Bookstore raised \$67,971.20. The bookstore is now open six days a week and continues to work to see bookstore profits return to pre-2020 levels. Membership has also increased by 108 individuals in 2022, with a total of 441 members as of December. The Membership Chair has pledged to meet the goal of 500 members by the end of the year. 2023 marks the 65th anniversary of the Friends of the Library in Huntsville. To date, the Downtown Huntsville friends have donated more than 3 million dollars since the bookstore opened in 1987.

Finance Committee Report

Ms. Bartlett reported that the committee will meet on the Friday preceding Board meetings. The library's current financial statement is in order. The committee recommends approval for a RFP for Boiler Maintenance submitted by the library's current maintenance company who has been providing consistent boiler maintenance. The motion carried.

Governance Committee Report

Ms. Thompson presented to the Board the proposed officers for the upcoming vote in March. Mr. Gray has been nominated for Chair. Mr. Boon has been nominated for Vice-Chair.

Governmental Relations Report

Dr. Harris reported that the reception on Dec. 9 was well-attended and very beneficial. The Library looks forward to seeing increased government official presence at the next reception.

Library Foundation Report

Ms. Tabereaux reported that the annual End of Year Appeal raised \$33,000. One-third of those funds were designated donations while the remaining donations were unrestricted. The Foundation has welcomed three new board members and are excited about the year ahead.

The Love Your Library campaign will begin soon and the date has been selected for the next annual Vive le Livre which will take place on September 27 at the Jackson Center. This year's speaker will be author Christina Baker Kline.

Executive Director's Report

Activity Report

Ms. Hewitt reported that circulation in December was slightly lower than the previous month which is normal. However, circulation numbers were higher when compared to the same period in previous years. Library visits were higher than previous years as well and use of downloadable materials continues to increase. Visits to the library's website have been extremely high which is attributed to the new Aspen catalog overlay. The new overlay has seen great response and positive feedback from users. Response to the free model for WiFi hotspots has also been very positive.

Financial Report

Ms. Hewitt reported that some grants and gift monies from FY 2022 are still being processed but overall the Library is in great financial shape.

Strategic Plan Update

The work sessions to create the Library's 2023-2026 strategic plan have begun. Branch and Department managers have already met and there will be a stakeholders meeting this Friday. Board members for the Library and the Library Foundation will meet the following week. The planning process is expected to take three months. The current strategic plan was not severely impacted by the COVID-19 pandemic, which demonstrates the resiliency and practical applicability of the plan design.

There will be an Employee Appreciation Event on January 27 at Redstone Credit Union. The event will allow employees to socialize and service awards will be distributed to employees marking notable anniversaries.

New Business

Request for RFP for Security Services

Ms. Chow reported that the library's current security services are provided through Trident Security Solutions which will be increasing their rates to \$25 an hour at the four locations served in the near future. The Library requests that an RFP for a new, three year security service contract be opened. Mr. Gray motioned to approve the request, Mr. Boon seconded and the motion carried.

Request for RFP for Service Elevator Repair

Ms. Chow reported that the Downtown Huntsville Branch Library's service elevator is in need of repair. The elevator already has one outstanding repair that is awaiting parts before completion. The Library requests that an RFP for a new control panel and container be opened. Dr. Harris motioned to approve, Ms. Bartlett seconded and the motion carried.

Approve MOA for Premier NDT Resources

Ms. Hewitt presented the board with a proposed one year MOA with Premier NDT Resources, an organization that teaches welding inspection. The MOA would allow the organization to use meeting space in the Downtown Huntsville Branch Library at a rate of \$75 a day for class days and \$50 a day for non-class days. Mr. Gray motioned to approve the MOA, Mr. Boon seconded and the motion carried.

Change Sept. 27, 2023 Board Meeting to Sept. 20 (Vive conflict)

Ms. Hewitt requested approval to change the date of the September Board meeting from Sept. 27 to Sept. 20 to avoid a scheduling conflict with the annual Vive le Livre celebration. Dr. Harris motioned to approve the change, Mr. Gray seconded and the motion carried.

Next Meeting Date

The next meeting will be held March 15, 2023 at the Madison Branch Library.

There being no further business the meeting adjourned.

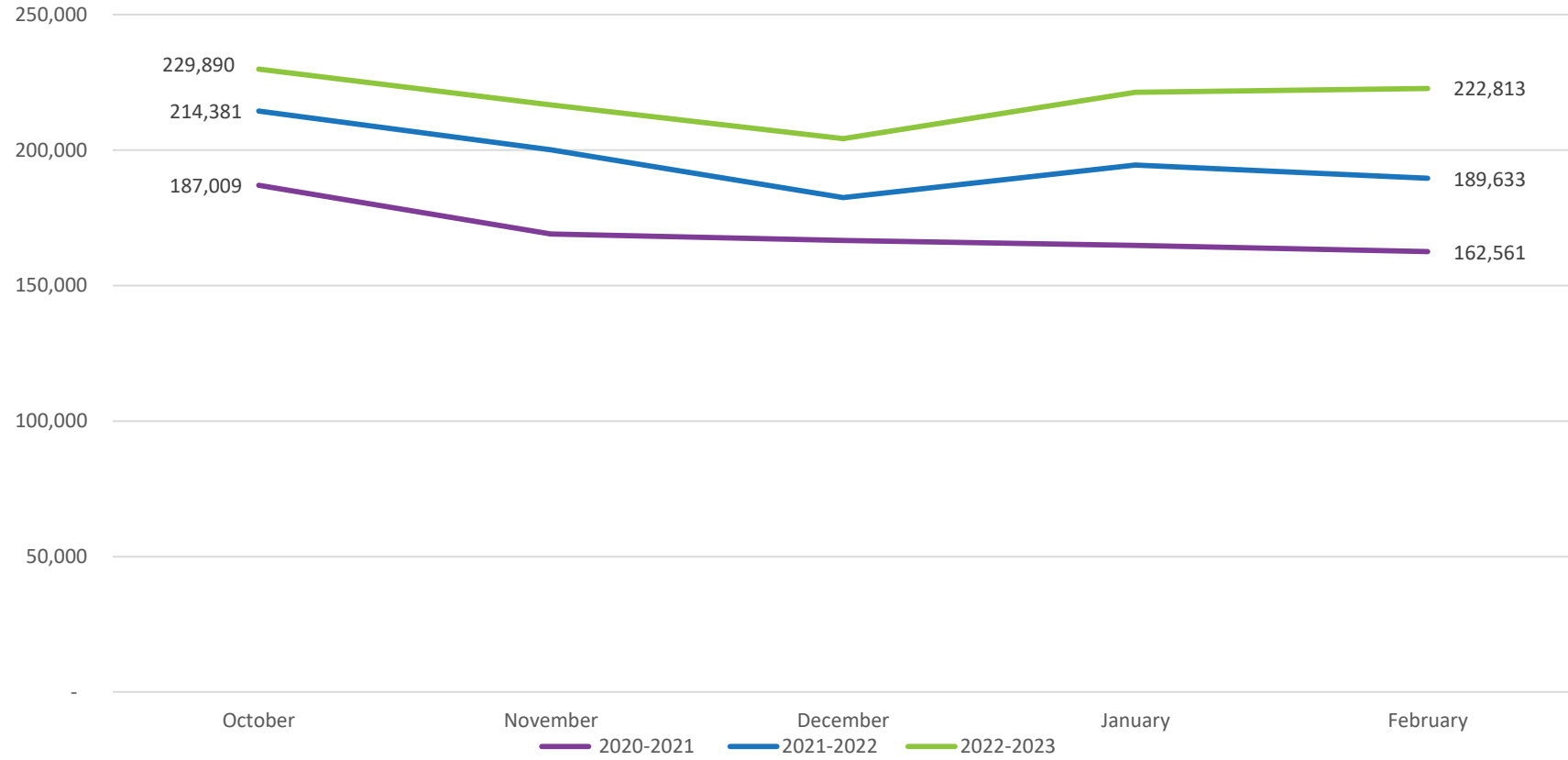
Submitted by:

Approved:

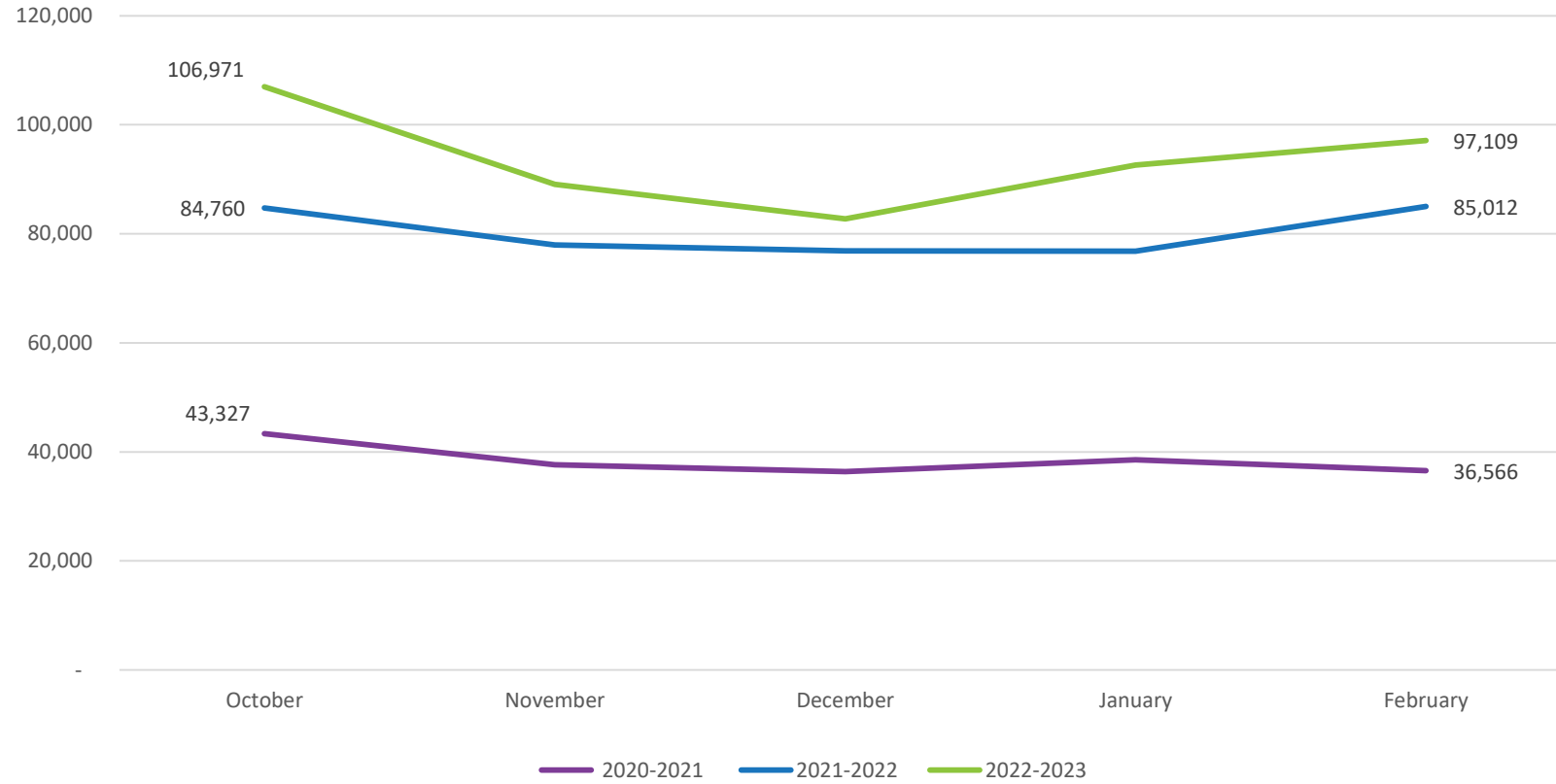
Dorothie Linton

Melissa Thompson, Chair

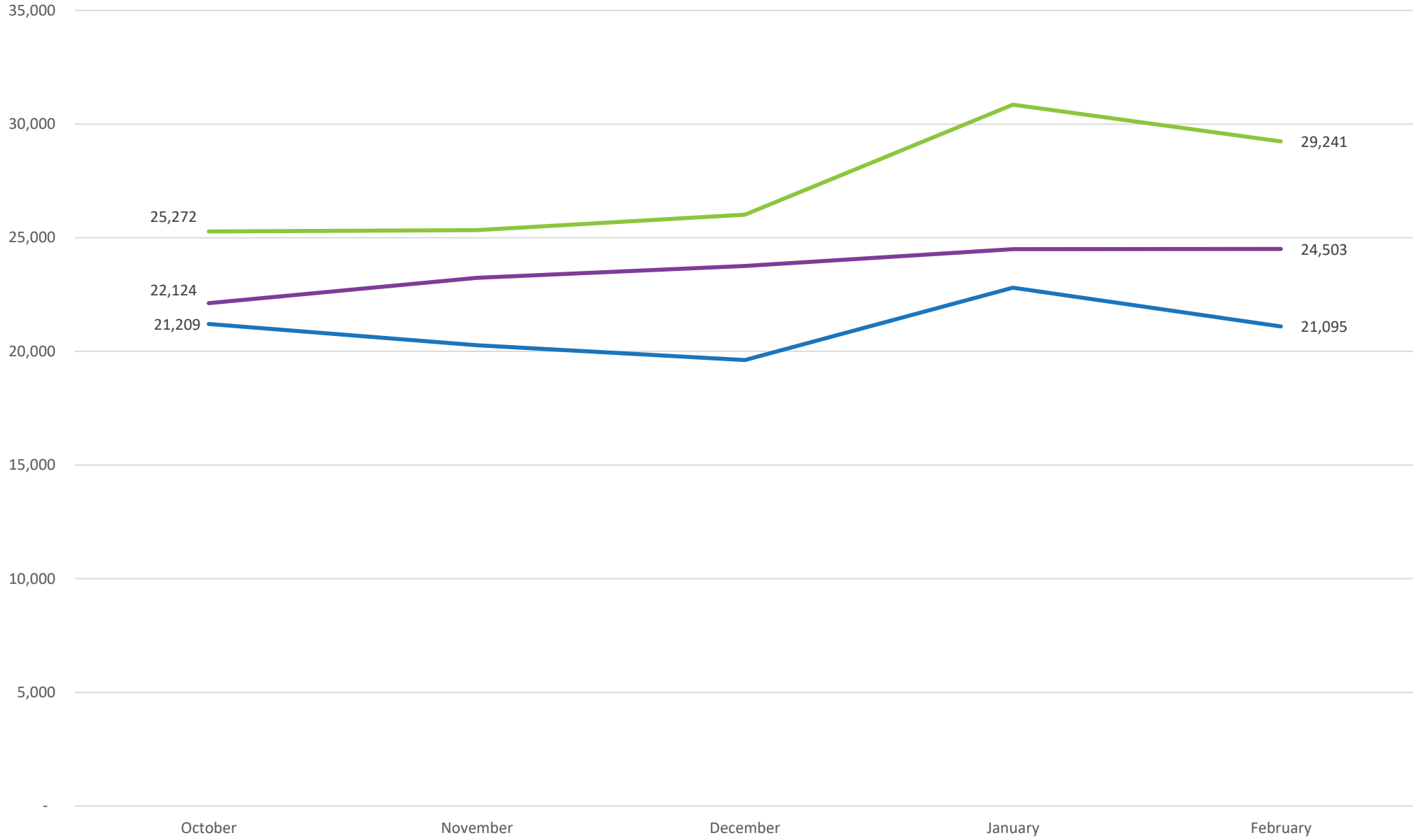
Systemwide Circulation - FY 2021-2023



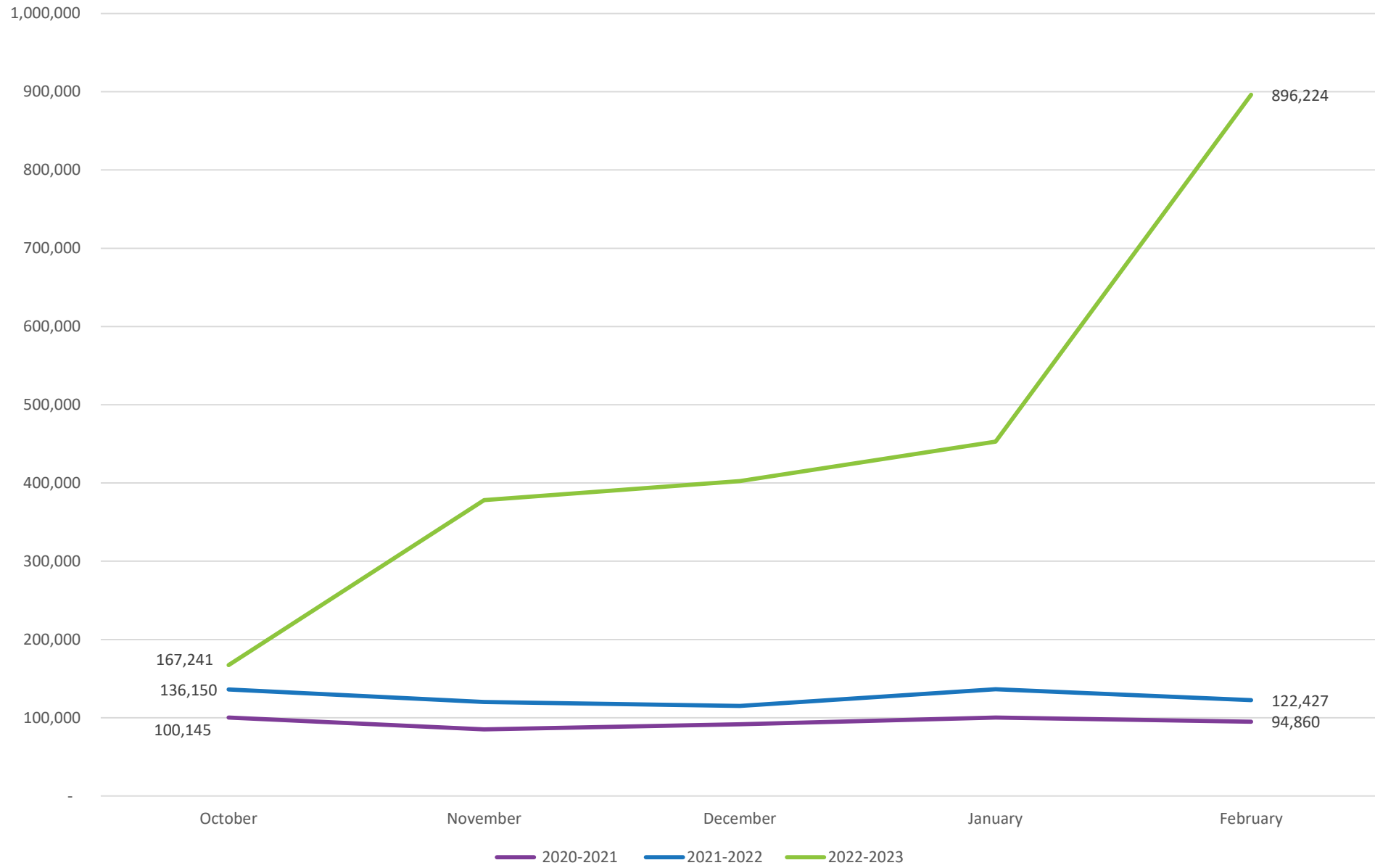
Systemwide Library Visits FY 2021- 2023



Downloadables - FY 2021-2023



HMCPL.org Visits - FY 2021-2023



February 2023 HMCPL Statistics

Systemwide Circulation				
	FY2021	FY2022	FY2023	% +/-
October	187,009	214,381	229,890	7.23%
November	169,056	200,100	216,726	8.31%
December	166,677	182,521	204,267	11.91%
January	164,800	194,484	221,404	13.84%
February	162,561	189,633	222,813	17.50%
March	188,251	216,632		
April	170,748	202,221		
May	177,034	213,161		
June	212,220	249,986		
July	211,705	260,475		
August	185,968	253,170		
September	195,892	231,817		
Year	2,191,921	2,608,581		

Systemwide totals include downloadables.

hmcpl.org				
	FY2021	FY2022	FY2023	% +/-
October	100,145	136,150	167,241	22.84%
November	85,104	120,147	378,277	214.85%
December	91,747	115,166	402,487	249.48%
January	100,380	136,458	452,723	231.77%
February	94,860	122,427	896,224	632.05%
March	69,871	128,900		
April	132,669	125,257		
May	152,925	131,567		
June	134,248	135,165		
July	136,236	138,450		
August	136,580	139,402		
September	131,500	128,289		
Year	1,366,265	1,557,378		

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

*Debuted new catalog on October 25, 2022

Downloadables				
	FY2021	FY2022	FY2023	% +/-
October	22,124	21,209	25,272	19.16%
November	23,235	20,272	25,337	24.99%
December	23,760	19,619	26,010	32.58%
January	24,500	22,805	30,848	35.27%
February	24,503	21,095	29,241	38.62%
March	18,179	21,899		
April	16,734	21,335		
May	17,997	25,533		
June	17,739	24,279		
July	18,790	25,084		
August	21,112	25,641		
September	22,326	23,865		
Year	250,999	272,636		

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

*Freegal Music was discontinued at the end of February 2021

*Blast went live on August 31, 2021

*Kanopy went live on October 1, 2021

*Freading was discontinued at the end of May 2022

Music Downloadables				
	FY2021	FY2022	FY2023	% +/-
October	6,206	1,210	594	-50.91%
November	7,391	664	680	2.41%
December	7,939	666	1,235	85.44%
January	7,237	1,023	786	-23.17%
February	7,560	958	1,042	8.77%
March	157	760		
April	121	830		
May	95	2,455		
June	98	1,170		
July	103	703		
August	2,009	753		
September	4,108	710		
Year	43,024	11,902		

*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				
	FY2021	FY2022	FY2023	% +/-
October	9,793	18,969	17,940	-5.42%
November	6,983	15,534	15,806	1.75%
December	7,101	14,112	13,375	-5.22%
January	6,575	13,786	16,035	16.31%
February	5,726	14,857	17,271	16.25%
March	7,506	16,421		
April	7,250	18,013		
May	6,090	17,528		
June	12,601	17,109		
July	13,865	17,639		
August	13,407	18,755		
September	14,202	18,365		
Year	111,099	201,088		

*In May 2021, wireless access points were upgraded, with different statistical reporting.

IT adjusted reporting measures in order to accurately capture statistics.

Public Computer Use				
	FY2021	FY2022	FY2023	% +/-
October	2,822	4,472	5,959	33.25%
November	2,330	4,280	4,629	8.15%
December	2,221	4,143	4,577	10.48%
January	2,467	4,572	5,948	30.10%
February	2,274	4,859	6,058	24.68%
March	3,008	5,340		
April	3,065	5,168		
May	3,592	5,152		
June	4,584	5,695		
July	4,817	6,109		
August	4,965	6,292		
September	4,528	5,730		
Year	40,673	61,812		

Reference Questions				
	FY2021	FY2022	FY2023	% +/-
October	24,821	10,544	7,974	-24.37%
November	21,789	11,271	7,668	-31.97%
December	22,369	12,256	7,981	-34.88%
January	23,555	14,577	9,748	-33.13%
February	21,252	14,685	8,667	-40.98%
March	18,208	19,154		
April	14,897	15,091		
May	17,388	17,420		
June	16,362	15,365		
July	14,648	12,546		
August	12,150	10,919		
September	10,757	9,180		
Year	218,196	163,008		

Online Database Use				
	FY2021	FY2022	FY2023	% +/-
October	77,038	54,881	29,776	-45.74%
November	21,573	53,773	23,160	-56.93%
December	23,231	46,401	25,602	-44.82%
January	19,763	79,623	45,512	-42.84%
February	35,627	55,259	70,551	27.67%
March	175,379	97,819		
April	56,558	35,184		
May	43,480	34,773		
June	83,585	31,045		
July	23,626	20,064		
August	22,406	28,991		
September	35,283	50,014		
Year	617,549	587,827		

*Statistical definitions were adjusted to be more accurate in FY2021.

*February 2023 missing EBSCO stats.

Curbside Transactions				
	FY2021	FY2022	FY2023	% +/-
October	-	228	89	-60.96%
November	-	206	87	-57.77%
December	-	173	60	-65.32%
January	502	301	63	-79.07%
February	1,485	201	35	-82.59%
March	1,260	136		
April	990	131		
May	638	140		
June	468	123		
July	393	125		
August	498	83		
September	393	93		
Year	6,627	1,940		

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

Program Attendance				
	FY2021	FY2022	FY2023	% +/-
October	7,182	6,891	6,030	-12.49%
November	2,937	5,061	5,712	12.86%
December	3,300	4,321	4,762	10.21%
January	3,427	3,787	7,691	103.09%
February	3,557	5,465	8,344	52.68%
March	4,168	8,045		
April	5,448	7,101		
May	3,917	4,005		
June	7,121	11,893		
July	3,245	8,053		
August	2,211	7,962		
September	2,145	6,201		
Year	48,658	78,785		

*New reporting parameters from APLS affect June 2021 forward. The new numbers do not include passive programs.
*October 2022 attendance is incomplete due to software errors.

Cavalry Hill Circulation				
	FY2021	FY2022	FY2023	% +/-
October	625	798	637	-20.18%
November	549	535	509	-4.86%
December	811	601	558	-7.15%
January	598	534	554	3.75%
February	578	664	525	-20.93%
March	1,277	677		
April	1,092	484		
May	728	465		
June	1,044	609		
July	841	798		
August	994	616		
September	932	555		
Year	10,069	7,336		

Cove Holds Locker Circulation				
	FY2021	FY2022	FY2023	% +/-
October	-	-	240	
November	-	-	561	
December	-	-	585	
January	-	-	667	
February	-	-	875	
March	-	-		
April	-	-		
May	-	-		
June	-	-		
July	-	-		
August	-	-		
September	-	-		
Year	-	-		

*Cove Holds Locker Opened October 7, 2022

Downtown Circulation				
	FY2021	FY2022	FY2023	% +/-
October	43,425	33,272	37,867	13.81%
November	36,606	28,553	34,603	21.19%
December	35,739	28,965	33,024	14.01%
January	33,258	31,067	34,160	9.96%
February	33,084	30,984	34,810	12.35%
March	43,385	38,079		
April	36,464	33,131		
May	36,440	32,724		
June	43,946	39,592		
July	47,614	42,648		
August	55,073	41,199		
September	54,181	37,093		
Year	499,215	417,307		

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

Gurley Circulation				
	FY2021	FY2022	FY2023	% +/-
October	4,817	5,006	5,042	0.72%
November	4,018	4,746	5,084	7.12%
December	4,454	4,733	4,348	-8.13%
January	4,603	4,910	3,992	-18.70%
February	4,441	4,519	4,129	-8.63%
March	5,135	5,169		
April	4,642	5,615		
May	4,416	5,099		
June	5,869	5,372		
July	5,677	5,355		
August	5,101	5,236		
September	5,486	5,053		
Year	58,659	60,813		

Hazel Green Circulation				
	FY2021	FY2022	FY2023	% +/-
October	6,072	6,326	7,693	21.61%
November	5,139	5,697	7,366	29.30%
December	5,239	5,319	7,068	32.88%
January	5,326	5,181	8,259	59.41%
February	5,198	5,388	8,735	62.12%
March	7,150	6,447		
April	5,821	6,152		
May	6,315	5,938		
June	7,622	8,504		
July	7,788	8,359		
August	7,477	7,682		
September	6,449	7,540		
Year	75,596	78,533		

Madison Circulation				
	FY2021	FY2022	FY2023	% +/-
October	55,445	62,070	66,131	6.54%
November	47,155	55,162	60,949	10.49%
December	47,250	51,311	57,371	11.81%
January	47,234	54,755	60,682	10.82%
February	47,344	53,829	61,005	13.33%
March	58,361	61,577		
April	53,188	59,357		
May	55,159	59,517		
June	69,350	76,272		
July	69,892	77,630		
August	64,453	72,913		
September	58,784	67,241		
Year	673,615	751,634		

Monrovia Circulation				
	FY2021	FY2022	FY2023	% +/-
October	13,918	12,554	14,825	18.09%
November	12,190	11,802	13,458	14.03%
December	12,276	10,845	12,175	12.28%
January	11,744	11,073	13,498	21.90%
February	11,769	10,966	13,647	24.45%
March	13,756	13,371		
April	11,827	12,905		
May	11,869	12,197		
June	13,719	15,454		
July	13,854	15,544		
August	13,483	15,536		
September	12,990	14,660		
Year	153,395	156,907		

New Hope Circulation				
	FY2021	FY2022	FY2023	% +/-
October	1,926	1,346	-	
November	1,835	146	277	
December	2,458	-	950	
January	2,018	-	1,338	
February	1,643	-	1,594	
March	1,905	-		
April	2,149	-		
May	2,374	-		
June	3,111	-		
July	3,007	-		
August	3,483	-		
September	3,073	-		
Year	28,982	1,492		

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

North Huntsville Circulation				
	FY2021	FY2022	FY2023	% +/-
October	-	12,570	12,175	-3.14%
November	-	10,525	10,583	0.55%
December	-	10,101	9,911	-1.88%
January	-	9,472	10,194	7.62%
February	-	9,080	11,083	22.06%
March	265	10,019		
April	5,655	9,639		
May	9,522	9,961		
June	12,126	11,953		
July	12,864	12,372		
August	11,988	12,025		
September	11,849	11,502		
Year	64,269	129,219		

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

Outreach Circulation				
	FY2021	FY2022	FY2023	% +/-
October	224	465	1,317	183.23%
November	4,492	4,340	3,120	-28.11%
December	540	693	2,737	294.95%
January	3,031	3,095	4,134	33.57%
February	2,480	1,878	2,120	12.89%
March	1,251	1,480		
April	1,181	519		
May	1,037	891		
June	1,841	1,294		
July	803	683		
August	1,551	1,667		
September	4,059	3,521		
Year	22,490	20,526		

South Huntsville Circulation				
	FY2021	FY2022	FY2023	% +/-
October	-	57,753	56,999	-1.31%
November	-	57,424	53,535	-6.77%
December	-	49,481	48,412	-2.16%
January	-	50,783	52,037	2.47%
February	-	50,469	53,892	6.78%
March	-	57,360		
April	-	52,420		
May	-	51,715		
June	-	65,477		
July	-	70,660		
August	-	69,545		
September	6155	59,690		
Year	6155	692,777		

*South Huntsville opened September 28, 2021.

Triana Circulation				
	FY2021	FY2022	FY2023	% +/-
October	523	1,012	1,692	67.19%
November	445	898	1,344	49.67%
December	401	852	1,118	31.22%
January	345	809	1,041	28.68%
February	292	760	1,157	52.24%
March	404	553		
April	517	664		
May	480	682		
June	879	1,180		
July	1,055	1,342		
August	982	1,110		
September	1,025	1,097		
Year	7,348	10,959		

Number of Library Visitors by Branch									
	Cavalry Hill			Downtown			Gurley		
	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023
October	194	1,083	1,787	17,754	15,955	28,782	1,119	910	1,232
November	271	1,027	1,496	14,517	19,810	21,575	562	697	710
December	249	1,212	1,689	14,375	20,429	20,038	909	329	1,054
January	209	850	1,929	15,498	20,779	23,800	774	1,545	1,034
February	305	1,234	1,660	14,833	22,193	24,645	620	1,003	1,167
March	737	1,638		19,365	26,435		980	1,699	
April	592	1,428		18,643	25,019		1,118	1,257	
May	764	1,395		18,348	24,979		1,016	1,304	
June	1,438	1,930		25,450	28,151		1,545	1,665	
July	1,319	1,961		27,262	28,698		1,335	1,523	
August	947	1,618		29,461	27,150		1,585	1,466	
September	1,011	1,541		26,208	25,453		1,343	1,246	
Year	8,036	16,917		241,714	285,051		12,906	14,644	

	Hazel Green			Madison			Monrovia		
	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023
October	2,359	2,577	2,806	10,165	18,387	23,514	2,520	3,174	3,322
November	2,018	2,303	2,608	10,011	15,105	19,973	2,281	2,795	3,332
December	2,109	2,348	2,538	7,790	15,027	16,940	2,354	2,943	3,034
January	2,091	1,916	3,039	9,379	15,800	17,214	2,282	3,665	3,809
February	2,126	2,262	2,900	9,096	18,281	18,724	2,255	3,190	3,899
March	2,579	2,863		10,250	20,140		2,836	3,538	
April	2,522	2,800		9,471	19,097		2,708	3,329	
May	2,128	2,751		11,792	21,855		2,716	3,460	
June	3,084	3,800		20,475	27,736		3,563	4,716	
July	3,101	3,100		19,334	25,470		3,382	4,037	
August	2,681	3,093		19,154	26,934		3,384	4,032	
September	2,573	2,719		17,367	24,495		3,239	2,990	
Year	29,371	32,532		154,284	248,327		33,520	41,869	

*HAZ people counters malfunctioned from 6/15/22 to 7/5/22. June/July 2022 visitor numbers are an estimate.

	New Hope			North Huntsville			South Huntsville		
	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023
October	565	135	-	-	10,091	13,394	-	30,994	29,164
November	569	-	1,097	-	7,890	10,006	-	27,323	25,699
December	586	-	920	-	7,827	8,989	-	25,155	25,740
January	572	-	894	-	6,883	10,902	-	24,300	29,030
February	487	-	995	-	8,193	12,769	-	27,573	30,164
March	606	-		-	10,009		-	30,850	
April	671	-		6,571	9,964		-	28,006	
May	715	-		6,722	10,458		-	27,792	
June	1,074	-		10,240	11,921		-	33,779	
July	815	-		8,541	10,527		-	33,506	
August	956	-		8,719	12,518		-	35,273	
September	1,051	-		8,349	12,085		2,892	30,069	
Year	8,667	135		49,142	118,366		2,892	354,620	

*South Huntsville branch opened September 28, 2021. People counters began September 29.

*New Hope closed September 30, 2021

	Triana		
	FY2021	FY2022	FY2023
October	455	1,454	2,970
November	327	1,024	2,583
December	311	1,312	1,817
January	311	1,082	983
February	399	1,083	186
March	855	1,448	
April	874	1,298	
May	793	1,359	
June	1,299	2,158	
July	1,813	2,810	
August	1,084	2,455	
September	966	2,795	
Year	9,487	20,278	

*Triana's people counter malfunctioned in February 2023

	Total Number of Library Visitors-HMCPL		
	FY2021	FY2022	FY2023
October	43,327	84,760	106,971
November	37,658	77,974	89,079
December	36,374	76,582	82,759
January	38,543	76,820	92,634
February	36,566	85,012	97,109
March	45,412	98,620	
April	49,902	92,198	
May	51,361	95,353	
June	75,442	115,856	
July	68,162	111,632	
August	67,971	114,539	
September	64,999	103,393	
Year	615,717	1,132,739	

Hotspot Circulation									
	Cavalry Hill			Downtown			Gurley		
	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023
October	14	8	6	210	93	97	9	53	24
November	10	8	8	176	100	99	7	35	22
December	11	18	9	201	218	59	10	33	16
January	22	11	10	172	144	53	8	38	20
February	20	23	4	197	245	82	11	35	11
March	32	8		202	109		15	37	
April	36	18		157	211		14	25	
May	26	13		135	102		16	20	
June	28	20		286	98		8	37	
July	26	8		98	120		8	36	
August	45	12		155	83		17	23	
September	17	9		150	52		18	14	
Year	287	156		2,139	1,575		141	386	

	Hazel Green			Madison			Monrovia		
	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023
October	54	76	30	31	46	34	18	36	17
November	54	70	30	21	63	34	21	22	18
December	79	77	24	39	66	31	16	43	16
January	69	51	19	43	40	28	12	31	19
February	68	46	6	20	86	19	12	23	12
March	85	83		42	28		11	45	
April	75	46		44	48		14	32	
May	65	49		46	44		11	16	
June	78	57		47	23		5	47	
July	68	83		51	45		15	28	
August	71	48		58	33		25	31	
September	77	22		53	9		34	11	
Year	843	708		495	531		194	365	

	New Hope			North Huntsville			South Huntsville		
	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023
October	44	0	0	0	87	29	-	27	25
November	31	0	3	0	46	24	-	33	21
December	30	0	8	0	67	26	-	54	19
January	38	0	8	0	41	23	-	32	18
February	32	0	9	0	46	6	-	27	15
March	64	0		0	45		-	70	
April	46	0		4	21		-	44	
May	50	0		4	21		-	35	
June	44	0		16	46		-	40	
July	34	0		23	87		-	48	
August	47	0		24	27		-	30	
September	50	0		19	12		6	8	
Year	510	0		90	546		6	448	

	Triana		
	FY2021	FY2022	FY2023
October	0	1	4
November	0	0	6
December	0	1	4
January	0	4	4
February	0	4	
March	0	4	
April	0	0	
May	0	3	
June	0	0	
July	0	4	
August	0	1	
September	0	0	
Year	0	22	

	Total Hotspot Circulation-HMCPL		
	FY2021	FY2022	FY2023
October	380	427	266
November	320	377	265
December	386	577	212
January	364	392	202
February	360	535	164
March	451	429	
April	390	445	
May	353	303	
June	512	368	
July	323	459	
August	442	288	
September	424	137	
Year	4,705	4,737	

*In December 2021, the allowable checkout period for hotspots increased to 6 months.
 *Removed hotspot rental fee October 2022

Devices in Circulation as of	3/1/23	104
Devices on Hold as of	3/1/23	108

FINANCIAL ANALYSIS
Huntsville Public Library
Profit & Loss Budget vs. Actual
 October 2022 through February 2023

		TOTAL				
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '22 - Feb 23	Budget	\$ Over Budget	% of Budget	INCOME AND EXPENSE SHOULD BE AT 41.67%
Ordinary Income/Expense						
Income						
	CAPITAL CAMPAIGN INCOME	0.00	0.00	0.00	0.0%	
	GOVERNMENT SUPPORT	3,564,358.19	7,188,410.00	-3,624,051.81	49.59%	
	FRIENDS OF THE LIBRARY SUPPORT	44,895.38	111,800.00	-66,904.62	40.16%	
	FOUNDATION SUPPORT	73,200.00	73,000.00	200.00	100.27%	FOUNDATION SUPPORT-\$73,200
	INVESTMENT INCOME	56,427.63	30,625.00	25,802.63	184.25%	INVESTMENT INCOME-Hawthorne Trust \$16,231.
	FEES	64,265.64	90,055.00	-25,789.36	71.36%	FEES-Photocopies \$6,822, L&D \$1,812.
	FINES/	13.99	0.00	13.99	100.0%	
	GIFTS and GRANTS	110,234.11	80,050.00	30,184.11	137.71%	GIFTS and GRANTS-Olin King \$10,000, Dale Strong \$25,000
	MISCELLANEOUS	1,837.75	0.00	1,837.75	100.0%	
	PROGRAM REVENUES	80.00	0.00	80.00	100.0%	
	SUMMER READING PROGRAM	3,000.00	0.00	3,000.00	100.0%	SUMMER READING PROGRAM-FOUNDATION \$3,000
	SALE OF FIXED ASSETS	3,384.00	0.00	3,384.00	100.0%	SALE OF FIXED ASSETS-SOLD 1999 CHEV VAN
	Total Income	3,921,696.69	7,573,940.00	-3,652,243.31	51.78%	
Gross Profit		3,921,696.69	7,573,940.00	-3,652,243.31	51.78%	
Expense						
	CAPITAL CAMPAIGN EXPENSE	1,726.51	0.00	1,726.51	100.0%	
	AUTOMATED SERVICES	80,937.34	222,730.00	-141,792.66	36.34%	
	BUILDING OPERATIONS	451,763.67	1,130,492.00	-678,728.33	39.96%	
	GENERAL OPERATING	127,870.76	287,686.00	-159,815.24	44.45%	
	MATERIALS	288,019.83	601,064.00	-313,044.17	47.92%	
	SALARIES & BENEFITS	1,935,381.02	5,291,468.00	-3,356,086.98	36.58%	
	GRANT EXPENSES	62,370.60	40,100.00	22,270.60	155.54%	GRANT EXPENSES-Daniel Grant complete\$44,105, LSTA/RFID \$12,761.
	OTHER GIFT EXPENSES	91,377.20	400.00	90,977.20	22,844.3%	OTHER GIFT EXPENSES-FUQUA \$6,650, HAAR \$3,607, BLAST OFF BOOK FESTIVAL \$5,000, KIDZPACE INTERACTIVE \$3,594,MAKERS SPACE \$27,840,NEW HOPE EQUIPMENT \$2,730, BOOK GIFTS \$10,622.
	Total Expense	3,039,446.93	7,573,940.00	-4,534,493.07	40.13%	
Net Ordinary Income		882,249.76	0.00	882,249.76	100.0%	
Net Income		882,249.76	0.00	882,249.76	100.0%	

Huntsville Public Library
Balance Sheet
As of February 28, 2023

			Feb 28, 23
ASSETS			
Current Assets			
Checking/Savings			
Cash and cash on hand			
VISA DEBIT CARDS			
		VISA GIFT CARD #9867-TRI	500.00
		VISA GIFT CARD-OUTREACH 1701	380.00
		VISA GIFT CARD 0225 (300) GUR	9.27
		VISA GIFTCARD #5932 (425) -TRI	2.16
		Total VISA DEBIT CARDS	891.43
Servis1st Bank-Master Account			
		Servis1st Bank-Master-Rainy Day	1,423,204.00
		Servis1st Bank-Master Account - Other	1,765,756.46
		Total Servis1st Bank-Master Account	3,188,960.46
		Servis1st Bank-Gifts	373,109.12
		Servis1st Bank-Merchant Acct	6,041.12
		Servis1st Bank-Payroll	127,651.94
		Petty cash	1,745.00
		Total Cash and cash on hand	3,698,399.07
Certificates of Deposit			
		PROGRESS BANK-RAINY DAY FUNDS	251,549.23
		PNC CD #391594 EME	170,804.08
		PNC CD #390322 AEDG	51,279.89
		TRUIST BANK CD RAINY DAY-MMA	573,764.17
		PROGRESS BANK CD-P KYSER 0949	52,819.51
		PROGRESS BANK CD-EME 0728 02-23	88,642.68
		Progress-Cummer #6010025186	95,981.12
		Progress CD- EME #6010025827	171,743.60
		Servis1st CD-McLain #340778	27,290.92
		Total Certificates of Deposit	1,483,875.20
Investments			
		C. Schwab HMCPL 3703-9063	832,761.63
		C. Schwab M. Pruitt 4478-8529	102,938.98
		C.Schwab Jean Payne 7587-0478	73,624.04
		C. Schwab- Roberts 4311-4986	20,792.58
		Total Investments	1,030,117.23
		Total Checking/Savings	6,212,391.50
Accounts Receivable			
		Accounts Receivable	-3,321.30
		Total Accounts Receivable	-3,321.30
Other Current Assets			
		Miscellaneous Deposits	9,920.14
		Miscellaneous Receivables	18,277.89
		Prepays	6,116.09
		Total Other Current Assets	34,314.12
		Total Current Assets	6,243,384.32

Huntsville Public Library
Balance Sheet
As of February 28, 2023

Fixed Assets		
	Construction in Progress	94,179.22
	Library collection	3,129,109.11
	Miscellaneous fixed assets	6,878,096.39
	Donated photographs	126,077.00
	Acc deprec - library collection	-2,134,610.03
	Acc deprec - misc fixed assets	-4,927,832.32
	Total Fixed Assets	3,165,019.37
TOTAL ASSETS		9,408,403.69
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
	Other Current Liabilities	
	Accrued liabilities	
	Clinic	130.00
	Withheld Critical Illness Princ	-30.98
	Withheld Voluntary Life Prem	21.61
	Withheld Health Ins (pretaxed)	-16,919.29
	Withheld Health Ins (taxed)	-336.45
	Withheld LTD Principal	-89.74
	Withheld STD Principal	-25.32
	Withheld Vision (pretaxed)	-127.17
	Withheld Vision (taxed)	20.92
	Total Accrued liabilities	-17,356.42
	Deferred revenue	
	Deferred revenue - grants	32,928.71
	Deferred revenue - Other	750.00
	Total Deferred revenue	33,678.71
	Total Other Current Liabilities	16,322.29
	Total Current Liabilities	16,322.29
	Total Liabilities	16,322.29
Equity		
	Investment in Fixed Assets	2,926,306.12
	Restricted Fund	359,349.75
	Retained Earnings	3,091,350.58
	UNRESTRICTED-GENERAL FUND	1,736,672.96
	GAAP ENTRY	396,152.23
	Net Income	882,249.76
	Total Equity	9,392,081.40
TOTAL LIABILITIES & EQUITY		9,408,403.69

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2022 through February 2023

		Total COH			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	2,805,585.44	5,591,171.00	-2,785,585.56	50.18%
	FRIENDS OF THE LIBRARY SUPPORT	40,692.38	90,000.00	-49,307.62	45.21%
	FOUNDATION SUPPORT	73,200.00	66,000.00	7,200.00	110.91%
	INVESTMENT INCOME	56,427.63	30,625.00	25,802.63	184.25%
	FEES	41,277.36	59,320.00	-18,042.64	69.58%
	FINES/	0.00			
	GIFTS and GRANTS	72,862.11	62,020.00	10,842.11	117.48%
	MISCELLANEOUS	1,297.42			
	PROGRAM REVENUES	80.00			
	SUMMER READING PROGRAM	3,000.00			
	SALE OF FIXED ASSETS	3,384.00			
	Total Income	3,097,806.34	5,899,136.00	-2,801,329.66	52.51%
	Gross Profit	3,097,806.34	5,899,136.00	-2,801,329.66	52.51%
Expense					
	CAPITAL CAMPAIGN EXPENSE	1,726.51			
	AUTOMATED SERVICES	48,319.04	116,850.00	-68,530.96	41.35%
	BUILDING OPERATIONS	414,248.58	1,049,940.00	-635,691.42	39.46%
	GENERAL OPERATING	104,255.22	233,380.00	-129,124.78	44.67%
	MATERIALS	238,569.42	376,018.00	-137,448.58	63.45%
	SALARIES & BENEFITS	1,513,077.08	4,106,808.00	-2,593,730.92	36.84%
	GRANT EXPENSES	20,503.40	16,040.00	4,463.40	127.83%
	OTHER GIFT EXPENSES	63,823.95	100.00	63,723.95	63,823.95%
	Total Expense	2,404,523.20	5,899,136.00	-3,494,612.80	40.76%
	Net Ordinary Income	693,283.14	0.00	693,283.14	100.0%
	Net Income	693,283.14	0.00	693,283.14	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2022 through February 2023

		Total Gurley			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	60,898.34	115,204.00	-54,305.66	52.86%
	FRIENDS OF THE LIBRARY SUPPORT	2,000.00	2,000.00	0.00	100.0%
	FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	1,154.96	1,190.00	-35.04	97.06%
	FINES/	0.00			
	GIFTS and GRANTS	2,900.00	6,010.00	-3,110.00	48.25%
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SUMMER READING PROGRAM	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	66,953.30	125,604.00	-58,650.70	53.31%
	Gross Profit	66,953.30	125,604.00	-58,650.70	53.31%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	1,822.42	7,316.00	-5,493.58	24.91%
	BUILDING OPERATIONS	1,107.77	1,790.00	-682.23	61.89%
	GENERAL OPERATING	1,253.36	3,510.00	-2,256.64	35.71%
	MATERIALS	3,117.73	9,812.00	-6,694.27	31.78%
	SALARIES & BENEFITS	35,737.25	95,056.00	-59,318.75	37.6%
	GRANT EXPENSES	2,552.20	8,020.00	-5,467.80	31.82%
	OTHER GIFT EXPENSES	69.69	100.00	-30.31	69.69%
	Total Expense	45,660.42	125,604.00	-79,943.58	36.35%
	Net Ordinary Income	21,292.88	0.00	21,292.88	100.0%
	Net Income	21,292.88	0.00	21,292.88	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2022 through February 2023

		Total Hazel Green			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	84,158.50	140,317.00	-56,158.50	59.98%
	FRIENDS OF THE LIBRARY SUPPORT	60.75			
	FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	2,403.93	4,425.00	-2,021.07	54.33%
	FINES/	0.00			
	GIFTS and GRANTS	145.00			
	MISCELLANEOUS	250.00			
	PROGRAM REVENUES	0.00			
	SUMMER READING PROGRAM	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	87,018.18	145,942.00	-58,923.82	59.63%
	Gross Profit	87,018.18	145,942.00	-58,923.82	59.63%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	2,358.48	9,538.00	-7,179.52	24.73%
	BUILDING OPERATIONS	3,208.75	7,569.00	-4,360.25	42.39%
	GENERAL OPERATING	2,320.89	4,897.00	-2,576.11	47.39%
	MATERIALS	5,920.96	18,609.00	-12,688.04	31.82%
	SALARIES & BENEFITS	38,571.48	105,329.00	-66,757.52	36.62%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	43.84			
	Total Expense	52,424.40	145,942.00	-93,517.60	35.92%
	Net Ordinary Income	34,593.78	0.00	34,593.78	100.0%
	Net Income	34,593.78	0.00	34,593.78	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2022 through February 2023

		Total Madison			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	383,625.00	957,000.00	-573,375.00	40.09%
	FRIENDS OF THE LIBRARY SUPPORT	15.00	16,000.00	-15,985.00	0.09%
	FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	15,694.48	19,325.00	-3,630.52	81.21%
	FINES/	13.99			
	GIFTS and GRANTS	4,807.00			
	MISCELLANEOUS	290.33			
	PROGRAM REVENUES	0.00			
	SUMMER READING PROGRAM	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	404,445.80	993,525.00	-589,079.20	40.71%
	Gross Profit	404,445.80	993,525.00	-589,079.20	40.71%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	22,857.07	65,807.00	-42,949.93	34.73%
	BUILDING OPERATIONS	27,754.62	59,898.00	-32,143.38	46.34%
	GENERAL OPERATING	13,655.16	32,900.00	-19,244.84	41.51%
	MATERIALS	32,799.45	173,010.00	-140,210.55	18.96%
	SALARIES & BENEFITS	235,859.46	661,910.00	-426,050.54	35.63%
	GRANT EXPENSES	295.10			
	OTHER GIFT EXPENSES	15,129.45			
	Total Expense	348,350.31	993,525.00	-645,174.69	35.06%
	Net Ordinary Income	56,095.49	0.00	56,095.49	100.0%
	Net Income	56,095.49	0.00	56,095.49	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2022 through February 2023

		Total Monrovia			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	135,300.00	188,100.00	-52,800.00	71.93%
	FRIENDS OF THE LIBRARY SUPPORT	2,000.00	2,000.00	0.00	100.0%
	FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	2,941.89	4,070.00	-1,128.11	72.28%
	FINES/	0.00			
	GIFTS and GRANTS	28,320.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SUMMER READING PROGRAM	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	168,561.89	195,370.00	-26,808.11	86.28%
	Gross Profit	168,561.89	195,370.00	-26,808.11	86.28%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	4,406.73	15,001.00	-10,594.27	29.38%
	BUILDING OPERATIONS	3,317.04	6,547.00	-3,229.96	50.67%
	GENERAL OPERATING	3,531.61	7,747.00	-4,215.39	45.59%
	MATERIALS	2,907.82	9,242.00	-6,334.18	31.46%
	SALARIES & BENEFITS	55,184.08	156,833.00	-101,648.92	35.19%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	884.33			
	Total Expense	70,231.61	195,370.00	-125,138.39	35.95%
	Net Ordinary Income	98,330.28	0.00	98,330.28	100.0%
	Net Income	98,330.28	0.00	98,330.28	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2022 through February 2023

		Total New Hope			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	52,940.91	104,518.00	-51,577.09	50.65%
	FRIENDS OF THE LIBRARY SUPPORT	127.25	1,800.00	-1,672.75	7.07%
	FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	175.80	1,235.00	-1,059.20	14.24%
	FINES/	0.00			
	GIFTS and GRANTS	150.00	6,010.00	-5,860.00	2.5%
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SUMMER READING PROGRAM	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	53,393.96	114,763.00	-61,369.04	46.53%
	Gross Profit	53,393.96	114,763.00	-61,369.04	46.53%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	820.13	3,668.00	-2,847.87	22.36%
	BUILDING OPERATIONS	1,804.21	4,086.00	-2,281.79	44.16%
	GENERAL OPERATING	1,934.22	2,695.00	-760.78	71.77%
	MATERIALS	1,999.46	5,659.00	-3,659.54	35.33%
	SALARIES & BENEFITS	28,899.69	90,535.00	-61,635.31	31.92%
	GRANT EXPENSES	36,467.70	8,020.00	28,447.70	454.71%
	OTHER GIFT EXPENSES	7,747.48	100.00	7,647.48	7,747.48%
	Total Expense	79,672.89	114,763.00	-35,090.11	69.42%
	Net Ordinary Income	-26,278.93	0.00	-26,278.93	100.0%
	Net Income	-26,278.93	0.00	-26,278.93	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2022 through February 2023

		Total Triana			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	41,850.00	92,100.00	-50,250.00	45.44%
	FRIENDS OF THE LIBRARY SUPPORT	0.00			
	FOUNDATION SUPPORT	0.00	1,000.00	-1,000.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	617.22	490.00	127.22	125.96%
	FINES/	0.00			
	GIFTS and GRANTS	1,050.00	6,010.00	-4,960.00	17.47%
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SUMMER READING PROGRAM	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	43,517.22	99,600.00	-56,082.78	43.69%
	Gross Profit	43,517.22	99,600.00	-56,082.78	43.69%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	353.47	4,550.00	-4,196.53	7.77%
	BUILDING OPERATIONS	322.70	662.00	-339.30	48.75%
	GENERAL OPERATING	920.30	2,557.00	-1,636.70	35.99%
	MATERIALS	2,789.45	8,714.00	-5,924.55	32.01%
	SALARIES & BENEFITS	28,051.98	74,997.00	-46,945.02	37.4%
	GRANT EXPENSES	2,552.20	8,020.00	-5,467.80	31.82%
	OTHER GIFT EXPENSES	3,594.00	100.00	3,494.00	3,594.0%
	Total Expense	38,584.10	99,600.00	-61,015.90	38.74%
	Net Ordinary Income	4,933.12	0.00	4,933.12	100.0%
	Net Income	4,933.12	0.00	4,933.12	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2022 through February 2023

		TOTAL			
INCOME AND EXPENSE SHOULD BE AT 41.67%		Oct '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00	0.00	0.00	0.0%
	GOVERNMENT SUPPORT	3,564,358.19	7,188,410.00	-3,624,051.81	49.59%
	FRIENDS OF THE LIBRARY SUPPORT	44,895.38	111,800.00	-66,904.62	40.16%
	FOUNDATION SUPPORT	73,200.00	73,000.00	200.00	100.27%
	INVESTMENT INCOME	56,427.63	30,625.00	25,802.63	184.25%
	FEES	64,265.64	90,055.00	-25,789.36	71.36%
	FINES/	13.99	0.00	13.99	100.0%
	GIFTS and GRANTS	110,234.11	80,050.00	30,184.11	137.71%
	MISCELLANEOUS	1,837.75	0.00	1,837.75	100.0%
	PROGRAM REVENUES	80.00	0.00	80.00	100.0%
	SUMMER READING PROGRAM	3,000.00	0.00	3,000.00	100.0%
	SALE OF FIXED ASSETS	3,384.00	0.00	3,384.00	100.0%
	Total Income	3,921,696.69	7,573,940.00	-3,652,243.31	51.78%
Gross Profit		3,921,696.69	7,573,940.00	-3,652,243.31	51.78%
Expense					
	CAPITAL CAMPAIGN EXPENSE	1,726.51	0.00	1,726.51	100.0%
	AUTOMATED SERVICES	80,937.34	222,730.00	-141,792.66	36.34%
	BUILDING OPERATIONS	451,763.67	1,130,492.00	-678,728.33	39.96%
	GENERAL OPERATING	127,870.76	287,686.00	-159,815.24	44.45%
	MATERIALS	288,019.83	601,064.00	-313,044.17	47.92%
	SALARIES & BENEFITS	1,935,381.02	5,291,468.00	-3,356,086.98	36.58%
	GRANT EXPENSES	62,370.60	40,100.00	22,270.60	155.54%
	OTHER GIFT EXPENSES	91,377.20	400.00	90,977.20	22,844.3%
	Total Expense	3,039,446.93	7,573,940.00	-4,534,493.07	40.13%
Net Ordinary Income		882,249.76	0.00	882,249.76	100.0%
Net Income		882,249.76	0.00	882,249.76	100.0%

**Huntsville Public Library Capital Campaign
 Balance Sheet by Class
 As of February 28, 2023**

		SHV	TOTAL
ASSETS			
	Current Assets		
	Checking/Savings		
	Servis1st Bank Capital Campaign	18,612.03	18,612.03
	Total Checking/Savings	18,612.03	18,612.03
	Total Current Assets	18,612.03	18,612.03
TOTAL ASSETS		18,612.03	18,612.03
LIABILITIES & EQUITY			
	Equity		
	Unrestricted Net Assets	18,419.13	18,419.13
	Net Income	192.90	192.90
	Total Equity	18,612.03	18,612.03
TOTAL LIABILITIES & EQUITY		18,612.03	18,612.03

Huntsville Public Library Capital Campaign
Profit & Loss by Class
 October 2022 through February 2023

					SHV	TOTAL
	Ordinary Income/Expense					
			Income			
			Investments			
			Interest-Savings, Short-term CD		192.90	192.90
			Total Investments		192.90	192.90
			Total Income		192.90	192.90
			Gross Profit		192.90	192.90
			Net Ordinary Income		192.90	192.90
			Net Income		192.90	192.90

**Huntsville Public Library
Building Maintenance
January - February 2023**

Date	Name	Memo	Amount	Total
MADISON				
FEBRUARY INVOICES PAID				
02/12/2023	Credit Card Services	ACE HARDWARE	30.46	
		TOTAL FOR FEBRUARY		30.46
MAIN				
JANUARY INVOICES PAID				
01/12/2023	City of Huntsville	CHECK OUT AIR IN ELEVATOR W.O.162968	324.00	
01/12/2023	City of Huntsville	INSPECT CEILING OF ARCHIVES ROOM FOR LEAK W.O. 163241	12.53	
01/12/2023	City of Huntsville	REPAIR LEFT TOILET IN STAFF LOUNGE W.O. 263525	41.76	
01/12/2023	Monaghan Construction	REPAIR AND PAINT ADMIN AREA	7,240.00	
01/19/2023	Fish Window Cleaning	CLEAN WINDOWS AT DOWNTOWN LIBRARY	4,436.00	
01/26/2023	Credit Card Services	FLOOR ADHESIVE	20.88	
01/26/2023	City of Huntsville	REPAIR BACK DOOR-HANDLE W.O. 163509	41.76	
01/26/2023	City of Huntsville	REPAIR 1ST FLOOR RESTROOM CLOG W.O. 163839	83.52	
01/26/2023	City of Huntsville	REPAIR EXTERIOR WATER CONNECTIONS W.O. 163877	48.31	
01/26/2023	City of Huntsville	REPAIR ROOF LEAK IN YOUTH SERVICES W.O. 163927	187.92	
01/26/2023	City of Huntsville	REPAIR SMOKE HEAD AND REPLACE CEILING TILE W.O.. 163954	62.64	
01/26/2023	City of Huntsville	REPAIR DAMAGED LIGHT FIXTURE IN YS AREA CAUSED BY ROOF LEAK W.O. 163928	62.64	
01/26/2023	City of Huntsville	REPAIR WATER LEAK IN ADMIN RESTROOM W.O. 163978	83.52	
01/26/2023	State Systems Inc.	16 CHANNEL POWER SUPPLY INSTALLATION	470.00	
01/31/2023	Allied Supply Company, inc.	WATER SOFTENER TABLETS	161.00	
		TOTAL FOR JANUARY		13,276.48
FEBRUARY INVOICES PAID				
02/01/2023	Industrial Boiler & Mechanical Co. Inc.	BOILER SERVICES WEEK OF 1/23/23	1,500.00	
02/01/2023	Industrial Boiler & Mechanical Co. Inc.	BOILER SERVICES WEEK OF 1/31/23	1,500.00	
02/01/2023	Industrial Boiler & Mechanical Co. Inc.	BOILER SERVICES WEEK OF 12/24/22	1,500.00	
02/01/2023	Scott Lighting Supply Company, Inc.	LIGHT BULBS	11.00	
02/08/2023	City of Huntsville	FIX HVAC IN ELEVATOR CONTROL ROOM W.O. 163985	334.06	
02/08/2023	City of Huntsville	CLOGGED TOILET IN 1ST FLOOR MEN'S ROOM BY FRONT DESK W.O. 164174	24.16	
02/08/2023	City of Huntsville	2ND FLOOR MENS ROOM SLOW DRAINING URINAL W.O. 164209	24.16	

**Huntsville Public Library
Building Maintenance**

January - February 2023

	02/08/2023	City of Huntsville	WATER SPRAYING OUT OF TOILET IN ADMIN W.O. 164211	48.31	
	02/08/2023	City of Huntsville	LIGHT FIXTURE COMING LOOSE NEAR 2ND FLOOR MEETING ROOM W.O. 164288	41.76	
	02/08/2023	City of Huntsville	CHECK FOR WATER LEAK NEXT TO 2ND FLOOR MTG ROOM & ADULT NON-FICTION W.O. 1642	41.78	
	02/11/2023	Brooks Lock and Key, Inc.	KEY COPIES	15.00	
	02/12/2023	Credit Card Services	NEST SMOKE/CO DETECTOR	111.99	
			TOTAL FOR FEBRUARY		5,152.22
			NEW HOPE		
			FEBRUARY INVOICES PAID		
	01/31/2023	Petty Cash-HSV Public Library		7.41	
			TOTAL FOR JANUARY		7.41
			NORTH		
			JANUARY INVOICES PAID		
	01/12/2023	City of Huntsville	CHECK OUT AIR AT NORTH HUNTSVILLE LIBRARY W.O. 163250	125.28	
	01/26/2023	Credit Card Services	WATER FOUNTAIN FILTER	63.88	
			TOTAL FOR JANUARY		189.16
			FEBRUARY INVOICES PAID		
	02/08/2023	City of Huntsville	CHECK DISCOLORED SINK WATER IN RESTROOMS W.O. 163547	83.52	
	02/08/2023	City of Huntsville	LOOSE TOILET SEAT IN STAFF RESTROOM W,O, 164212	24.16	
	02/08/2023	City of Huntsville	MAIN ENTRY DOOR NOT LOCKING PROPERLY W.O. 164245	62.64	
	02/08/2023	City of Huntsville	INSTALL REPLACEMENT FILTER IN DRINKING FOUNTAIN W.O. 164272	41.76	
	02/08/2023	City of Huntsville	AUGER TOILET IN MENS RESTROOM W.O. 164428	41.76	
			TOTAL FOR FEBRUARY		253.84
			TOTAL BUILDING MAINTENANCE		18,909.57

Huntsville Public Library

dba Huntsville Madison County Public Library

Investment Policy

Reviewed and approved: 3-18-22

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

1. Policy Statement and Scope

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

2. Delegation of Authority

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

3. Investment Objective

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

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

4. Authorized and Suitable Investments

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

5. Prohibited Investments

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

6. Internal Controls

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

7. Maturity of Investments

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

8. Diversification of Investments

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

9. Deposit Requirements

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

10. Library Funds

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

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

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

11. Gifts of Stock Certificates

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

12. Professional Guidance

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

13. Deviation from Policy

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

14. Policy Review and Approval

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



Huntsville-Madison County Public Library and Huntsville Library Foundation

Key Points September 30, 2022 Audit

Jason Miller, CPA
Jacqueline Sasser, CPA
Anglin Reichmann Armstrong, PC
jmiller@anglincpa.com
March 10, 2023



Agenda

- Reporting Package – Required Communications
- Financial Statements and Supplementary Information
- Trends in the Statement of Net Position and Statement of Activities
- Questions

Reporting Package – Required Communications

- Our Responsibilities under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*
 - To form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.
- Planned Scope and Timing of Audit
 - Consistent with timeline communicated in engagement letter dated October 31, 2022.
- Qualitative Aspects of Accounting Practices
 - Change in accounting method for leases (lessee and lessor) as required by GASB 87, *Leases*. See Note 1 and Note 11 in the audited financial statements for detailed information on the effect of the implementation of this standard.
- Difficulties Encountered in Performing the Audit and Disagreements with Management
 - No difficulties or disagreements with management encountered.
- Corrected and Uncorrected Misstatements
 - There were no uncorrected misstatements. Only entries were related to the preparation of the financial statements in accordance with GAAP.
- Internal Control & Compliance Reporting
 - No material weaknesses or reportable instances of noncompliance identified.

Financial Statements and Supplementary Information

- Pages 1-3: Auditors' Report
 - Unmodified/clean opinion on the financial statements in all material respects
- Pages 4-7: Management's Discussion and Analysis
 - Provides management's insight into the 2022 financial performance as well as supplemental charts and comparisons
- Pages 8-32: Basic Financial Statements and Related Notes and Supplementary Information
- Pages 33-34: Auditors' Report on Internal Control over Financial Reporting/Compliance Based on an Audit Performed in Accordance with *Government Auditing Standards*
 - No significant deficiencies/material weaknesses or reportable instances of noncompliance identified

Trends in the Statement of Net Position and the Statement of Activities

- The implementation of GASB 87, *Leases* resulted in the following:
 - As of October 1, 2021, a \$62,708 right-of-use asset and liability related to lessee leases and a \$72,334 lease receivable and deferred inflow of resources related to lessor leases
- Net position increased \$588k in FY2022 and increased \$757k in FY2021
- Revenues increased \$415k in FY2022 and decreased \$1.5M in FY2021
- Appropriations received increased \$787k in FY2022 and increased \$363k in FY 2021
- Expenses increased \$1.4M in FY2022 and decreased \$142k in FY2021

Questions?