

HUNTSVILLE MADISON COUNTY PUBLIC LIBRARY
Board of Directors Meeting
May 21, 2024
Meeting Site: Downtown Library Auditorium
AGENDA

Call to Order Kevin Gray, Chairperson

Approval of Agenda

Approval of Minutes

Public Comments

- | | |
|--------------------|---------------------|
| 1. Charlotte Gay | 8. Lara Person |
| 2. Tonia Stulting | 9. Lain Littleton |
| 3. Katherine Orton | 10. Lane Clemons |
| 4. Jackie Bellamy | 11. Carissa Callan |
| 5. Scott Jones | 12. Rachel Homolak |
| 6. Susan Stewart | 13. Emily Jones |
| 7. Marisa Allison | 14. Nancy Robertson |

Library Foundation Report Brooke Rawlins

Standing Committee Reports

Governance

Melissa Thompson

- Policy Approvals: (VOTE)
- Display Policy
- Statement of Concern Policy
- Collection Development Policy
- Notary Public Policy

Finance

Brad Garland

- Financial Report
- Approve Extended Contract for RJ Young (VOTE)

Executive Director's Report

Cindy Hewitt

- Activity Report
- Branch Update – Downtown
- Strategic Plan Update

New Business

- Request RFP for Cleaning Services at Downtown (VOTE)

Cindy Hewitt

Next Meeting Date Tuesday, July 16, 2024 at 4:00 pm
Location: Downtown

Adjourn

Huntsville-Madison County Public Library
Board of Directors Meeting
MINUTES
March 19, 2024

The meeting was called to order by the Vice-Chair.

Present: Kevin Gray, Chair
G. W. Boon, Vice Chair
Doug Martinson, Member
Brad Garland, Member
Ranae Bartlett, Member
Carla Clift, Member
Cindy Hewitt, Executive Director
Connie Chow, Deputy Director
Brooke Rawlins, Huntsville Madison County Library Foundation
Dorothie Linton, Recorder

In Attendance:

Susan Stewart, Read Freely Alabama
Lara Person, Moms for Liberty
Scott Jones
Marissa Allison
Rachel Homolak
Tiffany Fielding
Carissa Callan

Approval of Agenda

Mr. Boon called for a motion to approve the agenda with a change of the date of the next meeting to Tuesday, May 21, 2024. Mr. Gray motioned to amend the agenda, Ms. Bartlett seconded, and the motion carried. Mr. Gray motioned to approve the agenda as amended, Mr. Garland seconded, and the motion carried.

Approval of Minutes

Mr. Boon called for any additions or corrections to the minutes. Mr. Gray motioned to approve the minutes as presented, Mr. Garland seconded, and the motion carried.

Public Comments

Susan Stewart, speaking on behalf of Read Freely Alabama

Ms. Stewart spoke on behalf of Read Freely Alabama's goal of opposing censorship. The group was pleased to learn of upcoming library initiatives such as Ready, Set, Kindergarten, which utilizes support from a LSTA grant. Ms. Stewart relayed the group's concern that funding opportunities such as this grant may be lost due to potential changes in both local law and internal policy. Ms. Stewart stated that the group supports the proposed changes to the library's collection development policy as presented in the Board packet but also urges caution to prevent circumstances such as those that have arisen in Prattville involving its library and a reduction of services to the public.

Lara Person, speaking on behalf of Moms for Liberty

Ms. Person spoke on behalf of Moms for Liberty to express concerns that the proposed policy changes presented in the Board packet do not fully incorporate or address concerns and directions included in the letter from Governor Ivey. Ms. Person shared concerns that children may be prevented from being able to freely explore the library without potentially being exposed to inappropriate materials. Ms. Person shared examples of materials that the group finds concerning and expressed support for relocating such items to the adult section of the library as well as stating that parents alone cannot be solely responsible for evaluating materials read by their children. Ms. Person called upon the library to enact policies and specify criteria governing which materials are appropriate for children more closely aligned with Gov. Ivey's letter and less aligned with best practices supported by the American Library Association.

Scott Jones

Mr. Jones is a Madison resident and stated that he believes that the Board is holding non-LGBT members of the community "hostage" to a small minority of the community. Mr. Jones expressed a strong belief that the inclusion of any form of sexual content in materials available to children is "perverted behavior" and demanded an immediate policy change to remove this behavior. Mr. Jones further stated that he is prepared to take his concerns to the City Council should the matter not be addressed satisfactorily.

Marisa Allison

Ms. Allison has previously addressed the Board on behalf of Read Freely Alabama but spoke today as a private resident of North Huntsville. Ms. Allison relayed information concerning recent issues at the U.S. Space and Rocket Center surrounding a transgender employee and expressed concerns that a similar risk to staff and their personal information may be present at the Library. Ms. Allison requests that the Board consider adopting a change to the library Rules of Conduct that would protect staff members' personal information.

Rachel Homolak

Ms. Homolak requested that minors exit the room prior to her addressing the Board and stated her understanding that meetings were limited to adults. The Board dissented and Mr. Boon stated that the Board would clarify if any such age limits were present in the by-laws. After review, no such age limits were found.

Ms. Homolak presented the Board with selected excerpts from the book 'Let's Talk About It' which contain explicit explanations of sexual actions as well as illustrations. Ms. Homolak presented the Board with copies of the pages she shared and stated her belief that such material was not appropriate for children.

Tiffany Fielding

Ms. Fielding is a Madison resident and thanked the Board for library access. Ms. Fielding stated that she has personally encountered materials with sexually explicit materials and that while she does not support the banning of books, she does urge the Board to cooperate with parents to relocate materials to adult sections.

Carissa Callan

Ms. Callan shared her belief that the library has a duty to protect children and relayed personal experiences taking her children to the library. Ms. Callan stated that there is a difference between educational materials and materials intended to prey upon children and that it is her belief that the proposed policy shows that the library does not care about protecting children.

Library Foundation Report

Ms. Rawlins stated that the Foundation's Love Your Library campaign raised \$11,227 and that those funds will go towards the purchase of children's' materials. The annual Vive Le Livre will take place this September at the Jackson Center.

Finance Committee Report

Mr. Garland presented the annual audit report and the report was accepted. Mr. Garland presented the committee's recommendation to make no changes to the Library's investment policy. The motion carried. Mr. Garland presented the committee's recommendation to approve the MOA with Premier NDA Resources. The motion carried.

Governance Committee Report

Mr. Boon presented the board with the committee's nominations for Board Officers. The committee nominated Kevin Gray to continue in his role as Chairperson, and G. W. Boon to continue in his role as Vice-Chairperson. Mr. Garland motioned to approve the nominees to their appointments, Mr. Martinson seconded, and the motion carried.

Mr. Boon presented the committee's recommended changes to the Meeting Room Use policy. The motion carried.

Mr. Boon presented the committee's recommended changes to the Rules of Conduct policy. The motion carried.

Mr. Boon presented the committee's recommended changes to the Privacy policy. The motion carried.

Mr. Boon presented the committee's recommended changes to the Staff Program policy. The motion carried.

Mr. Boon presented the committee's proposed changes to the Collection Development Policy for review and further discussion at the next meeting.

Mr. Boon presented the committee's proposed changes to the Display and Exhibit Policy for review and further discussion at the next meeting.

Executive Director's Report

Activity Report

Ms. Hewitt reported that the library's circulation continues to exceed previous years. Use of the Cove Holds Locker likewise continues to increase. Visits to physical library locations are also up as well as program attendance.

The Bookmobile has been out in the community and has been very welcome at its stops. The Rocket City Reading Fest was very successful as was the Kite Festival.

Workforce Development Kiosks are being installed in cooperation with North Alabama Works at the North Huntsville, South Huntsville, Downtown Huntsville, and Hazel Green Libraries. These stations will allow for job searching as well as registration for training programs.

The Triana Library is hosting the 'Crossroads: Change in Rural America' exhibit in partnership with the Smithsonian Institution and it has been very popular, attracting lots of community members.

Strategic Plan Update

Ms. Hewitt stated that HMCPL was invited to tour the Nashville Public Library with city representatives to gather information and impressions on several potential future library developments, including possible renovation of the Downtown Huntsville Library. Other opportunities the city is considering is the renovation of the upper floor of the North Huntsville Library to include a space for audiovisual recording and production.

Next Meeting Date

The next meeting will be held Tuesday, May 21, 2024 at the Downtown Huntsville Library.

There being no further business, the meeting adjourned.

Submitted by:

Approved:

Dorothie Linton

Kevin Gray, Chair

Display and Exhibit Policy

DRAFT FOR BOARD VOTE 05-21-2024

Purpose

The Huntsville-Madison County Public Library (HMCPL) will offer displays and exhibits that appeal to a range of ages, interests, and informational needs of the Huntsville-Madison County community. Displays and exhibit materials will be based on the suitability of the subject and style for the intended audience. ~~Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered controversial.~~ Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by HMCPL of the content of the display or exhibit, or of the views expressed in the materials on display. The library will not display materials that violate applicable laws or regulations.

The Executive Director holds the final responsibility for the display of library materials, but employees throughout the library share day-to-day responsibility. Library staff uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

- The HMCPL may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

Statements of Concern

Should a patron of HMCPL take issue with the inclusion of a specific item in a display, ~~they are encouraged to contact the library director to arrange to discuss these concerns. Should that discussion prove unfeasible or fail to address the patron's concerns,~~ they may complete and submit a "Statement of Concern about Library Resources" form ~~which will be supplied by the Executive Director.~~ For further details, please see the Statement of Concern policy.

<https://www.hmcpl.org/policies/concerns>

Distribution of Free Non-library Materials

HMCPL has a limited amount of space available for the distribution of free literature and displays. Only materials for non-profit organizations engaged in educational, cultural, intellectual, or charitable activities in the community may be displayed. HMCPL does not endorse the activities and information contained in these non-library displays and promotional materials.

Guidelines for the display of nonprofit organization materials and information:

- Materials must be approved by the Library Department or Branch Manager where the display will be located.
- Political campaign advertising and notices advocating or promoting partisan political issues will not be allowed.

- Materials will be displayed for limited periods of time only. Items will be removed at the discretion of the library staff.
 - HMCPL reserves the right to establish time, place, and manner restrictions for the display of materials. The HMCPL also reserves the right to restrict the geographic area from which materials will be accepted and to determine the frequency with which material may be posted for the same group.

Display Case and Exhibit Policy

Some locations of HMCPL have display cases and/or exhibit space available for limited use by the public. As an educational and cultural institution, HMCPL will display and exhibit artwork or information of interest and enlightenment to the library community in order to further the following purposes:

- To increase awareness of the library's resources, including but not limited to library collections, services, events, and activities.
- To fulfill the library's mission to empower individuals to create their own futures, explore the universe of ideas, and connect with our community and the world.
- To highlight eligible non-profit organizations, including the Friends of the Library or Huntsville Madison-County Library Foundation, governmental agencies (groups sponsored by a city, county, state, or federal agency), and individuals engaged in intellectual, charitable, civic, cultural, educational, or recreational activities in Huntsville, Madison and/or Madison County.
- The cases may not be used for exhibits that are commercial in nature, promote a specific religious concept, encourage partisan politics, or demean groups or individuals.

For additional information about reserving display cases or exhibit space, request information at the specific branch of interest.

Statement of Concern Policy DRAFT FOR BOARD APPROVAL 05-21-2024

The role of the Huntsville-Madison County Public Library (HMCPL) is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions.

The library supports each person's right to receive information and to determine what is appropriate for them and their families. As a result, the library will not remove specific materials solely because they may be controversial at the time or objectionable to some.

The HMCPL board and Executive Director are aware that customers may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of concern by patrons. Patron concerns will be dealt with promptly and courteously as detailed in the following process.

Concerned patrons may complete and submit a "Statement of Concern about Library Resources" form <https://hmcpl.org/concerns>

The patron submitting the request must be a resident of Madison County and hold a valid borrower's card.

Please note if the title of concern is the only copy in the library catalog and is checked out at the time of the statement of concern, the timeline for review will be impacted until the item is available for review.

The following procedure will be followed when a Statement of Concern About Library Resources form is submitted:

- The Executive Director will appoint a staff committee to study the request and determine if the material meets the Library's selection criteria. The committee will prepare a written recommendation of its findings.
- The Executive Director will consider the committee's recommendation and will respond in writing to the person who submitted the request.
- In the event the person who initiated the statement of concern is not satisfied with the decision of the committee, he/she may request in writing within five (5) working days of receipt of the decision that the matter be forwarded to the Library Board for final review.
- The Executive Director will present the statement of concern to the Library Board at its next regularly scheduled meeting. Based on the information presented, the Library Board will make a final determination of the matter.
- The Executive Director will send a written response detailing the Board's decision to the person who submitted the request.

~~STATEMENT OF CONCERN~~ Statement of Concern Policy
DRAFT FOR BOARD APPROVAL 05-21-2024

The role of the Huntsville-Madison County Public Library (HMCPL) is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions.

~~While customers are free to reject for themselves what they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access~~

The library supports each person's right to receive information and to determine what is appropriate for them and their families. As a result, the library will not remove specific materials solely because they may be controversial at the time or objectionable to otherssome.

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Updated July 2023

HMCPL COLLECTION DEVELOPMENT POLICY

DRAFT FOR BOARD VOTE 05-21-2024

Purpose

The Huntsville-Madison County Public Library (HMCPL) works to maintain a useful, well-rounded collection to support the library's mission and meet the needs of residents of the library's service area. This policy exists to guide librarians in selecting materials and to inform the public about the principles guiding collection development decisions.

Our Community

The Huntsville-Madison County community enjoys a unique background and heritage. For the better part of the past century, the Huntsville-Madison County community has been fueled by innovation and technical advancement and has welcomed newcomers from around the world to make our community their home. Consequently, our growing community encompasses a wide range of racial, ethnic, professional and socioeconomic backgrounds, as well as a diverse range of religious and political beliefs, lifestyles, and identities. HMCPL's commitment to education has caused the library to lead the state of Alabama in circulation at our local public libraries as many families rely on our library system to provide access to books and other materials in our collection as well as the many services we provide.

HMCPL is a ten-branch system with an extensive outreach department that serves all of Madison County, Alabama. For over 200 years, HMCPL has been dedicated to enriching the educational, recreational, and cultural lives of communities in Madison County through materials, information and programs that foster a lifelong love of learning.

Our Collection

The HMCPL collection includes a wide variety of formats including the following:

- Print consisting of books, documents, magazines, newspapers, pamphlets and maps.

- Audiovisual Media, including videos on DVD and Blu-ray, books on CD and digital audio player, music on compact disc, and streaming audio and video materials. When possible, digital materials are selected in accordance with this policy. However, digital materials may be provided through a content aggregator. As such, the inclusion or exclusion of specific titles in these collections are made by the vendor and may not conform to this policy's guidelines.
- The library also provides wi-fi access to the Internet.
- Other formats include multimedia kits, microforms, educational toys, and selected audiovisual equipment.

Materials may be available in a variety of formats. Factors governing choice of format include anticipated use, ease of access, and availability of technology, if applicable.

Responsibility

HMCPL provides free access to materials in a number of formats (print, media, and electronic) to all patrons. It is the responsibility of the library director and staff to curate a balanced collection that meets the needs of our community under the authority of the library board. The director and staff will oversee the acquisition of materials using professional judgment, selection guidelines, and common sense consistent with this policy.

Library users make their own choices as to what they use based on individual interests and concerns. HMCPL supports each person's right to receive information and to decide which items are appropriate for them and their families. Ultimate responsibility for a minor's use of library materials lies with the minor's parent or guardian.

Selection Guidelines

HMCPL's goal is to provide our community with library materials that encourage literacy and instill in patrons a lifelong love of learning. As described in more detail below, the library director and staff shall select materials on the basis of community interest, accuracy of information and literary or educational significance. The library shall not exclude materials solely due to the subject matter dealing with topics deemed controversial at

any given time. The library shall not purchase or receive as a donation any book or material that violates applicable laws or regulations.

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable. Criteria include:

- Public demand, interest or need
- Contemporary significance or permanent value
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness of material
- Relation to existing materials in the collection
- Reflecting competing or controversial points of view
- Authenticity of historical, regional, or social setting
- Materials on current or historical matters
- Accessibility for multiple users of electronic formats
- Costs

Price, accuracy and timeliness of information are other factors influencing selection. The library does not typically purchase out-of-print material for the collection, and no attempt is made to purchase all the works by particular authors. As a general rule the library will acquire only works of interest to the layperson. The library does not support educational curricula through the purchase of textbooks. Borrowing materials from other libraries through interlibrary loan is another option available to customers for older or unique materials.

The library welcomes suggestions from the public for materials to purchase. Purchase of such requests is dependent on whether the desired item meets general selection guidelines established here.

Gifts

HMCPL welcomes donations to enhance the collection. Donated items become the property of the library. All donations to the library are accepted on the condition that they may be retained and added to the collections or disposed of at its sole discretion, in accordance with this policy. Monetary

donations intended for use in purchasing materials may be accompanied by a suggested subject area, but specific selection decisions will be made in accordance with this policy.

Placement of Materials

HMCPL staff will place materials based on suitability of subject, style and content for the intended audience. Library staff may reconsider or reevaluate the placement of materials at any time.

Withdrawal of Materials

Materials that are worn, damaged, outdated, duplicated, or no longer used may be removed from the collection. Materials withdrawn from the collection in this manner will be disposed of at the library's discretion.

The library follows accepted principles of intellectual freedom and each person's right to access and receive information.

Statements of Concern

Should a patron of HMCPL take issue with the inclusion of a specific title in the library collection, they may complete and submit a "Statement of Concern about Library Resources" form. For further details, please see the Statement of Concern policy. <https://www.hmcpl.org/policies/concerns>

HMCPL COLLECTION DEVELOPMENT POLICY

DRAFT FOR BOARD REVIEW ~~03-19-2024~~ VOTE 05-21-2024

Purpose

The Huntsville-Madison County Public Library (HMCPL) works to maintain a useful, well-rounded collection to support the library's mission and meet the needs of residents of the library's service area. This policy exists to guide librarians in selecting materials and to inform the public about the principles guiding collection development decisions.

Our Community

The Huntsville-Madison County community enjoys a unique background and heritage. For the better part of the past century, the Huntsville-Madison County community has been fueled by innovation and technical advancement and has welcomed newcomers from around the world to make our community their home. Consequently, our growing community ~~has become more diverse. The community is highly educated, and this~~ encompasses a wide range of racial, ethnic, professional and socioeconomic backgrounds, as well as a diverse range of religious and political beliefs, lifestyles, and identities. HMCPL's commitment to education has caused ~~HMCPL~~ the library to lead the state of Alabama in circulation at our local public libraries. ~~Our community is not without its challenges. Many as many~~ families ~~in our community live in poverty and~~ rely on our library system to provide access to books and other materials in our collection as well as the many services we provide.

~~The~~ HMCPL is a ten-branch system with an extensive outreach department that serves all of Madison County, Alabama. For over 200 years, HMCPL has been dedicated to enriching the educational, recreational, and cultural lives of communities in Madison County through materials, information and programs that foster a lifelong love of learning.

Our Collection

The HMCPL collection includes a wide variety of formats including the following:

- Print consisting of books, documents, magazines, newspapers, pamphlets and maps.
- Audiovisual Media, including videos on DVD and Blu-ray, books on CD and digital audio player, music on compact disc, and streaming audio and video materials. When possible, digital materials are selected in accordance with this policy. However, digital materials may be provided through a content aggregator. As such, the inclusion or exclusion of specific titles in these collections are made by the vendor and may not conform to this policy's guidelines.
- The library also provides wi-fi access to the Internet.
- Other formats include multimedia kits, microforms, educational toys, and selected audiovisual equipment.

Materials may be available in a variety of formats. Factors governing choice of format include anticipated use, ease of access, and availability of technology, if applicable.

Responsibility

HMCPL provides free access to materials in a number of formats (print, media, and electronic) to all patrons. [It is the responsibility of the library director and staff to curate a balanced collection that meets the needs of our community under the authority of the library board. The director and staff will oversee the acquisition of materials using professional judgment, selection guidelines, and common sense consistent with this policy.](#)

Library users make their own choices as to what they use based on individual interests and concerns. HMCPL supports ~~the~~[each person's](#) right ~~of each~~ [family to receive information and](#) to decide which items are appropriate for ~~use~~ [by them and](#) their ~~children.~~ ~~Responsibility~~[families. Ultimate responsibility](#) for a ~~child~~[minor's](#) use of library materials lies with ~~his or her~~[the minor's](#) parent or guardian. ~~While individuals may choose for themselves or their children, they may not choose for others.~~

Selection Guidelines

HMCPL's goal is to provide our ~~diverse community with library materials that reflect a wide range of views, expressions, opinions, and interests.~~ Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. HMCPL's acquisition of these items does not constitute endorsement of their content but rather makes available its expression. ~~Because the library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.~~ community with library materials that encourage literacy and instill in patrons a lifelong love of learning. As described in more detail below, the library director and staff shall select materials on the basis of community interest, accuracy of information and literary or educational significance. The library shall not exclude materials solely due to the subject matter dealing with topics deemed controversial at any given time. The library shall not purchase or receive as a donation any book or material that violates applicable laws or regulations.

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable. Criteria include:

- Public demand, interest or need
- Contemporary significance, ~~popular interest~~ or permanent value
- ~~Attention of critics and reviewers~~
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness of material
- Relation to existing materials in the collection
- ~~Statement of challenging, original, or alternative point~~ Reflecting competing or controversial points of view
- Authenticity of historical, regional, or social setting
- Materials on current or historical matters ~~that represent all points of view regardless of ideological approval.~~
- Accessibility for multiple users of electronic formats
- Costs

Price, accuracy and timeliness of information are other factors influencing selection. The library does not typically purchase out-of-print material for the

collection, and no attempt is made to purchase all the works by particular authors. As a general rule the library will acquire only works of interest to the layperson. The library does not support educational curricula through the purchase of textbooks. Borrowing materials from other libraries through interlibrary loan is another option available to customers for older or unique materials.

The library welcomes suggestions from the public for materials to purchase. Purchase of such requests is dependent on whether the desired item meets general selection guidelines established here.

Gifts

HMCPL welcomes donations to enhance the collection. Donated items become the property of the library. All donations to the library are accepted on the condition that they may be retained and added to the collections or disposed of at its sole discretion, in accordance with this policy. Monetary donations intended for use in purchasing materials may be accompanied by a suggested subject area, but specific selection decisions will be made in accordance with this policy.

Placement of Materials

~~Materials are initially placed in the collection based on publisher recommendation and regional library practice.~~—HMCPL staff ~~may adjust placement of~~will place materials based on suitability of subject ~~and~~, style and content for the intended audience. Library staff may reconsider or reevaluate the placement of materials at any time.

Withdrawal of Materials

Materials that are worn, damaged, outdated, duplicated, or no longer used may be removed from the collection. Materials withdrawn from the collection in this manner will be disposed of at the library's discretion.

The library follows accepted principles of intellectual freedom and each person's right to access and receive information.

Statements of Concern

Should a patron of HMCPL take issue with the inclusion of a specific title in the library collection, ~~they are encouraged to contact the library director to arrange to discuss these concerns. Should that discussion prove unfeasible or fail to address the patron's concerns,~~ they may complete and submit a "Statement of Concern about Library Resources" form ~~which will be supplied by the Executive Director~~. For further details, please see the ~~Statements~~Statement of Concern policy. <https://www.hmcpl.org/policies/concerns>

HMCPL COLLECTION DEVELOPMENT POLICY

DRAFT FOR BOARD VOTE 05-21-2024

Purpose

The Huntsville-Madison County Public Library (HMCPL) works to maintain a useful, well-rounded collection to support the library's mission and meet the needs of residents of the ~~Library~~[library](#)'s service area. This policy exists to guide librarians in selecting materials and to inform the public about the principles guiding collection development decisions.

~~Inclusion of materials in the collection does not constitute endorsement of their contents. The library recognizes that any given item may offend some patrons. However, because the library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable. The library subscribes to the principles contained in the American Library Association's Library Bill of Rights (see Appendix A). These documents have been affirmed by the HMCPL board and are considered part of the Library's policies.~~

Responsibility

~~Through this policy, the HMCPL board places ultimate authority for materials selection with the library director, to be exercised based on the precepts laid out here. The director may delegate portions of these duties to library staff as desired.~~

Digital Materials

Our Community

The Huntsville-Madison County community enjoys a unique background and heritage. For the better part of the past century, the Huntsville-Madison County community has been fueled by innovation and technical advancement and has welcomed newcomers from around the world to make our community their home. Consequently, our growing community encompasses a wide range of racial, ethnic, professional and socioeconomic backgrounds, as well as a

diverse range of religious and political beliefs, lifestyles, and identities. HMCPL's commitment to education has caused the library to lead the state of Alabama in circulation at our local public libraries as many families rely on our library system to provide access to books and other materials in our collection as well as the many services we provide.

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Responsibility

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staff to curate a balanced collection that meets the needs of our community under the authority of the library board. The director and staff will oversee the acquisition of materials using professional judgment, selection guidelines, and common sense consistent with this policy.

Library users make their own choices as to what they use based on individual interests and concerns. HMCPL supports each person's right to receive information and to decide which items are appropriate for them and their families. Ultimate responsibility for a minor's use of library materials lies with the minor's parent or guardian.

Selection Guidelines

~~Selection of books and/or materials shall be made on the basis of the interest, information, and enlightenment of all people of the communities served. Materials will not be excluded because of the origin, background, or views of those contributing to their creation. Items considered for selection are evaluated as a whole, not on the basis of a particular section or sections.~~

HMCPL's goal is to provide our community with library materials that encourage literacy and instill in patrons a lifelong love of learning. As described in more detail below, the library director and staff shall select materials on the basis of community interest, accuracy of information and literary or educational significance. The library shall not exclude materials solely due to the subject matter dealing with topics deemed controversial at any given time. The library shall not purchase or receive as a donation any book or material that violates applicable laws or regulations.

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable. Criteria include:

- Public demand, interest or need
- Contemporary significance or permanent value
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness of material
- Relation to existing materials in the collection

- [Reflecting competing or controversial points of view](#)
- [Authenticity of historical, regional, or social setting](#)
- [Materials on current or historical matters](#)
- [Accessibility for multiple users of electronic formats](#)
- [Costs](#)

Price, accuracy and timeliness of information are other factors influencing selection. The library does not typically purchase out-of-print material for the collection, and no attempt is made to purchase all the works by particular authors. As a general rule, the library will acquire only works of interest to the layperson. The library does not support educational curricula through the purchase of textbooks. Borrowing materials from other libraries through interlibrary loan is another option available to customers for older or unique materials.

~~Materials may be available in a variety of formats. Factors governing the choice of format include anticipated use, ease of access, and availability of technology, if applicable.~~

The library welcomes suggestions from the public for materials to purchase. Purchase of such requests is dependent on whether the desired item meets general selection guidelines established here.

Gifts

HMCPL welcomes donations to enhance the collection. Donated items become the property of the library. All donations to the library are accepted on the condition that they may be retained and added to the collections or disposed of at its sole discretion, in accordance with this policy. Monetary donations intended for use in purchasing materials may be accompanied by a suggested subject area, but specific selection decisions will be made in accordance with this policy.

Placement of Materials

[HMCPL staff will place materials based on suitability of subject, style and content for the intended audience. Library staff may reconsider or reevaluate the placement of materials at any time.](#)

Withdrawal of Materials

Materials that are worn, damaged, outdated, duplicated, or no longer used may be removed from the collection. Materials withdrawn from the collection in this manner will be disposed of at the library's discretion.

[The library follows accepted principles of intellectual freedom and each person's right to access and receive information.](#)

Statements of Concern

Should a patron of HMCPL take issue with the inclusion of a specific title in the library collection, ~~they are encouraged to contact the library director to arrange to discuss these concerns. Should that discussion prove unfeasible or fail to address the patron's concerns,~~ they may complete and submit a "Statement of Concern about Library Resources" form ~~which will be supplied by the Executive Director.~~ For further details, please see the ~~Statements~~Statement of Concern policy. <https://www.hmcpl.org/policies/concerns>

~~Appendix A:~~

~~Library Bill of Rights~~ <https://www.ala.org/advocacy/intfreedom/librarybill>

~~The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:~~

~~I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.~~

~~II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.~~

~~III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.~~

~~IV. Libraries should cooperate with all persons and groups concerned with~~

~~resisting abridgment of free expression and free access to ideas.~~

~~V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.~~

~~VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.~~

~~VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.~~

~~Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.~~

Notary Public Policy

DRAFT FOR BOARD VOTE 05-21-24

Huntsville-Madison County Public Library offers Notary Public services for a fee of \$1.00 per item notarized in a document. Notary services are dependent on Notary's availability. Call the Library location in advance to ensure availability and/or to schedule an appointment.

Rules for Notary Public services include but are not limited to:

- An original photo identification with a signature issued by a U.S. state or federal government, such as a driver's license, state ID card, U.S. military ID, or passport. Expired IDs and photographs of identification cannot be accepted.
- Patrons must bring their own witnesses if needed. The Library does not provide witnesses, and witnesses may not be solicited from staff or customers using the Library.
- Documents to be notarized must contain a Notary Public acknowledgment.
- DO NOT sign or date the document beforehand. Documents must be signed in the Notary's presence in order to be valid.
- If signing on behalf of an employer, Government Form I-9 or Employment Eligibility Verification must include a letter from the employer authorizing the employee to act as the employer's representative.
- All real estate documents must comply with Alabama state law requirements.
- All documents to be notarized must be in English. Notaries are not permitted to make use of a translator to communicate with a Notary customer.
- Notaries may not copy and notarize Public Record documents. Some common examples of Public Record documents include: birth certificates, death certificates, official school records and transcripts, immigration papers, military records, driver's licenses, passports, and certificates of citizenship.

Notary Publics will not provide service if the requestor, document, or circumstance raises an issue of authenticity, ambiguity, doubt, or uncertainty for the library. The Notary Public has the sole discretion to decline or provide notary public service.

Cost Per Copy Agreement				Customer Purchase Order		Sales Rep #	
<i>Billing Location</i>				<i>Install Location</i>			
Full Customer Name – Include Inc., Corp., LLC etc. Huntsville Madison County Public Library				Customer Name Huntsville Madison County Public Library			
				Department		County	
Street Address 915 MONROE ST SW				Street Address 915 MONROE ST SW			
City Huntsville		State AL	Zip+4 35801	City Huntsville		State AL	Zip+4 35801
Contact Name Connie Chow		Phone # 256-532-5952	Fax #	Meter Contact Connie Chow		Phone # 256-532-5952	Fax #
Email cchow@hmcpl.org				Email cchow@hmcpl.org			

Qty.	Manufacturer	Equip. ID	Model	Serial Number	Unit Price	Amount
1	Ricoh		IM C3010 - 30 PPM Color Copier			
1	Ricoh		Cabinet Type A5			
1	Ricoh		IM C3010 - 30 PPM Color Copier			
1	Ricoh		Cabinet Type A5			
1	Ricoh		IM C4510 - 45 PPM Color Copier			
1	Ricoh		Fax Option Type M52			
1	Ricoh		Booklet Finisher SR3330 (1,000 Sheet)			
1	Ricoh		Bridge Unit BU3100			

Trade-In/Buyout (Items to be picked up)					Total This Page	
					Total From Add'l Equipment List	
1	Ricoh	AAA39742	Ricoh MP C307 desktop MFP	C508P103427	Sales Tax	
					Total	
					Tax Exempt <input type="checkbox"/> Yes <input type="checkbox"/> No Attach Exemption Certificate	

1) The equipment specified above will be provided at the following rates:

Commencement Date	Term	Security Deposit	Total Minimum Payment	Minimum Billing Frequency		Overage Billing Frequency	
	48		\$1,450.29	Monthly		Quarterly	
Monthly Minimum Number of B&W Copies 25000	Overage Rate per B&W Copy 0.008500	Monthly Minimum Number of Color Copies 11000	Overage Rate per Color Copy 0.055000	Agreement Includes <input type="checkbox"/> Yes <input type="checkbox"/> No Master Unit <input type="checkbox"/> Yes <input type="checkbox"/> No Color Supplies <input type="checkbox"/> Yes <input type="checkbox"/> No Drum/Photo Conductor <input type="checkbox"/> Yes <input type="checkbox"/> No Imaging Units <input type="checkbox"/> Yes <input type="checkbox"/> No Parts/Labor <input type="checkbox"/> Yes <input type="checkbox"/> No Toner/Dispersant <input type="checkbox"/> Yes <input type="checkbox"/> No Developer <input type="checkbox"/> Yes <input type="checkbox"/> No Other <input type="checkbox"/> New Account <input type="checkbox"/> New Equipment <input type="checkbox"/> Upgrade <input type="checkbox"/> Remanufactured Equipment <input type="checkbox"/> Additional Unit <input type="checkbox"/> Equipment <input type="checkbox"/> MAM <input type="checkbox"/> Used <input type="checkbox"/> Yes <input type="checkbox"/> No MICR Toner			
Monthly Minimum Number of Square Feet	Overage Rate per Square Foot	Monthly Minimum Number of Linear Feet	Overage Rate per Linear Foot				
Monthly Minimum Number of B&W Prints	Overage Rate per B&W Print	Monthly Minimum Number of Color Prints	Overage Rate per Color Print				
Monthly Minimum Number of Misc	Overage Rate per Misc	Monthly Minimum Number of Misc 2	Overage Rate per Misc 2				

Remarks:

<i>Additional terms and conditions on page 2.</i>			
Signature: _____		Sales Rep: _____	Date: _____
Print Name: _____		Sales Manager: _____	Date: _____
Title: _____	Date: _____		



*This is a non-cancelable agreement*Order # J2MW00

2. **RENTAL AGREEMENT.** You agree to rent the equipment described in this Cost per Copy agreement (collectively "Equipment"). This Agreement will begin on the commencement date listed in the Cost Per Copy Agreement (CPC). You agree to pay us any required Security Deposit when you sign this Agreement. Your CPC Payment consists of the Periodic Equipment Payment and the Periodic Supply Maintenance Payment. The Excess Charge Per Copy is the variable charge for maintenance services and supplies (as set forth in this Agreement) for copies in excess of Minimum Copy Requirement for the applicable period. Unless otherwise set forth in this Agreement, each CPC payment is due and payable monthly. The Minimum Monthly Payment is due whether or not you receive an invoice from us. Excess Charge Per Copy amounts are payable as invoiced by us following the end of each Billing Period. If in any period you make fewer copies than the Periodic Copy Requirement, you cannot carry over that amount to any other period. We have the right to increase, without written notice, the Periodic Supply Maintenance Payment and the Excess Charge per Copy on an annual basis. You will provide us with accurate meter readings for each item of Equipment when and by such means as we request. **YOU AGREE THAT WE MAY ESTIMATE THE NUMBER OF COPIES PRODUCED IF A METER READING IS NOT RECEIVED BY US WITHIN 5 DAYS OF THE DATE WE SPECIFY. IF AN ACTUAL METER READING IS RECEIVED WITHIN 90 DAYS OF THE BILLING DATE FOR THE EXCESS COPIES, AN ADJUSTMENT WILL BE MADE. NOTWITHSTANDING ANY ADJUSTMENT, YOU WILL NEVER PAY LESS THAN THE PERIODIC CPC PAYMENT.** Single copy charges apply up to 8.5" x 14". For efficient and electronic meter reading, RJY utilizes specialized software that reports current meter readings on all print devices connected to your Network. Customer agrees that meters may be accessed and reported in this manner. Should the number of scans exceed the total of all prints and copies, we reserve the right to invoice these excess scans at \$.0025 per scan. You will make all payments required under this Agreement to us at the address we may specify in writing. Unless a proper exemption certificate is provided applicable sales and use taxes will be added to the Payment. If any Payment is not paid when due, you will pay us a late charge of up to 15% of the amount of the payment or \$15.00 whichever is greater (or such lesser rate as is the maximum rate allowed under applicable law). You also agree to pay \$35.00 for each returned check. Restrictive endorsements or additional terms on checks you send to us will not reduce your obligations to us.

3. **CONNECTION TO COMPUTERS/NETWORKS.** RJY offers complimentary installation of manufacturer print drivers and software for any connectable equipment listed in this agreement. Installation is performed by support personnel. Customer agrees to provide access and information required to complete the requested installation. Customer will provide all necessary network cabling required for installation. If RJY performs the Installation/Connection, the customer agrees that RJY is responsible for only completing the installation and setup of the equipment listed in this agreement. The initial installation and any additional basic configurations are covered at no charge for the first 90 days under the condition that the customer has made no changes to their network during that period. Installations requiring extensive configuration will be quoted separately and performed upon request. After the initial 90 day period, any network connectivity support requested by the customer will be billed at RJY's then current charge rate for connectivity support. RJY will not be held liable for any errors, property damage, loss of time or profit, consequential or incidental damages of any kind arising as result of operating any software provided with the purchase of a manufacturer's product or downloaded from a manufacturer's website.

4. **TITLE; RECORDING.** We are the owner of and will hold title to the Equipment. You will keep the Equipment free of all liens and encumbrances.

5. **USE.** You shall use the Equipment in a careful and proper manner in conformance with manufacturer's specifications and all laws, ordinances and regulations in any way relating to the possession or use of the Equipment. Customer represents that these products are NOT acquired for personal, family, or household purposes.

6. **INDEMNIFICATION.** You are responsible for any losses, damages, penalties, claims, suits and actions (collectively "Claims"), whether based on a theory of strict liability or otherwise caused by or related to the installation, ownership, maintenance, use, rental, possession, or delivery of the Equipment. You agree to reimburse us for and, if we request, to defend us against any Claims.

7. **ASSIGNMENT.** You agree not to sell, assign, transfer or sublease the equipment or your interest in this Agreement. We may, without notifying you, sell, assign, or transfer this Agreement and our rights to the Equipment. The rights of the assignee will not be subject to any claim, defense or set-off that you may have against us.

8. **LOSS OR DAMAGE.** You are responsible for any loss, theft, destruction of, or damage to the Equipment (collectively "Loss") from any cause at all, whether or not insured, until it is delivered to us at the end of this Agreement. You are required to make all CPC payments even if there is a Loss. You must notify us in writing immediately of any Loss. Then, at our option, you will either (a) repair the Equipment so that it is in good condition and working order, eligible for any manufacturer's certification, or (b) pay us the amount equal to the net present value of all unpaid CPC Payments for the remainder of the term plus the present value of our anticipated residual interest in the Equipment, each discounted at 5% per year, compounded annually, plus all other amounts due or that may become due under this Agreement. If you have satisfied your obligations under this Section 9, we will forward to you any insurance proceeds that we receive for lost, damaged, or destroyed Equipment. If you are in default, we will apply any insurance proceeds we receive to reduce your obligations under Section 16 of this Agreement.

9. **TAXES AND FEES.** You agree to show the Equipment as "Leased Property" on all personal property tax returns. You will pay when due, either directly or to us upon our demand, all taxes, fines and penalties relating to this Agreement or the Equipment that are now or in the future assessed or levied by any state, local or government authority.

10. **EQUIPMENT LOCATION; RETURN.** You will keep and use the Equipment only at the Equipment Location shown in this Agreement. You may not move the Equipment without our prior written consent. You will provide adequate space and electrical services for the operation of the Equipment. You will not make any alterations, additions or replacements to the Equipment without our prior written consent. All alterations, additions or replacements will become part of the Equipment and our property at no cost or expense to us. Upon the expiration or earlier termination of this Agreement, you will deliver the Equipment to us, in good condition, full working order and in complete repair, except ordinary wear and tear. We will pick up the Equipment provided that the Equipment is in our servicing territory. If the Equipment is outside our servicing territory, you will crate, insure, and ship the Equipment, in good working condition, to us by means we designate, with all expenses to be prepaid by you. You will be responsible for any damage to the Equipment during shipping.

11. **RENEWAL.** Unless you give us at least 30 days written notice before the end of the initial term or any renewal term of this Agreement, this Agreement will automatically renew for an additional one year renewal term. During such renewal term(s) the CPC Payment will remain the same (subject to the annual adjustment provided in Section 2 above). We may cancel an automatic renewal term by sending you written notice 10 days prior to such renewal term.

12. **YOUR REPRESENTATIONS.** You state for our benefit that as of the date of this Agreement; (a) you have the lawful power and authority to enter into this Agreement; (b) the individuals signing this Agreement have been duly authorized to do so on your behalf; (c) by entering into this Agreement you will not violate any law or other agreement to which you are a party; (d) you are not aware of anything that will have a material negative effect on your ability to satisfy your obligations under this Agreement; and (e) all financial information you have provided us is true and accurate and provides a good representation of your current financial condition.

13. **YOUR PROMISES.** In addition to the other provisions of this Agreement, you agree that during the term of this Agreement (a) you will promptly notify us in writing if you move your principal place of business, if you change the name of your business, or if there is a change in your ownership; (b) you will provide to us such financial information as we may reasonably request from time to time; and (c) you will take any action we reasonably request to protect our rights in the Equipment and to meet your obligation under this Agreement.

14. **DEFAULT.** You will be in default under this Agreement if any of the following events occur: (a) you fail to make any CPC payment or other sum when due; (b) you fail to comply with any other term or condition of this Agreement or any other agreement between us, or fail to perform any obligation imposed upon you relating to this Agreement or any such other agreement; (c) you become insolvent, you dissolve or are dissolved, you assign your assets for the benefit of your creditors, you sell, transfer or otherwise dispose of all or substantially all of your assets, or you enter (voluntarily or involuntarily) into any bankruptcy or reorganization proceeding; (d) without our prior written consent, you merge or consolidate with any other entity and you are not the survivor of such merger or consolidation; (e) any guarantor of this Agreement dies, does not perform its obligations under the guaranty, or becomes subject to one of the events listed in clause (c) above.

15. **REMEDIES.** In the event you default under this Agreement, as defined above, we will have the right to take ONE OR MORE of the following actions, in addition to any and all other remedies that may be available to us under law: (a) cancel this Agreement without prior notice or warning to you; (b) file a law suit against you to collect all past due amounts AND ALL AMOUNTS THAT WILL BECOME DUE IN THE FUTURE DURING THE UNEXPIRED TERM, plus the "residual value" of the Equipment as determined by us in our sole but reasonable judgment, plus all other fees, charges or amount that are then due, plus all of our reasonable legal costs, including but not limited to reasonable attorneys' fees, reasonable overhead for employee time spent on preparing for suit or attempting to collect payments and mitigate our damages; (c) repossess the Equipment or apply to a court for an order allowing repossession. In this event, you agree that, after the Equipment is repossessed, you will have no further rights in the Equipment, and you agree we may resell, re-lease or otherwise remarket the Equipment without notice to you. You agree (and you waive any rights that may provide to the contrary) that we will NOT be required to repossess, resell, re-lease or otherwise remarket the Equipment at any time, and that our failure to do so will not affect our other rights of collection and other rights under this Agreement or under law.

16. **NOTICES.** All of our written notices to us must be sent by certified mail or recognized overnight delivery service, postage prepaid, to us at our address stated in this Agreement. All of our notices to you may be sent first class mail, postage prepaid, to your address stated in this Agreement. At any time after this Agreement is signed, you or we may change an address by giving notice to the other of the change.

17. **MISCELLANEOUS.** This Agreement contains our entire agreement and supersedes any conflicting provision of any equipment purchase order or any other agreement. Once this agreement is signed by you, the agreement constitutes an OFFER to you, and will not be binding until ACCEPTED by us, as evidenced by the signature of the Corporate Office. Any change in the terms and conditions of this Agreement must be in writing and signed by one of our Officers. You agree, however, that we are authorized, without notice to you, to supply missing information or correct obvious errors in this Agreement. If a court finds any provision of this Agreement to be unenforceable, the remaining terms of the Agreement shall remain in effect.

18. **JURISDICTION.** You and any Guarantor agree that this Agreement will be deemed fully executed and performed in the State of Tennessee and will be governed by Tennessee law. YOU AND ANY GUARANTOR EXPRESSLY AGREE TO: (A) BE SUBJECT TO THE PERSONAL JURISDICTION OF THE STATE OF TENNESSEE; (B) ACCEPT VENUE IN ANY FEDERAL OR STATE COURT IN TENNESSEE; AND (C) WAIVE ANY RIGHT TO A TRIAL BY JURY.

19. **INTERPRETATION.** As a convenience to you and to further expedite this transaction for you, you agree that a photocopy, electronic image or facsimile of this Agreement which includes a photocopy, electronic image or facsimile of the signatures of both parties shall be as valid, authentic and legally binding as the original version for all purposes and shall be admissible in court as final and conclusive evidence of this transaction and of the execution of this document.

20. Customer will be enrolled in the RJ Young online customer portal (ePASS). This online portal allows authorized users designated by customer to order supplies, place service calls, pay invoices, view bills and view account information online.



Locations:

- Downtown 2nd Floor – Information & Business Center
 - o Ricoh IMC3010(Replacement)
- Downtown 2nd Floor - Special Collections
 - o Ricoh IMC3010(Replacement)
- South Huntsville Library – 7901-L Bailey Cove Road
 - o Ricoh IMC3000(BOGO)
- Monrovia Public Library – 254 Allen Drake Drive
 - o Ricoh IMC3500(BOGO)
- Downtown – 3rd Floor - Administration
 - o Ricoh IMC4500(BOGO)
- Downtown 2nd Floor – Information & Business Center
 - o Ricoh IMC4500(BOGO)
- North Huntsville Library – 3100-A Sparkman Drive
 - o Ricoh IM C300f(Replacement)
- Downtown 1st Floor – Youth Services
 - o Ricoh IM C300f(Replacement)
- Downtown 3rd Floor – HR Dept
 - o Ricoh IMC4510(Replacement)

Current Contract:

- Service:
 - o 39,000 B/W Copies per month
 - \$0.0085 per overage
 - o 11,000 Color Copies Per month
 - \$0.055 per overage
- Monthly Cost:
 - o \$1,670.61

Proposed:

- Service:
 - o 25,000 B/W Copies per month
 - \$0.0085 per overage
 - o 11,000 Color Copies per month
 - \$0.055 per overage
- Card Readers: \$173.44 per month
- Monthly Cost:
 - o **\$1,623.73**



Technology Solutions That Power Your Business

Coin Op machines

Quote # 015661 Version 1

Prepared for:

Huntsville-Madison County Public Library

Products- Licenses

Description		Qty	
ITCB-GD54-DS ITC Grand Coin Box 5420 Coins & Bills		2	
EQHW-CCAD-DS Terminal Interface Copier Cable		2	
<p>Products and Licenses will commence billing at time of signature/project initiation to align with the procurement of these required items. The lease payments will be based on total cost and lease term selected.</p>			

Coin Op machines

Prepared by:

RJ Young

Style Reed
 256-562-8792
 Style.Reed@rjyoung.com
 Enterprise Solutions Specialist

Prepared for:

Huntsville-Madison County Public Library

915 Monroe St SW
 Huntsville, AL 35801
 Connie Chow

cchow@hmcpl.org

Quote Information:

Quote #: 015661

Version: 1
 Delivery Date: 05/09/2024
 Expiration Date: 08/04/2023

Payment Options

Description	Payments	Interval	Amount
Term Options			
48 Month Payments (Professional Services Installment and Product Lease) \$1DBO	48	Monthly	\$173.44

Summary of Selected Payment Options

Description	Amount
Term Options: 48 Month Payments (Professional Services Installment and Product Lease) \$1DBO	
Selected Payment	\$173.44

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

RJ Young

Huntsville-Madison County Public Library

Signature: _____

Signature: _____

Name: Style Reed

Name: Connie Chow

Title: Enterprise Solutions Specialist

Date: _____

Date: 05/09/2024

RJY Agreement Terms

- 1. Acknowledgement.** Customer acknowledges that the monthly licensing portion of this agreement **015661** will auto renew upon the completion of this contract term unless 30 day written notice is provided by the customer to Robert J Young. Customer acknowledges that this contract will be accompanied by a detailed Statement of Work detailing the work to be performed by Robert J Young or authorized sub-contractor. Customer agrees to begin paying base monthly fees for all product, licensing, maintenance and support, and 3rd Party labor and services upon execution of agreement. All RJY professional services (not included in lease payment) associated to implementation / integration as detailed in the statement of work will be billed in installment payments coterminous with the lease option selected for products, licenses, maintenance and support, and 3rd party labor and services. You agree to sign and return to us a certificate of acceptance (which at your option may be returned electronically) within five (5) business days after the services detailed in the Statement of Work have been completed. Any changes to Statement of Work will be mutually agreed upon and executed via an addendum which is to be mutually agreed upon by both parties.
- 2. Promise to pay interest rate:** Except as set forth in any “State and Local Government Provisions” you promise to pay to the order of us or our assignee, if applicable, the Principal Amount plus interest on the unpaid balance in consecutive monthly payments in the amounts set forth above over the term identified above. The remaining payments are due on the same day of each subsequent month. Unless, to the extent you are exempt and provide a valid exemption certificate you agree to pay all subsequent sales, use or applicable taxes. You shall pay the unpaid balance of the principal amount and all interest and any other charges due hereunder on the expiration of the Term.

EXCEPT AS SET FORTH IN ANY “STATE AND LOCAL GOVERNMENT PROVISIONS YOUR OBLIGATIONS TO REMIT PAYMENTS TO US UNDER THIS AGREEMENT SHALL BE ABSOLUTE, UNCONDITIONAL AND COMPLETELY INDEPENDENT OF ANY DAMAGE OR DEFECT OF THE SOFTWARE, CUSTOMER’S LOSS OF POSSESSION OR USE OF THE LICENSED SOFTWARE, OR ANY FAILURE ON THE PART OF ANY PARTY TO PERFORM ANY SERVICES RELATED TO THE LICENSED SOFTWARE. PAYMENTS TO THIS AGREEMENT ARE NOT SUBJECT TO SETOFFS, CLAIMS OR DEFENSES OF ANY NATURE WHATSOEVER ALL OF WHICH YOU HEREBY WAIVE TO THE EXTENT PERMITTED BY APPLICABLE LAW. You agree that you will remit payments in the form of company checks, direct debits, or wires only. Cash and cash equivalents are not considered acceptable forms of payment.
- 3. Prepayment:** You may not partially prepay the principal amount of this agreement prior to the end of Term without prior written approval by Robert J Young. At any time, Customer may prepay all, but not less than all, of the Principal Amount, together with any and all accrued and unpaid interest thereon, any and all other amounts payable by Customer under this Agreement.
- 4. Late Payments.** If any Payment or any other sum due under this Agreement is not received within ten (10) days after the applicable due date for such Payment or other amount, in addition to the amount of each such Payment or other amount, to the extent not prohibited by applicable law, you shall pay a late payment charge of up to five (5%) of such past due amount. To the extent not prohibited by applicable law, you also agree to pay \$35 for each check returned for insufficient funds or any other reason.
- 5. Ownership; Security Interest.** Unless we are the licensor of the Licensed Software, we have no ownership interest in the Licensed Software and shall not be shown as the owner of the Licensed Software on any tax reports or returns. To secure all of your obligations under this Agreement, you grant to us a security interest in your rights under and interests in each software license agreement relating to the Licensed Software, including any amendments thereto and each maintenance, support or other professional services agreement relating to any License, together with all of your rights and interest in any general intangible which any of the foregoing may represent, and all products and proceeds of such rights and interest. You irrevocably grant to us the power to prepare, sign on your behalf (if applicable), and file Uniform Commercial Code (UCC) financing statements identifying the Collateral and any related amendments or continuations.

6. **Representations, Warranties, and Covenants.** You hereby represent, warrant, and covenant as follows (i) you have the power and authority to enter into this Agreement and to grant the security interest described in this agreement.
7. **Default.** You will be in default under this Agreement if any of the following events occur; (a) you fail to make any payments when due; (b) you fail to comply with any other term or condition of this Agreement or any other agreement between us, or fail to perform any obligation imposed upon you relating to this Agreement or any such other agreement; (c) you become insolvent, you dissolve or are dissolved, you assign your assets for the benefit of your creditors, you sell, transfer or otherwise dispose of all or substantially all of your assets, or you enter (voluntarily or involuntarily) into any bankruptcy or reorganization proceeding; (d) without our prior written consent, you merge or consolidate with any other entity and you are not the survivor of such merger or consolidation; any guarantor of this Agreement dies, does not perform its obligations under the guaranty.
8. **ASSIGNMENT.** You agree not to sell, assign, transfer, or sublease any of your interest in this agreement. We may, without notifying you, sell, assign, or transfer this Agreement and our rights. The rights of the assignee will not be subject to any claim, defense or set-off that you may have against us.
9. **REMEDIES.** In the event you default under this Agreement, as defined above, we will have the right to take ONE OR MORE of the following actions, in addition to any and all other remedies that may be available to us under law; (a) disable any service relating to this Agreement; (b) cancel this Agreement without prior written notice or warning to you; (c) file a law suit against you to collect all past due amounts AND ALL AMOUNTS THAT WILL BECOME DUE IN THE FUTURE DURING THE UNEXPIRED TERM, plus the “residual value” of the Equipment as determined by us in our sole but reasonable judgment, plus all other fee, charge or amount that are then due, plus all of our reasonable legal costs, including but not limited to reasonable attorneys fee, reasonable overhead for employee time spent on preparing for suit or attempting to collect payments and mitigate our damages.
10. **DISCLAIMER OF WARRANTIES.** YOU ACKNOWLEDGE AND AGREE THAT: WE ARE AN INDEPENDENT CONTRACTOR AND NOT A FIDUCIARY OF YOU; YOU HAVE SELECTED THE LICENSED SOFTWARE, THE SOFTWARE SUPPLIER AND, IF APPLICABLE, THE SOFTWARE LICENSOR BASED UPON YOUR OWN JUDGMENT; YOU AFFIRMATIVELY DISCLAIM RELIANCE ON ANY ORAL STATEMENT OR REPRESENTATION CONCERNING THE LICENSED SOFTWARE MADE TO YOU; THE LICENSED SOFTWARE IS OF A DESIGN, SIZE, FITNESS, AND CAPACITY SELECTED BY YOU AND THAT HE SAME IS SUITABLE AND FIT FOR YOUR PURPOSES; WE DO NOT MAKE, HAVE NOT MADE, NOR SHALL BE DEEMED TO MAKE OR HAVE MADE, ANY REPRESENTATION OR WARRANTY, EITHER EXPRESS OR IMPLIED, WRITTEN OR ORAL, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. WE MAKE NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE LEGAL, TAX OR ACCOUNTING TREATMENT OF THIS AGREEMENT OR THE LICENSED SOFTWARE. YOU WILL OBTAIN YOUR OWN LEGAL, TAX AND ACCOUNTING ADVICE RELATED TO, AND MAKE YOUR OWN DETERMINATION OF THE PROPER ACCOUNTING TREATMENT OF THIS AGREEMENT. WE SHALL NOT HAVE LIABILITY TO YOU OR TO ANY THIRD PARTY FOR ANY DAMAGES RELATED TO THIS AGREEMENT.
11. **Notices.** All of your written notices to us must be sent by certified mail or recognized overnight delivery service, postage prepaid, to us at our address stated in this agreement. All of our notices to you may be sent first class mail, postage prepaid, to your address stated in this Agreement. At any time after this Agreement is signed, you or we may change an address by giving notice to the other of the change.
12. **MISCELLANEOUS.** This agreement contains our entire agreement and supersedes any conflicting provision of any purchase order or other agreement. Once this agreement is signed by you, the agreement constitutes an OFFER to you, and will not be binding until ACCEPTED by us, as evidenced by the signature of the Corporate Office. Any changes in the terms and conditions of this Agreement must be in writing and signed by one of our Officers. You agree, however, that we are authorized, without notice to you, to supply missing information or correct obvious errors in this Agreement. If a court finds any provision of this Agreement

to be unenforceable, the remaining terms of the Agreement shall remain in effect.

13. **JURISDICTION.** You and any Guarantor agree that this Agreement will be deemed fully executed and performed in the State of Tennessee and will be governed by Tennessee law. YOU AND ANY GUARANTOR EXPRESSLY AGREE TO: (A) BE SUBJECT TO THE PERSONAL JURISDICTION OF THE STATE OF TENNESSEE; (B) ACCEPT VENUE IN ANY FEDERAL OR STATE COURT IN TENNESSEE; AND (c) WAIVE ANY RIGHT TO A TRIAL BY JURY.
14. **INTERPRETATION.** As a convenience to you and to further expedite this transaction for you, you agree that a photocopy, electronic image or facsimile of this Agreement with includes a signature of both parties shall be as valid, authentic and legally binding as the original version for all purposes and shall be admissible in court as final and conclusive evidence of this transaction and of the execution of this document.

NAYAX Cashless Terminal



Fees

Monthly Fee: \$7.95 per month, per device. Includes web-based portal reporting

Processing Fee: 5.95% per transaction

Account Set-up Fee: \$35 one time (1 item)

Activation Fee: \$30.00 (credited to account based on volume sales) Per Device

Settlement Frequency: Weekly

Third Party Transaction Fees: Additional to fees above. \$250 one-time setup fee, 1.2% transaction fee added to merchant processing fee above, (These fees are in addition to the standard processing fees above)

Selling Points

- Accepts Contact Chip Cards (EMV) Only when Nayax or Heartland is the credit card processor
- Supports 3rd party processing. CreditCall is the processor (additional fees apply) Chase Paymentech - Elavon - First Data - Global Payments - TSYS

Specs

- Accepted Payments: Visa, MasterCard, Amex, ApplePay, Google Wallet, Contactless Payment
- Contact Chip EMV Credit Card Only
- Display messages can be configured
- Web reporting portal
- Real time reporting via web portal
- PCI Certified Visa CISP Level 1
- Annual PCI audits are performed to maintain compliance

Supporting Links

ecoprintQ Inc
14261 Commerce Way Suite 101
Miami Lakes, FL 33016
800-236-8499
www.ecoprintq.com

solutions@ecoprintq.com

www.nayax.com/cashless_payments
*Nayax PCI Compliance Certificate
*Nayax AOC Security Document

FINANCIAL ANALYSIS
P.E. 4-30-24

		TOTAL				
		Oct '23 - Apr 24	Budget	\$ Over Budget	% of Budget	INCOME AND EXPENSE SHOULD BE AT 58.33%
Ordinary Income/Expense						
Income						
	CAPITAL CAMPAIGN INCOME	19,205.24	0.00		100.0%	
	GOVERNMENT SUPPORT	5,663,262.53	7,759,808.00	-2,096,545.47	72.98%	
	FRIENDS OF THE LIBRARY SUPPORT	77,607.77	116,800.00	-39,192.23	66.45%	
	FOUNDATION SUPPORT	75,000.00	73,200.00	1,800.00	102.46%	FOUNDATION SUPPORT-Complete
	INVESTMENT INCOME	113,986.76	122,025.00	-8,038.24	93.41%	INVESTMENT INCOME-Higher interest rates.
	FEES	103,712.61	103,010.00	702.61	100.68%	FEES-Photo \$25,583, Mtg Rooms \$6,425, Non-Res \$9,906.
	GIFTS and GRANTS	201,020.96	17,500.00	183,520.96	1,148.69%	GIFTS and GRANTS-GRANTS \$28,471 GIFTS \$71,543,\$75,415.
	MISCELLANEOUS	2,387.17	0.00	2,387.17	100.0%	
	PROGRAM REVENUES	216.50	0.00	216.50	100.0%	
	SUMMER READING PROGRAM	1,050.00	0.00	1,050.00	100.0%	
	Total Income	6,257,438.60	8,192,343.00	-1,934,904.40	76.38%	
Gross Profit		6,257,438.60	8,192,343.00	-1,934,904.40	76.38%	
Expense						
	CAPITAL CAMPAIGN EXPENSE	904.81	0.00	904.81	100.0%	
	AUTOMATED SERVICES	124,546.76	261,517.00	-136,970.24	47.63%	
	BUILDING OPERATIONS	604,874.72	1,219,038.00	-614,163.28	49.62%	
	GENERAL OPERATING	154,361.57	268,593.00	-114,231.43	57.47%	
	MATERIALS	547,530.25	884,772.00	-337,241.75	61.88%	
	SALARIES & BENEFITS	2,983,147.13	5,558,423.00	-2,575,275.87	53.67%	
	GRANT EXPENSES	16,203.20	0.00	16,203.20	100.0%	
	OTHER GIFT EXPENSES	69,750.73	0.00	69,750.73	100.0%	
	Total Expense	4,501,319.17	8,192,343.00	-3,691,023.83	54.95%	
Net Ordinary Income		1,756,119.43	0.00	1,756,119.43	100.0%	
Net Income		1,756,119.43	0.00	1,756,119.43	100.0%	

Huntsville Public Library

Balance Sheet

As of April 30, 2024

			Apr 30, 24
ASSETS			
Current Assets			
Checking/Savings			
Cash and cash on hand			
VISA DEBIT CARDS			
		VISA GIFT CARD #9867-TRI	1.12
		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			392.55
Servis1st Bank-Master Account			
		Servis1st Bank-Master-Rainy Day	1,423,204.00
		Servis1st Bank-Master Account - Other	2,745,336.78
Total Servis1st Bank-Master Account			4,168,540.78
Servis1st Bank-Gifts			476,453.75
Servis1st Bank-Merchant Acct			27,347.21
Servis1st Bank-Payroll			-1,955.01
Petty cash			1,695.00
Total Cash and cash on hand			4,672,474.28
Certificates of Deposit			
		Firstbank EME Funds	92,690.10
		PNC CD #391594 EME	176,147.44
		Progress-Cummer #601001597-CUMM	95,981.12
		PROGRESS BANK-RAINY DAY FUNDS	251,549.23
		SERVIS 1ST CD 3140415 AEDG	52,642.79
		Servis1st CD Mccalin 371138	28,524.38
		TRUIST BANK CD RAINY DAY-MMA	585,617.77
		UNITED COMMUNITY-KYSER CD	55,241.66
		United Community Bank #25231	178,187.39
Total Certificates of Deposit			1,516,581.88
Investments			
		C. Schwab HMCPL 3703-9063	862,461.60
		C. Schwab M. Pruitt 4478-8529	106,640.29
		C.Schwab Jean Payne 7587-0478	76,319.26
		C. Schwab- Roberts 4311-4986	21,533.70
Total Investments			1,066,954.85

Huntsville Public Library

Balance Sheet

As of April 30, 2024

	Total Checking/Savings	7,256,011.01
	Accounts Receivable	
	Accounts Receivable	-321.30
	Total Accounts Receivable	-321.30
	Other Current Assets	
	Lease Receivable - ST	18,979.27
	Miscellaneous Receivables	26.38
	Prepays	56,682.20
	Total Other Current Assets	75,687.85
	Total Current Assets	7,331,377.56
	Fixed Assets	
	Library collection	2,928,552.21
	Miscellaneous fixed assets	7,187,862.18
	Donated photographs	126,077.00
	Acc deprec - library collection	-1,988,451.00
	Acc deprec - misc fixed assets	-5,261,604.75
	Lease Asset	62,708.25
	Acc Amortization - Lease	-21,064.80
	Total Fixed Assets	3,034,079.09
	Other Assets	
	Lease Receivable - LT	34,982.02
	Total Other Assets	34,982.02
	TOTAL ASSETS	10,400,438.67
	LIABILITIES & EQUITY	
	Liabilities	
	Current Liabilities	
	Other Current Liabilities	
	Lease Liability - ST	21,066.44
	Due From Capital Campaign	58.92
	Accrued liabilities	
	Clinic	650.00
	Withheld Vanguard 457(b) Roth	881.45
	Withheld Vanguard 457(b) Pretax	-881.45
	Withheld Accident Ins(pretaxed)	327.54
	Withheld Cancer Ins (pretaxed)	599.38
	Withheld Critical Illness Princ	71.71
	Withheld Voluntary Life Prem	80.97

Huntsville Public Library
Balance Sheet
As of April 30, 2024

			Withheld Health Ins (pretaxed)	-2,008.32
			Withheld Health Ins (taxed)	1,277.05
			Withheld LTD Principal	221.03
			Withheld S-T Disability Ins	35.10
			Withheld STD Principal	107.16
			Withheld Vision (pretaxed)	-248.23
			Withheld Vision (taxed)	-0.07
			Total Accrued liabilities	1,113.32
			Deferred revenue	
			Deferred revenue - grants	36,441.40
			Total Deferred revenue	36,441.40
			Total Other Current Liabilities	58,680.08
			Total Current Liabilities	58,680.08
			Long Term Liabilities	
			Lease - Deferred Inflow of Reso	53,107.81
			Lease Liability - LT	21,248.14
			Total Long Term Liabilities	74,355.95
			Total Liabilities	133,036.03
			Equity	
			Friends endowment	82.00
			Investment in Fixed Assets	2,926,306.12
			Restricted Fund	359,349.75
			Retained Earnings	3,134,537.13
			UNRESTRICTED-GENERAL FUND	1,736,672.96
			GAAP ENTRY	354,324.31
			Net Income	1,756,130.37
			Total Equity	10,267,402.64
			TOTAL LIABILITIES & EQUITY	10,400,438.67

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2023 through April 2024

		Total COH			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	19,205.24			
	GOVERNMENT SUPPORT	4,548,647.84	6,070,681.00	-1,522,033.16	74.93%
	FRIENDS OF THE LIBRARY SUPPORT	55,319.02	95,000.00	-39,680.98	58.23%
	FOUNDATION SUPPORT	66,818.18	66,000.00	818.18	101.24%
	INVESTMENT INCOME	113,986.76	122,025.00	-8,038.24	93.41%
	FEES	67,128.84	68,350.00	-1,221.16	98.21%
	GIFTS and GRANTS	178,318.22	17,500.00	160,818.22	1,018.96%
	MISCELLANEOUS	1,569.89			
	PROGRAM REVENUES	216.50			
	SUMMER READING PROGRAM	450.00			
	Total Income	5,051,660.49	6,439,556.00	-1,387,895.51	78.45%
	Gross Profit	5,051,660.49	6,439,556.00	-1,387,895.51	78.45%
Expense					
	CAPITAL CAMPAIGN EXPENSE	904.81			
	AUTOMATED SERVICES	73,605.60	147,856.00	-74,250.40	49.78%
	BUILDING OPERATIONS	553,656.34	1,123,860.00	-570,203.66	49.26%
	GENERAL OPERATING	121,771.96	209,352.00	-87,580.04	58.17%
	MATERIALS	469,392.80	690,947.00	-221,554.20	67.94%
	SALARIES & BENEFITS	2,270,654.98	4,267,541.00	-1,996,886.02	53.21%
	GRANT EXPENSES	15,171.01			
	OTHER GIFT EXPENSES	59,589.40	0.00	59,589.40	100.0%
	Total Expense	3,564,746.90	6,439,556.00	-2,874,809.10	55.36%
	Net Ordinary Income	1,486,913.59	0.00	1,486,913.59	100.0%
	Net Income	1,486,913.59	0.00	1,486,913.59	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2023 through April 2024

		Total Gurley			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	75,482.81	115,204.00	-39,721.19	65.52%
	FRIENDS OF THE LIBRARY SUPPORT	2,000.00	2,000.00	0.00	100.0%
	FOUNDATION SUPPORT	1,363.64	1,200.00	163.64	113.64%
	INVESTMENT INCOME	0.00			
	FEES	1,348.50	1,440.00	-91.50	93.65%
	GIFTS and GRANTS	2,056.18			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SUMMER READING PROGRAM	0.00			
	Total Income	82,251.13	119,844.00	-37,592.87	68.63%
	Gross Profit	82,251.13	119,844.00	-37,592.87	68.63%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	2,159.92	8,141.00	-5,981.08	26.53%
	BUILDING OPERATIONS	1,335.77	1,923.00	-587.23	69.46%
	GENERAL OPERATING	2,015.48	4,105.00	-2,089.52	49.1%
	MATERIALS	4,460.48	8,235.00	-3,774.52	54.17%
	SALARIES & BENEFITS	59,379.19	97,440.00	-38,060.81	60.94%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	900.06	0.00	900.06	100.0%
	Total Expense	70,250.90	119,844.00	-49,593.10	58.62%
	Net Ordinary Income	12,000.23	0.00	12,000.23	100.0%
	Net Income	12,000.23	0.00	12,000.23	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2023 through April 2024

		Total Hazel Green			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	113,075.00	142,500.00	-29,425.00	79.35%
	FRIENDS OF THE LIBRARY SUPPORT	164.00			
	FOUNDATION SUPPORT	1,363.64	1,200.00	163.64	113.64%
	INVESTMENT INCOME	0.00			
	FEES	3,659.83	4,560.00	-900.17	80.26%
	GIFTS and GRANTS	1,997.25			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SUMMER READING PROGRAM	0.00			
	Total Income	120,259.72	148,260.00	-28,000.28	81.11%
	Gross Profit	120,259.72	148,260.00	-28,000.28	81.11%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	2,798.16	9,448.00	-6,649.84	29.62%
	BUILDING OPERATIONS	5,118.20	9,642.00	-4,523.80	53.08%
	GENERAL OPERATING	2,243.51	5,683.00	-3,439.49	39.48%
	MATERIALS	7,425.04	13,855.00	-6,429.96	53.59%
	SALARIES & BENEFITS	55,182.08	109,632.00	-54,449.92	50.33%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	154.64	0.00	154.64	100.0%
	Total Expense	72,921.63	148,260.00	-75,338.37	49.19%
	Net Ordinary Income	47,338.09	0.00	47,338.09	100.0%
	Net Income	47,338.09	0.00	47,338.09	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2023 through April 2024

Total Madison				
INCOME AND EXPENSE SHOULD BE AT 58.33%	Oct '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CAPITAL CAMPAIGN INCOME	0.00			
GOVERNMENT SUPPORT	613,896.75	1,033,823.00	-419,926.25	59.38%
FRIENDS OF THE LIBRARY SUPPORT	16,100.00	16,000.00	100.00	100.63%
FOUNDATION SUPPORT	1,363.63	1,200.00	163.63	113.64%
INVESTMENT INCOME	0.00			
FEES	24,116.49	23,300.00	816.49	103.5%
GIFTS and GRANTS	5,574.31			
MISCELLANEOUS	817.28			
PROGRAM REVENUES	0.00			
SUMMER READING PROGRAM	0.00			
Total Income	661,868.46	1,074,323.00	-412,454.54	61.61%
Gross Profit	661,868.46	1,074,323.00	-412,454.54	61.61%
Expense				
CAPITAL CAMPAIGN EXPENSE	0.00			
AUTOMATED SERVICES	39,036.26	73,866.00	-34,829.74	52.85%
BUILDING OPERATIONS	37,329.31	71,872.00	-34,542.69	51.94%
GENERAL OPERATING	20,255.94	33,669.00	-13,413.06	60.16%
MATERIALS	53,951.23	149,397.00	-95,445.77	36.11%
SALARIES & BENEFITS	414,277.71	745,519.00	-331,241.29	55.57%
GRANT EXPENSES	1,032.19			
OTHER GIFT EXPENSES	7,133.66	0.00	7,133.66	100.0%
Total Expense	573,016.30	1,074,323.00	-501,306.70	53.34%
Net Ordinary Income	88,852.16	0.00	88,852.16	100.0%
Net Income	88,852.16	0.00	88,852.16	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2023 through April 2024

Total Monrovia				
INCOME AND EXPENSE SHOULD BE AT 58.33%	Oct '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CAPITAL CAMPAIGN INCOME	0.00			
GOVERNMENT SUPPORT	171,522.72	198,300.00	-26,777.28	86.5%
FRIENDS OF THE LIBRARY SUPPORT	2,000.00	2,000.00	0.00	100.0%
FOUNDATION SUPPORT	1,363.63	1,200.00	163.63	113.64%
INVESTMENT INCOME	0.00			
FEES	5,860.44	4,040.00	1,820.44	145.06%
GIFTS and GRANTS	2,525.00			
MISCELLANEOUS	0.00			
PROGRAM REVENUES	0.00			
SUMMER READING PROGRAM	0.00			
Total Income	183,271.79	205,540.00	-22,268.21	89.17%
Gross Profit	183,271.79	205,540.00	-22,268.21	89.17%
Expense				
CAPITAL CAMPAIGN EXPENSE	0.00			
AUTOMATED SERVICES	5,577.57	15,187.00	-9,609.43	36.73%
BUILDING OPERATIONS	4,224.65	6,716.00	-2,491.35	62.9%
GENERAL OPERATING	4,417.87	8,434.00	-4,016.13	52.38%
MATERIALS	4,742.43	8,165.00	-3,422.57	58.08%
SALARIES & BENEFITS	82,165.56	167,038.00	-84,872.44	49.19%
GRANT EXPENSES	0.00			
OTHER GIFT EXPENSES	635.97			
Total Expense	101,764.05	205,540.00	-103,775.95	49.51%
Net Ordinary Income	81,507.74	0.00	81,507.74	100.0%
Net Income	81,507.74	0.00	81,507.74	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2023 through April 2024

		Total New Hope			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	71,112.41	107,200.00	-36,087.59	66.34%
	FRIENDS OF THE LIBRARY SUPPORT	2,024.75	1,800.00	224.75	112.49%
	FOUNDATION SUPPORT	1,363.64	1,200.00	163.64	113.64%
	INVESTMENT INCOME	0.00			
	FEES	739.20	590.00	149.20	125.29%
	GIFTS and GRANTS	5,450.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SUMMER READING PROGRAM	600.00			
	Total Income	81,290.00	110,790.00	-29,500.00	73.37%
	Gross Profit	81,290.00	110,790.00	-29,500.00	73.37%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	941.42	3,984.00	-3,042.58	23.63%
	BUILDING OPERATIONS	2,812.89	4,329.00	-1,516.11	64.98%
	GENERAL OPERATING	2,054.22	4,344.00	-2,289.78	47.29%
	MATERIALS	2,798.87	5,018.00	-2,219.13	55.78%
	SALARIES & BENEFITS	56,915.80	93,115.00	-36,199.20	61.12%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	1,117.66			
	Total Expense	66,640.86	110,790.00	-44,149.14	60.15%
	Net Ordinary Income	14,649.14	0.00	14,649.14	100.0%
	Net Income	14,649.14	0.00	14,649.14	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2023 through April 2024

		Total Triana			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	69,525.00	92,100.00	-22,575.00	75.49%
	FRIENDS OF THE LIBRARY SUPPORT	0.00			
	FOUNDATION SUPPORT	1,363.64	1,200.00	163.64	113.64%
	INVESTMENT INCOME	0.00			
	FEES	859.31	730.00	129.31	117.71%
	GIFTS and GRANTS	5,100.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SUMMER READING PROGRAM	0.00			
	Total Income	76,847.95	94,030.00	-17,182.05	81.73%
	Gross Profit	76,847.95	94,030.00	-17,182.05	81.73%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	427.83	3,035.00	-2,607.17	14.1%
	BUILDING OPERATIONS	397.56	696.00	-298.44	57.12%
	GENERAL OPERATING	1,602.59	3,006.00	-1,403.41	53.31%
	MATERIALS	4,759.40	9,155.00	-4,395.60	51.99%
	SALARIES & BENEFITS	44,571.81	78,138.00	-33,566.19	57.04%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	219.34			
	Total Expense	51,978.53	94,030.00	-42,051.47	55.28%
	Net Ordinary Income	24,869.42	0.00	24,869.42	100.0%
	Net Income	24,869.42	0.00	24,869.42	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2023 through April 2024

		TOTAL			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	19,205.24	0.00	19,205.24	100.0%
	GOVERNMENT SUPPORT	5,663,262.53	7,759,808.00	-2,096,545.47	72.98%
	FRIENDS OF THE LIBRARY SUPPORT	77,607.77	116,800.00	-39,192.23	66.45%
	FOUNDATION SUPPORT	75,000.00	73,200.00	1,800.00	102.46%
	INVESTMENT INCOME	113,986.76	122,025.00	-8,038.24	93.41%
	FEES	103,712.61	103,010.00	702.61	100.68%
	GIFTS and GRANTS	201,020.96	17,500.00	183,520.96	1,148.69%
	MISCELLANEOUS	2,387.17	0.00	2,387.17	100.0%
	PROGRAM REVENUES	216.50	0.00	216.50	100.0%
	SUMMER READING PROGRAM	1,050.00	0.00	1,050.00	100.0%
	Total Income	6,257,449.54	8,192,343.00	-1,934,893.46	76.38%
	Gross Profit	6,257,449.54	8,192,343.00	-1,934,893.46	76.38%
Expense					
	CAPITAL CAMPAIGN EXPENSE	904.81	0.00	904.81	100.0%
	AUTOMATED SERVICES	124,546.76	261,517.00	-136,970.24	47.63%
	BUILDING OPERATIONS	604,874.72	1,219,038.00	-614,163.28	49.62%
	GENERAL OPERATING	154,361.57	268,593.00	-114,231.43	57.47%
	MATERIALS	547,530.25	884,772.00	-337,241.75	61.88%
	SALARIES & BENEFITS	2,983,147.13	5,558,423.00	-2,575,275.87	53.67%
	GRANT EXPENSES	16,203.20	0.00	16,203.20	100.0%
	OTHER GIFT EXPENSES	69,750.73	0.00	69,750.73	100.0%
	Total Expense	4,501,319.17	8,192,343.00	-3,691,023.83	54.95%
	Net Ordinary Income	1,756,130.37	0.00	1,756,130.37	100.0%
	Net Income	1,756,130.37	0.00	1,756,130.37	100.0%

**Huntsville Public Library
Building Maintenance
January - February 2024**

Date	Name	Memo	Amount	Total
CAVALRY HILL				
FEBRUARY INVOICES PAID				
02/12/2024	Credit Card Services	BAG OF ICE MELT	12.82	
		TOTAL FOR FEBRUARY		12.82
GURLEY				
FEBRUARY INVOICES PAID				
02/12/2024	Credit Card Services	BAG OF ICE MELT	12.82	
		TOTAL FOR FEBRUARY		12.82
HAZEL GREEN				
FEBRUARY INVOICES PAID				
02/12/2024	Credit Card Services	BAG OF ICE MELT	12.82	
02/14/2024	The Home Depot Credit Services	MAINTENANCE SUPPLIES	10.43	
		TOTAL FOR FEBRUARY		23.25
MADISON				
FEBRUARY INVOICES PAID				
02/12/2024	Credit Card Services	4 BAGS ICE MELT	51.28	
02/12/2024	Credit Card Services	SCREWS	3.26	
		TOTAL FOR FEBRUARY		54.54
MAIN				
JANUARY INVOICES PAID				
01/01/2024	Industrial Boiler & Mechanical Co. Inc.	REPLACED WATER VALVE ON FEED	931.72	
01/02/2024	Allied Supply Company, inc.	WATER SOFTENER TABLETS	81.75	
01/03/2024	City of Huntsville	PREVENTATIVE MAINTENANCE ON HVAC EQUIP W.O. 173260	1,834.38	
01/03/2024	City of Huntsville	CONTROLS WORK ORDER, BACK HALLWAY AND CIRCULATION ROOM NEED HEAT W.O. 17365	470.00	
01/03/2024	City of Huntsville	CONTROLS WORK ORDER, NOT HEATING IN SPOTS W.O. 173917	1,222.00	
01/11/2024	Scott Lighting Supply Company, Inc.	LIGHT BULBS	403.80	
01/12/2024	Allied Supply Company, inc.	WATER SOFTENER TABLETS	81.75	
01/15/2024	Fish Window Cleaning	ANNUAL WINDOW CLEANING	4,436.00	

**Huntsville Public Library
Building Maintenance**

				January - February 2024		
	01/15/2024	The Home Depot Credit Services	RYOBI BLOWER		259.00	
	01/15/2024	The Home Depot Credit Services	SILVER BULLET HOSE 100FT, 30SEC RTS 64		69.96	
	01/24/2024	Credit Card Services	URINAL VALVES		100.06	
			TOTAL FOR JANUARY			9,890.42
		FEBRUARY INVOICES PAID				
	02/01/2024	City of Huntsville	DOOR KNOB MISSING ON 3RD FLOOR BREAKROOM W.O. 175513		125.28	
	02/12/2024	Credit Card Services	11 BAGS ICE MELT		225.14	
	02/12/2024	Credit Card Services	2 DOOR CLOSERS 1ST FLOOR STAIRWELL BY FREIGHT ELEVATOR		390.88	
	02/14/2024	The Home Depot Credit Services	MAINTENANCE SUPPLIES		205.83	
	02/15/2024	State Systems Inc.	TROUBLESHOOT CAMERA		655.00	
	02/20/2024	Scott Lighting Supply Company, Inc.	MH LAMP		87.30	
			TOTAL FOR FEBRUARY			1,689.43
		MONROVIA				
		FEBRUARY INVOICES PAID				
	02/12/2024	Credit Card Services	BAG OF ICE MELT		12.82	
			TOTAL FOR FEBRUARY			12.82
		NEW HOPE				
		FEBRUARY INVOICES PAID				
	02/12/2024	Credit Card Services	BAG OF ICE MELT		12.82	
			TOTAL FOR FEBRUARY			12.82
		NORTH				
		JANUARY INVOICES PAID				
	01/03/2024	City of Huntsville	ROOF LEAK FROM RAIN AT ENTRANCE DOORS OF AUDITORIUM W.O. 174419		408.30	
	01/30/2024	State Systems Inc.	REPLACE MISSING SPRINKLER WRENCH		202.00	
			TOTAL FOR JANUARY			610.30
		FEBRUARY INVOICES PAID				
	02/01/2024	City of Huntsville	MEETING ROOM IN FRONT HAS NO HEAT W.O. 175601		41.76	
	02/06/2024	City of Huntsville	PLUMBING-FILTER FOR WATER FOUNTAIN W.O. 176045		41.76	
	02/12/2024	Credit Card Services	2 BAGS ICE MELT		25.64	
			TOTAL FOR FEBRUARY			109.16

**Huntsville Public Library
Building Maintenance**

SOUTH		January - February 2024	
FEBRUARY INVOICES PAID			
02/01/2024	City of Huntsville	URINAL CONTINUOUSLY FLUSHES W.O. 175522	83.52
02/01/2024	City of Huntsville	ELECTRICAL-LIGHT BLEW OFF POLE IN GARDEN AREA W.O. 175638	167.04
02/01/2024	City of Huntsville	PLUMBING-TOILET BY HATCH CAFE NOT FLUSHING W.O. 175729	83.52
02/12/2024	Credit Card Services	2 BAGS ICE MELT	25.64
02/12/2024	Credit Card Services	SALT FOR ICE TREATMENT	10.89
02/14/2024	The Home Depot Credit Services	MAINTENANCE SUPPLIES	56.89
02/14/2024	dormakaba USA Inc	DOOR REPAIRS	1,464.58
02/21/2024	The Home Depot Credit Services	SHV FOG MACHINE	26.75
		TOTAL FOR FEBRUARY	1,918.83
MONROVIA			
FEBRUARY INVOICES PAID			
02/12/2024	Credit Card Services	BAG OF ICE MELT	12.82
		TOTAL FOR FEBRUARY	12.82
		TOTAL BUILDING MAINTENANCE	14,360.03

**Huntsville Public Library
Building Maintenance**

March - April 2024

Date	Name	Memo	Amount	Total
MADISON				
APRIL INVOICES PAID				
04/16/2024	Credit Card Services	BUILDING SUPPLIES	195.74	
		TOTAL FOR APRIL		195.74
MAIN				
MARCH INVOICES PAID				
03/01/2024	Allied Supply Company, Inc.	WATER SOFTENER CUBETS	81.75	
03/12/2024	Credit Card Services	PAINT FOR STAFF BREAK ROOM	44.06	
03/18/2024	Allied Supply Company, Inc.	WATER SOFTENER CUBETS	81.75	
03/19/2024	Valley Junk Removal, LLC	JUNK REMOVAL	595.00	
03/25/2024	The Home Depot Credit Services	HARDWARE 6023908	34.36	
03/25/2024	The Home Depot Credit Services	PLUMBING PARTS 525103	20.67	
03/25/2024	The Home Depot Credit Services	PLUMBING PARTS 23318	33.36	
03/25/2024	The Home Depot Credit Services	SAW BLADES 6014794	48.38	
03/26/2024	City of Huntsville	HVAC W.O.176894, 177131, 177257 AND PLUMBING W.O. 177178	284.54	
		TOTAL FOR MARCH		1,223.87
APRIL INVOICES PAID				
04/01/2024	Allied Supply Company, Inc.	WATER SOFTENER CUBETS	81.75	
04/12/2024	Commercial Flooring Services, Inc.	QUOTE# 18979 FOR REATTACHING VINYL TO FRONT STAIRS - PO #27005	4,891.65	
04/16/2024	City of Huntsville	WOMENS 1ST FLOOR, FIRST STALL STOPPED UP W.O. 177646	41.76	
04/16/2024	City of Huntsville	REPLACED WATER CLOSET IN 3RD FL STAFF RESTROOM W.O. 177742	90.07	
04/16/2024	City of Huntsville	2ND FLOOR MENS, HANDICAP STALL MISSING CLEAN OUT COVER W.O. 177646 & W.O. 177770	41.76	
04/23/2024	Pro Electric Inc.	PO# 26996 UPDATE LIGHTING IN FRONT WALKWAY	2,975.00	
		TOTAL FOR APRIL		8,121.99
NORTH				
MARCH INVOICES PAID				
03/01/2024	City of Huntsville	COMMUNITY ROOM TEMPERATURE ISSUES W.O.175876	141.00	
03/27/2024	City of Huntsville	HVAC W.O. 17732, 177133, 177361	167.04	
		TOTAL FOR MARCH		308.04

**Huntsville Public Library
Building Maintenance**

				March - April 2024			
			SOUTH				
			MARCH INVOICES PAID				
		03/01/2024	Fish Window Cleaning	ANNUAL WINDOW CLEANING		2,447.00	
		03/01/2024	City of Huntsville	ELECTRIC CHARGING STATION NOT WORKING W.O. 172529		483.10	
		03/01/2024	City of Huntsville	EXTERIOR SLIDING DOOR AT FRONT ENTRANCE STUCK OPEN W.O. 176301		48.31	
				TOTAL FOR MARCH			2,978.41
			APRIL INVOICES PAID				
		04/16/2024	City of Huntsville	TOILET IN MENS ROOM CLOGGED W.O. 177883		41.76	
				TOTAL FOR APRIL			41.76
				TOTAL BUILDING MAINTENANCE			12,869.81

April 2024 HMCPL Statistics

Systemwide Circulation				
	FY2022	FY2023	FY2024	% +/-
October	214,381	229,890	240,972	4.82%
November	200,100	216,726	225,955	4.26%
December	182,521	204,267	222,394	8.87%
January	194,484	221,404	228,175	3.06%
February	189,633	222,813	238,653	7.11%
March	216,632	243,603	255,940	5.06%
April	202,221	226,808	238,005	4.94%
May	213,161	234,908		
June	249,986	260,341		
July	260,475	273,639		
August	253,170	263,583		
September	231,817	244,473		
Year	2,608,581	2,842,455	1,650,094	

Systemwide totals include downloadables.

hmcpl.org				
	FY2022	FY2023	FY2024	% +/-
October	136,150	167,241	980,175	486.09%
November	120,147	378,277	571,206	51.00%
December	115,166	402,487	1,375,626	241.78%
January	136,458	452,723	762,577	68.44%
February	122,427	896,224	1,106,513	23.46%
March	128,900	948,515	769,715	-18.85%
April	125,257	614,184	857,334	39.59%
May	131,567	675,837		
June	135,165	768,632		
July	138,450	350,479		
August	139,402	48,518		
September	128,289	212,672		
Year	1,557,378	5,915,789	6,423,146	

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

*Debuted new catalog on October 25, 2022
*August 2023 missing public catalog numbers.

Downloadables				
	FY2022	FY2023	FY2024	% +/-
October	21,209	25,272	33,133	31.11%
November	20,272	25,337	32,852	29.66%
December	19,619	26,010	36,014	38.46%
January	22,805	30,848	38,408	24.51%
February	21,095	29,241	36,349	24.31%
March	21,899	30,849	38,798	25.77%
April	21,335	30,127	37,494	24.45%
May	25,533	32,759		
June	24,279	32,138		
July	25,084	33,495		
August	25,641	34,718		
September	23,865	33,450		
Year	272,636	364,244	253,048	

*Downloadables include digital media from Hoopla, Freegal, Overdrive, Freeding, 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
*Freeding was discontinued at the end of May 2022

Music Downloadables				
	FY2022	FY2023	FY2024	% +/-
October	1,210	594	544	-8.42%
November	664	680	546	-19.71%
December	666	1,235	3,722	201.38%
January	1,023	786	1,522	93.64%
February	958	1,042	1,094	4.99%
March	760	694	1,467	111.38%
April	830	712	1,201	68.68%
May	2,455	1,166		
June	1,170	579		
July	703	560		
August	753	580		
September	710	1,059		
Year	11,902	9,687	10,096	

*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				
	FY2022	FY2023	FY2024	% +/-
October	18,969	17,940	18,432	2.74%
November	15,534	15,806	16,301	3.13%
December	14,112	13,375	15,031	12.38%
January	13,786	16,035	13,109	-18.25%
February	14,857	17,271	24,324	40.84%
March	16,421	19,318	18,740	-2.99%
April	18,013	18,157	19,378	6.72%
May	17,528	18,119		
June	17,109	18,944		
July	17,639	17,661		
August	18,755	20,385		
September	18,365	18,468		
Year	201,088	211,479	125,315	

*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				
	FY2022	FY2023	FY2024	% +/-
October	4,472	5,959	6,201	4.06%
November	4,280	4,629	5,294	14.37%
December	4,143	4,577	4,912	7.32%
January	4,572	5,948	4,590	-22.83%
February	4,859	6,058	6,585	8.70%
March	5,340	6,717	6,313	-6.01%
April	5,168	5,931	5,909	-0.37%
May	5,152	5,979		
June	5,695	6,601		
July	6,109	6,365		
August	6,292	6,876		
September	5,730	6,153		
Year	61,812	71,793	39,804	

Reference Questions				
	FY2022	FY2023	FY2024	% +/-
October	10,544	7,974	10,066	26.24%
November	11,271	7,668	8,870	15.68%
December	12,256	7,981	9,628	20.64%
January	14,577	9,748	10,396	6.65%
February	14,685	8,667	10,387	19.85%
March	19,154	10,167	11,347	11.61%
April	15,091	9,934	11,322	13.97%
May	17,420	14,886		
June	15,365	11,876		
July	12,546	9,871		
August	10,919	9,920		
September	9,180	9,554		
Year	163,008	118,246	72,016	

Online Database Use				
	FY2022	FY2023	FY2024	% +/-
October	54,881	29,776	32,487	9.10%
November	53,773	23,160	34,795	50.24%
December	46,401	25,602	35,511	38.70%
January	79,623	45,512	29,284	-35.66%
February	55,259	70,713	40,203	-43.15%
March	97,819	37,509	53,113	41.60%
April	35,184	25,823	17,895	-30.70%
May	34,773	21,893		
June	31,045	448,651		
July	20,064	18,950		
August	28,991	36,955		
September	50,014	40,536		
Year	587,827	825,080	243,288	

*Statistical definitions were adjusted to be more accurate in FY2021.
*April 2024 missing numbers from Britannica.

Curbside Transactions				
	FY2022	FY2023	FY2024	% +/-
October	228	89	22	-75.28%
November	206	87	21	-75.86%
December	173	60	15	-75.00%
January	301	63	15	-76.19%
February	201	35	8	-77.14%
March	136	31	11	-64.52%
April	131	20	15	-25.00%
May	140	35		
June	123	23		
July	125	7		
August	83	14		
September	93	24		
Year	1,940	488	107	

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

Program Attendance				
	FY2022	FY2023	FY2024	% +/-
October	6,891	6,030	8,774	45.51%
November	5,061	5,712	7,545	32.09%
December	4,321	4,762	5,875	23.37%
January	3,787	7,691	6,688	-13.04%
February	5,465	8,344	8,444	1.20%
March	8,045	10,947	8,909	-18.62%
April	7,101	8,363	8,968	7.23%
May	4,005	8,713		
June	11,893	14,146		
July	8,053	10,320		
August	7,962	6,075		
September	6,201	8,624		
Year	78,785	99,727	55,203	

*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				
	FY2022	FY2023	FY2024	% +/-
October	798	637	574	-9.89%
November	535	509	556	9.23%
December	601	558	445	-20.25%
January	534	554	487	-12.09%
February	664	525	479	-8.76%
March	677	369	659	78.59%
April	484	441	775	75.74%
May	465	428		
June	609	748		
July	798	849		
August	616	738		
September	555	700		
Year	7,336	7,056	3,975	

Cove Holds Locker Circulation				
	FY2022	FY2023	FY2024	% +/-
October	-	240	797	232.08%
November	-	561	716	27.63%
December	-	585	756	29.23%
January	-	667	972	45.73%
February	-	875	1,164	33.03%
March	-	928	1,083	16.70%
April	-	732	1,057	44.40%
May	-	647		
June	-	661		
July	-	758		
August	-	1,001		
September	-	938		
Year			6,545	

*Cove Holds Locker Opened October 7, 2022

Downtown Circulation				
	FY2022	FY2023	FY2024	% +/-
October	33,272	37,867	36,729	-3.01%
November	28,553	34,603	34,489	-0.33%
December	28,965	33,024	33,948	2.80%
January	31,067	34,160	32,793	-4.00%
February	30,984	34,810	36,142	3.83%
March	38,079	38,446	38,860	1.08%
April	33,131	35,205	36,840	4.64%
May	32,724	36,252		
June	39,592	39,876		
July	42,648	43,761		
August	41,199	40,062		
September	37,093	36,066		
Year	417,307	444,132	249,801	

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

Gurley Circulation				
	FY2022	FY2023	FY2024	% +/-
October	5,006	5,042	6,514	29.19%
November	4,746	5,084	6,894	35.60%
December	4,733	4,348	7,474	71.90%
January	4,910	3,992	4,206	5.36%
February	4,519	4,129	4,623	11.96%
March	5,169	4,520	5,312	17.52%
April	5,615	3,962	4,875	23.04%
May	5,099	5,416		
June	5,372	4,897		
July	5,355	4,868		
August	5,236	6,569		
September	5,053	6,298		
Year	60,813	59,125	39,898	

Hazel Green Circulation				
	FY2022	FY2023	FY2024	% +/-
October	6,326	7,693	9,130	18.68%
November	5,697	7,366	7,907	7.34%
December	5,319	7,068	7,884	11.54%
January	5,181	8,259	7,512	-9.04%
February	5,388	8,735	7,974	-8.71%
March	6,447	9,005	8,820	-2.05%
April	6,152	8,532	7,570	-11.28%
May	5,938	8,617		
June	8,504	9,971		
July	8,359	10,397		
August	7,682	10,221		
September	7,540	9,071		
Year	78,533	104,935	56,797	

Madison Circulation				
	FY2022	FY2023	FY2024	% +/-
October	62,070	66,131	66,672	0.82%
November	55,162	60,949	59,189	-2.89%
December	51,311	57,371	57,796	0.74%
January	54,755	60,682	60,209	-0.78%
February	53,829	61,005	63,796	4.58%
March	61,577	68,389	68,117	-0.40%
April	59,357	63,255	63,480	0.36%
May	59,517	64,320		
June	76,272	73,247		
July	77,630	78,112		
August	72,913	73,138		
September	67,241	67,382		
Year	751,634	793,981	439,259	

Monrovia Circulation				
	FY2022	FY2023	FY2024	% +/-
October	12,554	14,825	14,423	-2.71%
November	11,802	13,458	13,702	1.81%
December	10,845	12,175	12,959	6.44%
January	11,073	13,498	13,546	0.36%
February	10,966	13,647	14,343	5.10%
March	13,371	15,062	14,741	-2.13%
April	12,905	14,099	13,652	-3.17%
May	12,197	14,407		
June	15,454	15,289		
July	15,544	16,031		
August	15,536	15,932		
September	14,660	14,860		
Year	156,907	173,283	97,366	

New Hope Circulation				
	FY2022	FY2023	FY2024	% +/-
October	1,346	-	1,904	
November	146	277	1,952	
December	-	950	1,941	104.32%
January	-	1,338	1,880	40.51%
February	-	1,594	2,021	26.79%
March	-	1,684	2,300	36.58%
April	-	1,482	2,235	50.81%
May	-	2,134		
June	-	2,129		
July	-	2,438		
August	-	2,037		
September	-	1,756		
Year	1,492	17,819	14,233	

*New Hope closed to the public September 30, 2021. Statistics following this are renewals.
 *New Hope circulation incomplete November 2022-June 2023. Self checkouts were not counted.

North Huntsville Circulation				
	FY2022	FY2023	FY2024	% +/-
October	12,570	12,175	11,629	-4.48%
November	10,525	10,583	10,253	-3.12%
December	10,101	9,911	9,017	-9.02%
January	9,472	10,194	8,593	-15.71%
February	9,080	11,083	9,410	-15.10%
March	10,019	11,718	9,974	-14.88%
April	9,639	11,167	9,381	-15.99%
May	9,961	10,979		
June	11,953	12,780		
July	12,372	12,017		
August	12,025	11,349		
September	11,502	11,439		
Year	129,219	135,395	68,257	

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

Outreach Circulation				
	FY2022	FY2023	FY2024	% +/-
October	465	1,317	496	-62.34%
November	4,340	3,120	2,447	-21.57%
December	693	2,737	326	-88.09%
January	3,095	4,134	2,749	-33.50%
February	1,878	2,120	986	-53.49%
March	1,480	2,418	2,107	-12.86%
April	519	1,499	1,440	-3.94%
May	891	760		
June	1,294	1,743		
July	683	679		
August	1,667	2,434		
September	3,521	2,204		
Year	20,526	25,165	10,551	

South Huntsville Circulation				
	FY2022	FY2023	FY2024	% +/-
October	57,753	56,999	57,571	1.00%
November	57,424	53,535	53,693	0.30%
December	49,481	48,412	52,450	8.34%
January	50,783	52,037	55,579	6.81%
February	50,469	53,892	59,855	11.06%
March	57,360	58,787	63,456	7.94%
April	52,420	55,093	57,795	4.90%
May	51,715	56,840		
June	65,477	64,769		
July	70,660	68,263		
August	69,545	63,703		
September	59,690	58,751		
Year	6155	691,081	400,399	

*South Huntsville opened September 28, 2021.

Triana Circulation				
	FY2022	FY2023	FY2024	% +/-
October	1,012	1,692	1,400	-17.26%
November	898	1,344	1,305	-2.90%
December	852	1,118	1,384	23.79%
January	809	1,041	1,241	19.21%
February	760	1,157	1,511	30.60%
March	553	1,428	1,713	19.96%
April	664	1,214	1,411	16.23%
May	682	1,349		
June	1,180	2,093		
July	1,342	1,971		
August	1,110	1,681		
September	1,097	1,558		
Year	10,959	17,646	9,965	

Number of Library Visitors by Branch									
	Cavalry Hill			Downtown			Gurley		
	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024
October	1,083	1,787	1,827	15,955	28,782	26,454	910	1,232	1,417
November	1,027	1,496	1,755	19,810	21,575	21,831	697	710	681
December	1,212	1,689	1,852	20,429	20,038	20,051	329	1,054	627
January	850	1,929	1,343	20,779	23,800	19,544	1,545	1,034	922
February	1,234	1,660	1,904	22,193	24,645	26,254	1,003	1,167	1,022
March	1,638	1,854	2,157	26,435	26,518	25,932	1,699	1,397	1,044
April	1,428	1,538	2,298	25,019	24,541	25,957	1,257	1,442	1,157
May	1,395	1,722		24,979	27,158		1,304	1,221	
June	1,930	2,228		28,151	27,725		1,665	1,557	
July	1,961	1,807		28,698	26,679		1,523	1,578	
August	1,618	1,964		27,150	28,778		1,466	1,690	
September	1,541	1,654		25,453	26,087		1,246	1,392	
Year	16,917	21,328	13,136	285,051	306,326	166,023	14,644	15,474	6,870

	Hazel Green			Madison			Monrovia		
	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024
October	2,577	2,806	2,271	18,387	23,514	20,358	3,174	3,322	4,223
November	2,303	2,608	2,958	15,105	19,973	16,753	2,795	3,332	3,672
December	2,348	2,538	2,093	15,027	16,940	16,030	2,943	3,034	3,440
January	1,916	3,039	2,177	15,800	17,214	15,642	3,665	3,809	3,587
February	2,262	2,900	2,690	18,281	18,724	21,868	3,190	3,899	4,253
March	2,863	2,916	2,859	20,140	22,509	22,139	3,538	4,478	4,294
April	2,800	2,606	2,554	19,097	19,933	19,619	3,329	3,927	4,570
May	2,751	2,810		21,855	23,022		3,460	4,663	
June	3,800	3,230		27,736	23,805		4,716	5,023	
July	3,100	2,609		25,470	22,371		4,037	4,275	
August	3,093	2,762		26,934	24,679		4,032	4,753	
September	2,719	2,422		24,495	19,823		2,990	4,362	
Year	32,532	33,246	17,602	248,327	252,507	132,409	41,869	48,877	28,039

*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		
	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024
October	135	-	1,171	10,091	13,394	12,287	30,994	29,164	30,915
November	-	1,097	982	7,890	10,006	11,465	27,323	25,699	29,385
December	-	920	901	7,827	8,989	10,546	25,155	25,740	29,789
January	-	894	877	6,883	10,902	7,864	24,300	29,030	28,769
February	-	995	1,077	8,193	12,769	12,676	27,573	30,164	35,116
March	-	1,189	1,158	10,009	14,581	13,414	30,850	33,716	37,000
April	-	1,166	1,085	9,964	15,264	14,828	28,006	30,971	36,681
May	-	1,077		10,458	13,850		27,792	31,638	
June	-	1,337		11,921	14,423		33,779	35,733	
July	-	1,189		10,527	11,532		33,506	33,533	
August	-	1,123		12,518	12,923		35,273	35,753	
September	-	1,091		12,085	12,929		30,069	33,717	
Year	135	12,078	7,251	118,366	151,562	83,080	354,620	374,858	227,655

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

*New Hope closed September 30, 2021

	Triana		
	FY2022	FY2023	FY2024
October	1,454	2,970	1,600
November	1,024	2,583	898
December	1,312	1,817	1,555
January	1,082	983	719
February	1,083	186	2,067
March	1,448	3,001	2,644
April	1,298	2,976	2,224
May	1,359	2,680	
June	2,158	3,983	
July	2,810	4,316	
August	2,455	3,098	
September	2,795	2,535	
Year	20,278	31,128	11,707

*Triana's people counter malfunctioned in February 2023

*Triana's people counter malfunctioned in November 2023

	Total Number of Library Visitors-HMCPL		
	FY2022	FY2023	FY2024
October	84,760	106,971	102,523
November	77,974	89,079	90,380
December	76,852	82,759	86,884
January	76,820	92,634	81,444
February	85,012	97,109	108,927
March	98,620	112,159	112,641
April	92,198	104,364	110,973
May	95,353	109,841	0
June	115,856	119,044	0
July	111,632	109,889	0
August	114,539	117,523	0
September	103,393	106,012	0
Year	1,133,009	1,247,384	693,772

*The Library was closed a full week in January 2024 due to weather.

Hotspot Circulation										
	Cavalry Hill			Downtown			Gurley			
	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024	
October	8	6	3	93	97	16	53	24	3	
November	8	8	3	100	99	15	35	22	3	
December	18	9	4	218	59	10	33	16	2	
January	11	10	1	144	53	4	38	20	3	
February	23	4	3	245	82	8	35	11	1	
March	8	9	2	109	69	3	37	16	2	
April	18	11	1	211	59	2	25	12	2	
May	13	14		102	37		20	13		
June	20	6		98	43		37	12		
July	8	7		120	120		36	1		
August	12	4		83	4		23	1		
September	9	2		52	11		14	1		
Year	156	90	17	1,575	733	58	386	149	16	

*All hotspots were checked in and back out from the Downtown branch during the July 2023 hotspot transition.

	Hazel Green			Madison			Monrovia		
	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024
October	76	30	7	46	34	6	36	17	5
November	70	30	3	63	34	6	22	18	3
December	77	24	6	66	31	6	43	16	7
January	51	19	4	40	28	6	31	19	1
February	46	6	4	86	19	4	23	12	3
March	83	14	3	28	31	3	45	16	4
April	46	12	1	48	18	6	32	15	0
May	49	12		44	22		16	17	
June	57	10		23	19		47	10	
July	83	6		45	11		28	4	
August	48	2		33	6		31	3	
September	22	1		9	3		11	4	
Year	708	166	28	531	256	37	365	151	23

	New Hope			North Huntsville			South Huntsville		
	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024
October	0	0	4	87	29	5	27	25	7
November	0	3	6	46	24	8	33	21	6
December	0	8	3	67	26	6	54	19	3
January	0	8	5	41	23	3	32	18	4
February	0	9	3	46	6	1	27	15	3
March	0	8	4	45	11	3	70	19	3
April	0	6	4	21	14	3	44	18	4
May	0	8		21	19		35	20	
June	0	7		46	17		40	17	
July	0	1		87	3		48	5	
August	0	0		27	0		30	0	
September	0	2		12	5		8	4	
Year	0	60	29	546	177	29	448	181	30

	Triana		
	FY2022	FY2023	FY2024
October	1	4	3
November	0	6	1
December	1	4	0
January	4	4	0
February	4	3	1
March	4	3	0
April	0	6	0
May	3	5	
June	0	3	
July	4	2	
August	1	0	
September	0	2	
Year	22	42	5

	Total Hotspot Circulation-HMCPL		
	FY2022	FY2023	FY2024
October	427	266	59
November	377	265	54
December	577	212	47
January	392	202	31
February	535	167	31
March	429	196	27
April	445	171	23
May	303	167	0
June	368	144	0
July	459	160	0
August	288	20	0
September	137	35	0
Year	4,737	2,005	272

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

*Removed hotspot rental fee October 2022

*Hotspots checked out in July 2023 received extended due dates

Devices in Circulation as of	5/1/24	20
Devices on Hold as of	5/1/24	105