

HUNTSVILLE MADISON COUNTY PUBLIC LIBRARY  
Board of Directors Meeting  
Tuesday, November 19, 2024 @ 4:00 pm  
**Meeting Site: North Huntsville Library**

**AGENDA**

Call to Order	Kevin Gray, Chair
Approval of Agenda	
Approval of Minutes	
Library Foundation Report	Brooke Rawlins
Finance Committee Report Financial Report Approve Security Services RFP (VOTE)	Brad Garland
Governance Committee Report Computer Use Policy update (VOTE) Display and Exhibit Policy update (VOTE) Interlibrary Loan Policy update (VOTE) Room Reservation Policy update (VOTE) Gift and Memorials Policy update (VOTE)	Melissa Thompson
Executive Director's Report: Activity Report	Connie Chow
New Business 2025 Library Board Meeting Dates (VOTE) Ad Hoc Committee for Executive Director Search	Connie Chow Kevin Gray
Public Comments Dr. Marisa Allison Austin Jones	Rachel Homolak Melanie Kolowski
Status Update on Statements of Concern	Kevin Gray
Discussion of Board's Role in Statement of Concern Appeals	Kevin Gray
Statement of Concern Appeal	Connie Chow
Next Meeting Date:	January 28, 2025 @ 4:00 pm

Location: Downtown Huntsville Library, 2<sup>nd</sup> Floor  
Events Room

Huntsville-Madison County Public Library  
Board of Directors Meeting  
MINUTES  
September 24, 2024

The meeting was called to order by the Chairperson.

Present: Kevin Gray, Chair  
Melissa Thompson, Member  
Doug Martinson, Member  
Brad Garland, Member  
Carla Clift, Member  
Connie Chow, Interim Executive Director  
Stephen Efird, Interim Deputy Director  
Brooke Rawlins, Development Director  
Dietrich Schaefer, Recorder

In Attendance:  
Tonia Stulting  
Carissa Callan  
Kimberly Meinshausen  
Nancy Robertson  
Julia Harrison  
Rachel Homolak  
Susan Stewart

**Approval of Agenda**

Mr. Gray called for any changes to the agenda. There were no changes to the agenda. Ms. Thompson made a motion to approve the meeting minutes and Mr. Garland seconded the motion. Motion carried.

**Approval of Minutes**

Mr. Gray called for any additions or corrections to the minutes from the last meeting. There were no requests for changes to the minutes. The minutes were deemed approved.

**Library Foundation Report**

Ms. Rawlins presented the Library Foundation Report. Ms. Rawlins reported that the 38<sup>th</sup> Annual Vive le Livre will take place on Wednesday, September 25th, 2024 at the Jackson Center. All proceeds will go back into the Library, into areas such as digital services, small branch program support, and books and resource support.

## **Finance Committee Report**

Mr. Garland reported the Gurley Library and New Hope Library locations overspent on their budget and that there was an overpayment to the Madison Library location. This was due to the timing of different transactions toward the end of the fiscal year.

The fiscal year 2025 budget was also reviewed and the Library system received level funding from the City of Huntsville. There is possible change coming to the Hoopla budget in order to bring the spending in line for the new fiscal year. The grant is ending for the hot spots so this cost is also being removed from the budget for the new fiscal year.

After discussion, Mr. Gray called for a motion to approve the budget. Ms. Thompson made a motion to approve the fiscal year 2025 budget. Mr. Martinson seconded the motion. Motion carried.

## **Governance Committee Report**

### Disaster Plan Policy

Ms. Thompson reviewed the changes in the disaster plan from the governance committee, which were minor changes in staff and contact information. Changes to the disaster plan came out of the governance committee approved. After discussion there were none opposed. Updates to the disaster plan were deemed approved.

### Computer Use Policy

Ms. Thompson reviewed the updates to the computer use policy. One change is updating the name of the card to computer use only to guest patron card. Another change is updating the policy regarding age differences and technological protections for minors. The last change is updating pricing for services such as copies and flash drives. These changes came out of the governance committee for approval. None opposed. Updates to the computer use policy were deemed approved.

### Collection Development Policy and Membership and Circulation Policy

Ms. Thompson reviewed the collection development policy and the timeline update. To maintain regular funding, new policies need to be approved by October 2024 to avoid delay in funding. This delay in funding can have a significant impact on small branches whose budgets depend on this funding more, as this funding contributes from 20% to 25% of some of the smaller branches' budgets for the year. In addition to this state aid from APLS, there is also support for the interlibrary loan and training for staff that is a benefit to the library as well. Due to needed changes, updates need to be made to material selection, material placement, and youth access.

1. Material Selection – A new section was added within the collection development policy on selection criteria for Young Adult and Juvenile Collection. These changes are consistent with the new Alabama Code and Alabama law. The new section specifically defines the terms “sexually explicit,” “harmful to minors,” “obscene,” and “prurient interests” from the Alabama Code.
2. Material Placement – Material placement mirrors selection provisions in the collection development policy. Staff cannot place materials in the specifically defined categories in children and youth areas. Staff will exercise discretion and the statement of concern process will apply if patrons do not agree with staff’s placement of materials.
3. Youth Access - Children cannot have access to any adult materials without their parent’s permission. The new rules define a minor as 17 and under. Parents will have to approve their child having access to adult material. Another part of materials access includes digital aggregators, such as Hoopla and Libby, which are offered on a national level and are not specific to our local Library system.

To comply with the new rules, levels of access were developed for young readers and specific card level designations were created. The three different levels for juvenile access are:

1. Level 1 card – The minor has access to juvenile/children’s physical sections. No digital access allowed.
2. Level 2 card – The minor has access to juvenile/children’s physical sections, and physical young adult sections. No digital access allowed.
3. Level 3 card – The minor has access to any section in the library, including adult sections and digital access.

The default access level is Level 1 unless the parent approves the change to a different level of access. These changes put the responsibility of access on the parent to decide what level of access they want the child to have.

Currently, juvenile cards are for those ages 16 and under. Juvenile cards will need to be updated to 17 and under, so this change is a huge system update. Currently there are an estimated 24,000 juvenile cards in the system. Also, there are 200,000 items in the system that will need to be updated to a restricted access.

During the 4<sup>th</sup> quarter of the calendar year, waivers are being developed for parents to complete if they choose to change their child’s access from Level 1 to Level 2 or Level 3 when the new changes to the system are made. If the parent does not complete a waiver to make a change, then the child’s access will be at Level 1 when the changes to the system are completed. System changes will go into effect on March 3<sup>rd</sup>, 2025.

The Collection Development Policy and Membership and Circulation Policy came out of the governance committee approved. No motion was needed. All in favor approved and none opposed. Both policies were adopted.

After approval of the new policies, Mr. Gray addressed the Statements of Concern that were on the agenda to be reviewed. Mr. Gray requested that the Statements of Concern be sent back to the review committee to be re-evaluated according to the new policies.

## **Executive Director's Report**

### Activity Report

System circulation has increased by 26,800 more items from June to August as compared to last year. Downloadables are increasing with an estimated 15% to 18% increased circulations than last year. The Madison Library continues to lead branches in overall circulation. Library visitors continues to increase with 40,000 more visitors this year than last year. Program attendance increased in July by 14% and also increased in August by 34%. The South Huntsville Library leads the branches in visitors. North Huntsville Library had an increase in branch visitors by 27% as compared to last July. The highest attended programming event was at the South Huntsville Library, which was the Brick Galaxy Event in partnership with the Tennessee Valley Lego Club. This event had 1,300 attendees.

## **Public Comments**

### Tonia Stulting

Ms. Stulting commented regarding books that teach about homosexuality and sexual activity. She stated that parents should read the books themselves and make the decision on whether or not it is appropriate for their child, and suggested the thought that questionable books about homosexuality and sexual activity be reviewed by people on both sides of the debate to offer input before being placed in the juvenile section.

### Julia Harrison

Ms. Harrison described her personal experience growing up in a Christian homeschool community, and how she felt she was not prepared for life later as an adult. She expressed that children without access to the outside world are vulnerable, and can be fearful as adults of what they do not understand.

### Carissa Callan

Ms. Callan thanked the board for the policy changes. Ms. Callan reviewed material in the adult section, specifically books by Dr. Ruth, and compared them to what she has read in the past in the young adult sections.

Rachel Homolak

Ms. Homolak thanked the board for the policy changes. Ms. Homolak posed the question about defining room for interpretation. Ms. Homolak expressed that parents want to protect their children. In regarding Statement of Concern limits to 3 per year, Ms. Homolak expressed that this limit needs to be changed. She also requested a list of materials that are purchased in the future and those that are gifted in the future.

Kimberly Meinshausen

Ms. Meinshausen stated that the library has a responsibility to protect children. Ms. Meinshausen stated that children are the biggest investment for the future and adults should protect children.

Susan Stewart

Ms. Stewart requested for Statement of Concern filings to be included in the board packets. Ms. Stewart thanked the governance committee regarding the presentation and the updated code amendments to provide transparency. Ms. Stewart also wanted to continue to bring to the board's attention bill that have already been prepared and filed, such as HB 4 and SB 6.

Andrea Simmons

Ms. Simmons was not present.

Gary Simmons

Mr. Simmons was not present.

Nancy Robertson

Ms. Robertson expressed congratulations to the board and Library regarding the increase in numbers in circulation and attendance across the library system. Ms. Robertson talked about bookmobiles going to senior facilities, book bags to check out for older adults, and the teen fashion show. Ms. Robertson thanked the board for its leadership and the library staff for their creativity and serving the community.

**Statement of Concern**

Earlier in the meeting, Mr. Gray requested that the Statements of Concern go back to the review committee to be re-evaluated due the policy changes that were approved. No Statements of Concern were presented today.

**Next Meeting Date**

The next meeting will be held Tuesday, November 19, 2024 at the North Huntsville Library.

There being no further business, the meeting adjourned.

Submitted by:

Approved:

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Dietrich Schaefer

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Kevin Gray, Chair



		TOTAL			
INCOME AND EXPENSE SHOULD BE AT 8.33%		Oct 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
	GOVERNMENT SUPPORT	157,995.93	7,833,372.00	-7,675,376.07	2.02%
	FRIENDS OF THE LIBRARY SUPPORT	9,170.12	126,800.00	-117,629.88	7.23%
	FOUNDATION SUPPORT	0.00	74,700.00	-74,700.00	0.0%
	INVESTMENT INCOME	15,226.54	176,025.00	-160,798.46	8.65%
	FEES	15,370.53	105,425.00	-90,054.47	14.58%
	GIFTS and GRANTS	25,189.81	0.00	25,189.81	100.0%
	MISCELLANEOUS	493.44	0.00	493.44	100.0%
	<b>Total Income</b>	<b>223,446.37</b>	<b>8,316,322.00</b>	<b>-8,092,875.63</b>	<b>2.69%</b>
	<b>Gross Profit</b>	<b>223,446.37</b>	<b>8,316,322.00</b>	<b>-8,092,875.63</b>	<b>2.69%</b>
<b>Expense</b>					
	AUTOMATED SERVICES	73,465.72	240,154.00	-166,688.28	30.59%
	BUILDING OPERATIONS	95,399.27	1,275,639.00	-1,180,239.73	7.48%
	GENERAL OPERATING	19,343.24	250,470.00	-231,126.76	7.72%
	MATERIALS	58,659.88	730,929.00	-672,269.12	8.03%
	SALARIES & BENEFITS	444,968.69	5,819,130.00	-5,374,161.31	7.65%
	GRANT EXPENSES	228.71	0.00	228.71	100.0%
	OTHER GIFT EXPENSES	18,186.62	0.00	18,186.62	100.0%
	<b>Total Expense</b>	<b>710,252.13</b>	<b>8,316,322.00</b>	<b>-7,606,069.87</b>	<b>8.54%</b>
	<b>Net Ordinary Income</b>	<b>-486,805.76</b>	<b>0.00</b>	<b>-486,805.76</b>	<b>100.0%</b>
	<b>Net Income</b>	<b>-486,805.76</b>	<b>0.00</b>	<b>-486,805.76</b>	<b>100.0%</b>

HUNTSVILLE PUBLIC LIBRARY  
BALANCE SHEET  
AS OF OCTOBER 31, 2024

		Oct 31, 24
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
Cash and cash on hand		
VISA DEBIT CARDS		
VISA GIFT CARD-OUTREACH 1701		330.30
<b>Total VISA DEBIT CARDS</b>		<b>330.30</b>
Servis1st Bank-Master Account		
Servis1st Bank-Master-Rainy Day		1,694,627.00
Servis1st Bank-Master Account - Other		934,955.09
<b>Total Servis1st Bank-Master Account</b>		<b>2,629,582.09</b>
Servis1st Bank-Gifts		442,300.46
Servis1st Bank-Merchant Acct		5,074.64
Servis1st Bank-Payroll		20,075.73
Petty cash		1,695.00
TRUIST BANK CD RAINY DAY-MMA		590,203.83
<b>Total Cash and cash on hand</b>		<b>3,689,262.05</b>
<b>Certificates of Deposit</b>		
Firstbank EME Funds		95,468.14
PNC CD #391594 EME		179,601.43
Progress-Cummer #601001597-CUMM		104,212.15
PROGRESS BANK-RAINY DAY FUNDS		267,237.82
SERVIS 1ST CD 3140415 AEDG		54,513.17
Servis1st CD Mccalin 371138		29,222.11
UNITED COMMUNITY-KYSER CD		56,650.70
UNITED COMMUNITY BANK #57721		188,639.34
<b>Total Certificates of Deposit</b>		<b>975,544.86</b>
<b>Investments</b>		
C. Schwab HMCPL 3703-9063		909,495.92
C. Schwab M. Pruitt 4478-8529		111,985.41
C.Schwab Jean Payne 7587-0478		80,214.31
C. Schwab- Roberts 4311-4986		22,603.69
<b>Total Investments</b>		<b>1,124,299.33</b>
<b>Total Checking/Savings</b>		<b>5,789,106.24</b>
<b>Accounts Receivable</b>		
Accounts Receivable		-321.30
<b>Total Accounts Receivable</b>		<b>-321.30</b>
<b>Other Current Assets</b>		
Lease Receivable - ST		19,605.38
Miscellaneous Deposits		14,953.50
Miscellaneous Receivables		68,791.92
Prepays		95,610.77
<b>Total Other Current Assets</b>		<b>198,961.57</b>
<b>Total Current Assets</b>		<b>5,987,746.51</b>
<b>Fixed Assets</b>		
Library collection		2,905,903.85
Miscellaneous fixed assets		7,282,100.13
Donated photographs		126,077.00
Acc deprec - library collection		-1,982,545.42
Acc deprec - misc fixed assets		-5,611,758.06
Lease Asset		62,708.25
Acc Amortization - Lease		-42,129.60
<b>Total Fixed Assets</b>		<b>2,740,356.15</b>

HUNTSVILLE PUBLIC LIBRARY  
BALANCE SHEET  
AS OF OCTOBER 31, 2024

<b>Other Assets</b>		
	Lease Receivable - LT	15,376.64
<b>Total Other Assets</b>		<b>15,376.64</b>
<b>TOTAL ASSETS</b>		<b>8,743,479.30</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
	Lease Liability - ST	16,735.94
<b>Accrued liabilities</b>		
	Withheld Principal 457(b)Pretax	-4,819.47
	Withheld Principal 457(b) Roth	-5,750.43
	Clinic	130.00
	Withheld Vanguard 457(b) Roth	5,750.43
	Withheld Vanguard 457(b) Pretax	4,819.47
	Accrued Comp Absences	217,265.55
	Accrued Expenses	145,296.56
	Accrued payroll	104,322.63
	Accrued payroll taxes	7,980.69
	Retirement payable	41,462.22
	Withheld Accident Ins(pretaxed)	26.92
	Withheld Cancer Ins (pretaxed)	53.32
	Withheld Critical Illness Princ	-28.73
	Withheld Voluntary Life Prem	-24.01
	Withheld Health Ins (pretaxed)	-3,256.43
	Withheld Health Ins (taxed)	4,581.94
	Withheld LTD Principal	260.77
	Withheld STD Principal	202.56
	Withheld Vision (pretaxed)	-386.91
	Withheld Vision (taxed)	52.34
	<b>Total Accrued liabilities</b>	<b>517,939.42</b>
<b>Deferred revenue</b>		
	Deferred revenue - grants	36,441.40
	<b>Total Deferred revenue</b>	<b>36,441.40</b>
	<b>Total Other Current Liabilities</b>	<b>571,116.76</b>
	<b>Total Current Liabilities</b>	<b>571,116.76</b>
<b>Long Term Liabilities</b>		
	Lease - Deferred Inflow of Reso	33,881.17
	Lease Liability - LT	4,512.20
	<b>Total Long Term Liabilities</b>	<b>38,393.37</b>
	<b>Total Liabilities</b>	<b>609,510.13</b>
<b>Equity</b>		
	Investment in Fixed Assets	2,926,306.12
	Restricted Fund	359,349.75
	Retained Earnings	3,579,433.51
	<b>UNRESTRICTED-GENERAL FUND</b>	<b>1,755,685.55</b>
	Net Income	-486,805.76
	<b>Total Equity</b>	<b>8,133,969.17</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>8,743,479.30</b>



HUNTSVILLE PUBLIC LIBRARY  
 PROFIT/LOSS ACTUAL vs BUDGET  
 OCTOBER 2024

		Total COH			
INCOME AND EXPENSE SHOULD BE AT 8.33%		Oct 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
	GOVERNMENT SUPPORT	4,363.00	6,089,392.00	-6,085,029.00	0.07%
	FRIENDS OF THE LIBRARY SUPPORT	9,113.62	105,000.00	-95,886.38	8.68%
	FOUNDATION SUPPORT	0.00	67,500.00	-67,500.00	0.0%
	INVESTMENT INCOME	15,226.54	176,025.00	-160,798.46	8.65%
	FEES	9,846.98	68,200.00	-58,353.02	14.44%
	GIFTS and GRANTS	24,828.11			
	MISCELLANEOUS	493.44			
	<b>Total Income</b>	63,871.69	6,506,117.00	-6,442,245.31	0.98%
	<b>Gross Profit</b>	63,871.69	6,506,117.00	-6,442,245.31	0.98%
<b>Expense</b>					
	AUTOMATED SERVICES	39,433.11	130,309.00	-90,875.89	30.26%
	BUILDING OPERATIONS	87,689.67	1,175,480.00	-1,087,790.33	7.46%
	GENERAL OPERATING	15,889.38	189,000.00	-173,110.62	8.41%
	MATERIALS	55,497.53	550,253.00	-494,755.47	10.09%
	SALARIES & BENEFITS	344,499.77	4,461,075.00	-4,116,575.23	7.72%
	GRANT EXPENSES	228.71			
	OTHER GIFT EXPENSES	17,520.51			
	<b>Total Expense</b>	560,758.68	6,506,117.00	-5,945,358.32	8.62%
	<b>Net Ordinary Income</b>	-496,886.99	0.00	-496,886.99	100.0%
	<b>Net Income</b>	-496,886.99	0.00	-496,886.99	100.0%

HUNTSVILLE PUBLIC LIBRARY  
PROFIT/LOSS ACTUAL vs BUDGET  
OCTOBER 2024

Total Gurley				
INCOME AND EXPENSE SHOULD BE AT 8.33%	Oct 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
GOVERNMENT SUPPORT	1,729.70	115,833.00	-114,103.30	1.49%
FRIENDS OF THE LIBRARY SUPPORT	0.00	2,000.00	-2,000.00	0.0%
FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
INVESTMENT INCOME	0.00			
FEES	108.43	1,415.00	-1,306.57	7.66%
GIFTS and GRANTS	0.00			
MISCELLANEOUS	0.00			
<b>Total Income</b>	1,838.13	120,448.00	-118,609.87	1.53%
<b>Gross Profit</b>	1,838.13	120,448.00	-118,609.87	1.53%
<b>Expense</b>				
AUTOMATED SERVICES	2,088.26	8,227.00	-6,138.74	25.38%
BUILDING OPERATIONS	236.19	2,933.00	-2,696.81	8.05%
GENERAL OPERATING	131.09	4,139.00	-4,007.91	3.17%
MATERIALS	175.72	6,666.00	-6,490.28	2.64%
SALARIES & BENEFITS	6,766.84	98,483.00	-91,716.16	6.87%
GRANT EXPENSES	0.00			
OTHER GIFT EXPENSES	0.00			
<b>Total Expense</b>	9,398.10	120,448.00	-111,049.90	7.8%
<b>Net Ordinary Income</b>	-7,559.97	0.00	-7,559.97	100.0%
<b>Net Income</b>	-7,559.97	0.00	-7,559.97	100.0%

HUNTSVILLE PUBLIC LIBRARY  
 PROFIT/LOSS ACTUAL vs BUDGET  
 OCTOBER 2024

Total Hazel Green				
INCOME AND EXPENSE SHOULD BE AT 8.33%	Oct 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
GOVERNMENT SUPPORT	0.00	147,595.00	-147,595.00	0.0%
FRIENDS OF THE LIBRARY SUPPORT	13.50			
FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
INVESTMENT INCOME	0.00			
FEES	664.71	4,560.00	-3,895.29	14.58%
GIFTS and GRANTS	0.00			
MISCELLANEOUS	0.00			
<b>Total Income</b>	<b>678.21</b>	<b>153,355.00</b>	<b>-152,676.79</b>	<b>0.44%</b>
<b>Gross Profit</b>	<b>678.21</b>	<b>153,355.00</b>	<b>-152,676.79</b>	<b>0.44%</b>
Expense				
AUTOMATED SERVICES	2,442.20	14,610.00	-12,167.80	16.72%
BUILDING OPERATIONS	589.73	8,636.00	-8,046.27	6.83%
GENERAL OPERATING	181.45	5,637.00	-5,455.55	3.22%
MATERIALS	292.78	12,189.00	-11,896.22	2.4%
SALARIES & BENEFITS	8,424.62	112,283.00	-103,858.38	7.5%
GRANT EXPENSES	0.00			
OTHER GIFT EXPENSES	19.50			
<b>Total Expense</b>	<b>11,950.28</b>	<b>153,355.00</b>	<b>-141,404.72</b>	<b>7.79%</b>
<b>Net Ordinary Income</b>	<b>-11,272.07</b>	<b>0.00</b>	<b>-11,272.07</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-11,272.07</b>	<b>0.00</b>	<b>-11,272.07</b>	<b>100.0%</b>



HUNTSVILLE PUBLIC LIBRARY  
 PROFIT/LOSS ACTUAL vs BUDGET  
 OCTOBER 2024

Total Madison				
INCOME AND EXPENSE SHOULD BE AT 8.33%	Oct 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
GOVERNMENT SUPPORT	112,935.42	1,068,073.00	-955,137.58	10.57%
FRIENDS OF THE LIBRARY SUPPORT	30.00	16,000.00	-15,970.00	0.19%
FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
INVESTMENT INCOME	0.00			
FEES	3,588.14	25,300.00	-21,711.86	14.18%
GIFTS and GRANTS	61.70			
MISCELLANEOUS	0.00			
<b>Total Income</b>	<b>116,615.26</b>	<b>1,110,573.00</b>	<b>-993,957.74</b>	<b>10.5%</b>
<b>Gross Profit</b>	<b>116,615.26</b>	<b>1,110,573.00</b>	<b>-993,957.74</b>	<b>10.5%</b>
<b>Expense</b>				
AUTOMATED SERVICES	23,546.57	65,140.00	-41,593.43	36.15%
BUILDING OPERATIONS	5,659.20	73,136.00	-67,476.80	7.74%
GENERAL OPERATING	2,588.99	35,833.00	-33,244.01	7.23%
MATERIALS	2,136.79	134,075.00	-131,938.21	1.59%
SALARIES & BENEFITS	58,542.60	802,389.00	-743,846.40	7.3%
GRANT EXPENSES	0.00			
OTHER GIFT EXPENSES	596.63			
<b>Total Expense</b>	<b>93,070.78</b>	<b>1,110,573.00</b>	<b>-1,017,502.22</b>	<b>8.38%</b>
<b>Net Ordinary Income</b>	<b>23,544.48</b>	<b>0.00</b>	<b>23,544.48</b>	<b>100.0%</b>
<b>Net Income</b>	<b>23,544.48</b>	<b>0.00</b>	<b>23,544.48</b>	<b>100.0%</b>

HUNTSVILLE PUBLIC LIBRARY  
 PROFIT/LOSS ACTUAL vs BUDGET  
 OCTOBER 2024

Total Monrovia				
INCOME AND EXPENSE SHOULD BE AT 8.33%	Oct 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
GOVERNMENT SUPPORT	34,036.51	211,820.00	-177,783.49	16.07%
FRIENDS OF THE LIBRARY SUPPORT	0.00	2,000.00	-2,000.00	0.0%
FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
INVESTMENT INCOME	0.00			
FEES	727.30	4,590.00	-3,862.70	15.85%
GIFTS and GRANTS	300.00			
MISCELLANEOUS	0.00			
<b>Total Income</b>	<b>35,063.81</b>	<b>219,610.00</b>	<b>-184,546.19</b>	<b>15.97%</b>
<b>Gross Profit</b>	<b>35,063.81</b>	<b>219,610.00</b>	<b>-184,546.19</b>	<b>15.97%</b>
<b>Expense</b>				
AUTOMATED SERVICES	4,872.32	15,606.00	-10,733.68	31.22%
BUILDING OPERATIONS	579.16	7,697.00	-7,117.84	7.52%
GENERAL OPERATING	314.71	8,434.00	-8,119.29	3.73%
MATERIALS	458.67	15,297.00	-14,838.33	3.0%
SALARIES & BENEFITS	13,105.10	172,576.00	-159,470.90	7.59%
GRANT EXPENSES	0.00			
OTHER GIFT EXPENSES	49.98			
<b>Total Expense</b>	<b>19,379.94</b>	<b>219,610.00</b>	<b>-200,230.06</b>	<b>8.83%</b>
<b>Net Ordinary Income</b>	<b>15,683.87</b>	<b>0.00</b>	<b>15,683.87</b>	<b>100.0%</b>
<b>Net Income</b>	<b>15,683.87</b>	<b>0.00</b>	<b>15,683.87</b>	<b>100.0%</b>



HUNTSVILLE PUBLIC LIBRARY  
PROFIT/LOSS ACTUAL vs BUDGET  
OCTOBER 2024

		Total New Hope			
INCOME AND EXPENSE SHOULD BE AT 8.33%		Oct 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	1,931.30	109,179.00	-107,247.70	1.77%
	FRIENDS OF THE LIBRARY SUPPORT	13.00	1,800.00	-1,787.00	0.72%
	FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	238.97	590.00	-351.03	40.5%
	GIFTS and GRANTS	0.00			
	MISCELLANEOUS	0.00			
	<b>Total Income</b>	<b>2,183.27</b>	<b>112,769.00</b>	<b>-110,585.73</b>	<b>1.94%</b>
	<b>Gross Profit</b>	<b>2,183.27</b>	<b>112,769.00</b>	<b>-110,585.73</b>	<b>1.94%</b>
Expense					
	AUTOMATED SERVICES	742.84	3,563.00	-2,820.16	20.85%
	BUILDING OPERATIONS	467.37	5,487.00	-5,019.63	8.52%
	GENERAL OPERATING	93.54	4,378.00	-4,284.46	2.14%
	MATERIALS	68.89	5,357.00	-5,288.11	1.29%
	SALARIES & BENEFITS	7,703.26	93,984.00	-86,280.74	8.2%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	0.00			
	<b>Total Expense</b>	<b>9,075.90</b>	<b>112,769.00</b>	<b>-103,693.10</b>	<b>8.05%</b>
	<b>Net Ordinary Income</b>	<b>-6,892.63</b>	<b>0.00</b>	<b>-6,892.63</b>	<b>100.0%</b>
	<b>Net Income</b>	<b>-6,892.63</b>	<b>0.00</b>	<b>-6,892.63</b>	<b>100.0%</b>

HUNTSVILLE PUBLIC LIBRARY  
PROFIT/LOSS ACTUAL vs BUDGET  
OCTOBER 2024

		Total Triana			
INCOME AND EXPENSE SHOULD BE AT 8.33%		Oct 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
	GOVERNMENT SUPPORT	3,000.00	91,480.00	-88,480.00	3.28%
	FRIENDS OF THE LIBRARY SUPPORT	0.00			
	FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	196.00	770.00	-574.00	25.46%
	GIFTS and GRANTS	0.00			
	MISCELLANEOUS	0.00			
	<b>Total Income</b>	<b>3,196.00</b>	<b>93,450.00</b>	<b>-90,254.00</b>	<b>3.42%</b>
	<b>Gross Profit</b>	<b>3,196.00</b>	<b>93,450.00</b>	<b>-90,254.00</b>	<b>3.42%</b>
<b>Expense</b>					
	AUTOMATED SERVICES	340.42	2,699.00	-2,358.58	12.61%
	BUILDING OPERATIONS	177.95	2,270.00	-2,092.05	7.84%
	GENERAL OPERATING	144.08	3,049.00	-2,904.92	4.73%
	MATERIALS	64.08	7,092.00	-7,027.92	0.9%
	SALARIES & BENEFITS	5,926.50	78,340.00	-72,413.50	7.57%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	0.00			
	<b>Total Expense</b>	<b>6,653.03</b>	<b>93,450.00</b>	<b>-86,796.97</b>	<b>7.12%</b>
	<b>Net Ordinary Income</b>	<b>-3,457.03</b>	<b>0.00</b>	<b>-3,457.03</b>	<b>100.0%</b>
	<b>Net Income</b>	<b>-3,457.03</b>	<b>0.00</b>	<b>-3,457.03</b>	<b>100.0%</b>

HUNTSVILLE PUBLIC LIBRARY  
 PROFIT/LOSS ACTUAL vs BUDGET  
 OCTOBER 2024

TOTAL					
	INCOME AND EXPENSE SHOULD BE AT 8.33%	Oct 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
	GOVERNMENT SUPPORT	157,995.93	7,833,372.00	-7,675,376.07	2.02%
	FRIENDS OF THE LIBRARY SUPPORT	9,170.12	126,800.00	-117,629.88	7.23%
	FOUNDATION SUPPORT	0.00	74,700.00	-74,700.00	0.0%
	INVESTMENT INCOME	15,226.54	176,025.00	-160,798.46	8.65%
	FEES	15,370.53	105,425.00	-90,054.47	14.58%
	GIFTS and GRANTS	25,189.81	0.00	25,189.81	100.0%
	MISCELLANEOUS	493.44	0.00	493.44	100.0%
	<b>Total Income</b>	<b>223,446.37</b>	<b>8,316,322.00</b>	<b>-8,092,875.63</b>	<b>2.69%</b>
	<b>Gross Profit</b>	<b>223,446.37</b>	<b>8,316,322.00</b>	<b>-8,092,875.63</b>	<b>2.69%</b>
<b>Expense</b>					
	AUTOMATED SERVICES	73,465.72	240,154.00	-166,688.28	30.59%
	BUILDING OPERATIONS	95,399.27	1,275,639.00	-1,180,239.73	7.48%
	GENERAL OPERATING	19,343.24	250,470.00	-231,126.76	7.72%
	MATERIALS	58,659.88	730,929.00	-672,269.12	8.03%
	SALARIES & BENEFITS	444,968.69	5,819,130.00	-5,374,161.31	7.65%
	GRANT EXPENSES	228.71	0.00	228.71	100.0%
	OTHER GIFT EXPENSES	18,186.62	0.00	18,186.62	100.0%
	<b>Total Expense</b>	<b>710,252.13</b>	<b>8,316,322.00</b>	<b>-7,606,069.87</b>	<b>8.54%</b>
	<b>Net Ordinary Income</b>	<b>-486,805.76</b>	<b>0.00</b>	<b>-486,805.76</b>	<b>100.0%</b>
	<b>Net Income</b>	<b>-486,805.76</b>	<b>0.00</b>	<b>-486,805.76</b>	<b>100.0%</b>



**Huntsville-Madison County Public Library  
Building Maintenance**

**September - October 2024**

Date	Name	Memo	Amount	Total
<b>MAIN</b>				
<b>SEPTEMBER INVOICES PAID</b>				
09/01/2024	City of Huntsville	SERVICE BUILDING AIR CHILLERS 1&2 W.O. 178168	2,833.09	
09/01/2024	The Home Depot Credit Services	TOILET PLUNGERS	47.94	
09/13/2024	City of Huntsville	HVAC WORK ORDER #182041-CHECK COMPRESSOR B2-CHILLER #1 IS NOT I	270.22	
09/13/2024	City of Huntsville	HVAC WORK ORDER #182041-CHECK COMPRESSOR B2-CHILLER #1 IS NOT I	1,011.24	
09/13/2024	City of Huntsville	HVAC WORK ORDER 182947 CHILLER #2 NOT RUNNING LABOR \$48.31	48.31	
09/13/2024	City of Huntsville	PLUMBING WORK ORDER #183030 WOMENS HANDICAP 2ND FLOOR LEAKI	41.76	
09/20/2024	City of Huntsville	HVAC WORK ORDER W.O. 183438	83.52	
09/29/2024	Window Gang	PO 27039 - PRESSURE WASH FLAT WORK AROUND MAIN ENTRANCE; CHEM	1,877.00	
		<b>TOTAL FOR SEPTEMBER</b>		<b>6,213.08</b>
<b>MAIN</b>				
<b>OCTOBER INVOICES PAID</b>				
10/8/2024	Mid-South Water, LLC	BOILER INTERNAL TREATMENT	475	
10/8/2024	Allied Supply Company, inc.	50# WATER SOFTENER CUBETS	65.4	
10/17/2024	City of Huntsville	CHILLER 2 TRIPPING MAIN BREAKER W.O. 183485	2,079.25	
10/17/2024	City of Huntsville	OUTDOOR THERMOSTAT NOT READING CORRECTLY HVAC W.O. 183565	636.33	
10/17/2024	City of Huntsville	HVAC COMPRESSOR LEAKING AIR W.O. 183670	366.06	
10/17/2024	City of Huntsville	WOMENS RESTROOM BY AUDITORIUM CLOGGED W.O. 183726	822.51	
		<b>TOTAL FOR OCTOBER</b>		<b>4,444.55</b>
		<b>TOTAL BUILDING MAINTENANCE</b>		<b>10,657.63</b>

**Huntsville-Madison County Public Library  
Building Maintenance**

<b>September - October 2024</b>			
<b>SOUTH HUNTSVILLE</b>			
<b>SEPTEMBER INVOICES PAID</b>			
			<b>TOTAL FOR SEPTEMBER</b>
			<b>0.00</b>
<b>SOUTH HUNTSVILLE</b>			
<b>OCTOBER INVOICES PAID</b>			
10/1/2024	The Home Depot Credit Services	OUTLET COVER FOR SHV	11.88
10/17/2024	City of Huntsville	FLASHING COMING OFF OF SIDE OF BUILDING W.O. 183853	41.76
10/17/2024	City of Huntsville	CHANGE OUT FAUCET IN CHILDRENS BATHROOM W.O. 183918	147.52
			<b>53.64</b>
			<b>TOTAL BUILDING MAINTENANCE</b>
			<b>53.64</b>
<b>MADISON HUNTSVILLE</b>			
<b>SEPTEMBER INVOICES PAID</b>			
09/01/2024	City of Huntsville	TOILET IN MEN'S ROOM NOT FLUSHING W.O. 182538	41.76
09/12/2024	Credit Card Services	LIGHTS BULBS	40.26
			<b>TOTAL FOR SEPTEMBER</b>
			<b>82.02</b>
<b>MADISON HUNTSVILLE</b>			
<b>OCTOBER INVOICES PAID</b>			
			<b>TOTAL FOR OCTOBER</b>
			<b>0.00</b>
			<b>TOTAL BUILDING MAINTENANCE</b>
			<b>82.02</b>

**Huntsville-Madison County Public Library  
Building Maintenance**

		<b>NORTH HUNTSVILLE</b>	<b>September - October 2024</b>			
		<b>SEPTEMBER INVOICES PAID</b>				
		09/23/2024 Window Gang	PRESSURE WASHING		1,050.00	
			<b>TOTAL FOR SEPTEMBER</b>			<b>1,050.00</b>
		<b>NORTH HUNTSVILLE</b>				
		<b>OCTOBER INVOICES PAID</b>				
		10/17/2024 City of Huntsville	2 FAUCETS NOT WORKING,REPLACED BATTERIES & SENSORS NOT WORKING V		582.64	
			<b>TOTAL FOR OCTOBER</b>			<b>582.64</b>
			<b>TOTAL BUILDING MAINTENANCE</b>			<b>1,632.64</b>



COST/PROPOSAL FORM

SECURITY SERVICES FOR **DOWNTOWN HUNTSVILLE LIBRARY**

	Hourly Rate	Hourly Rate for Federal Holidays (if applicable)
Dec 2024 – Sept 2025	\$ 25	25
Oct 2025 – Sept 2026	\$ 25	25
Oct 2026 – Sept 2027	\$ 25	25
Oct 2027 – Sept 2028	\$ 25	25

SECURITY SERVICES FOR **MADISON PUBLIC LIBRARY**

	Hourly Rate	Hourly Rate for Federal Holidays (if applicable)
Dec 2024 – Sept 2025	\$ 25	25
Oct 2025 – Sept 2026	\$ 25	25
Oct 2026 – Sept 2027	\$ 25	25
Oct 2027 – Sept 2028	\$ 25	25

SECURITY SERVICES FOR **NORTH HUNTSVILLE PUBLIC LIBRARY**

	Hourly Rate	Hourly Rate for Federal Holidays (if applicable)
Dec 2024 – Sept 2025	\$ 25	25
Oct 2025 – Sept 2026	\$ 25	25
Oct 2026 – Sept 2027	\$ 25	25
Oct 2027 – Sept 2028	\$ 25	25

SECURITY SERVICES FOR **SOUTH HUNTSVILLE PUBLIC LIBRARY**

	Hourly Rate	Hourly Rate for Federal Holidays (if applicable)
Dec 2024 – Sept 2025	\$ 25	25
Oct 2025 – Sept 2026	\$ 25	25
Oct 2026 – Sept 2027	\$ 25	25
Oct 2027 – Sept 2028	\$ 25	25



COMPANY NAME: \_\_\_\_\_ Hedge of Protection Security Services \_\_\_\_\_

ADDRESS: \_\_\_\_\_ 12847 Marble Drive \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ Madison AL \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ 256-321-6089 \_\_\_\_\_ FAX#: \_\_\_\_\_

POINT OF CONTACT/SUPERVISOR \_\_\_\_\_ Joshua Perr \_\_\_\_\_

EMAIL: \_\_\_\_\_ Hedgeofprotection@yahoo.com \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ 256-321-6089 \_\_\_\_\_

PLEASE INDICATE OR DESCRIBE ANY VALUE-ADDED FEATURES THAT HELP YOU TO UNIQUELY MANAGE THIS PROJECT.

I'd Like to Bring Silver Trac to the Huntsville library.

I am licensed to train my staff in First aid, CPR and AED making my staff more prepared for any situation.

As an owner I have personally worked the library, and visited the branches as a visitor. My family Goes to these libraries and this all of gives me a unique perspective and reason to ensure the safety of the libraries in our community. Id venture to say no other owner has worked any of these sites making me and my way of managing unique.

AUTHORIZED REPRESENTATIVE: Joshua Perr (print)

SIGNATURE: *Joshua Perr*

TITLE: Owner Operator

DATE: 10/29/24

By signing the above, I certify that I am authorized by the Company named above to respond to this Request for Proposal.



**REQUEST FOR PROPOSALS: SECURITY SERVICES  
FOR HUNTSVILLE-MADISON COUNTY LIBRARY**

The Board of Directors of the Huntsville-Madison County Public Library (HMCPL) is issuing a Request for Proposals (RFP) for security services for the following branches:

Downtown Huntsville Library (“Downtown”) located at 915 Monroe Street SW, Huntsville, Alabama 35801.

Madison Public Library (“Madison”) located at 142 Plaza Drive, Madison, AL 35758.

North Huntsville Library (“North”) located at 3011-A Sparkman Drive, Huntsville, AL 35810.

South Huntsville Library (“South”) located at 7901-L Bailey Cove Road, Huntsville, AL 35802.

Proposer may submit a proposal for all branches, a single branch, or a combination of branches.

**RFP OVERVIEW**

RFP Title:	Security Services for Huntsville-Madison County Public Library
Timeline:	RFP Issuance October 15, 2024
Optional Pre-proposal Tours:	Downtown: Tuesday, October 22, 3:00 p.m. Madison: Friday, October 25 3:00 p.m. North: Thursday, October 24, 2:00 p.m. South: Wednesday, October 23, 3:00 p.m.
Proposal Submission Due:	Friday, November 1, 2024 2:00 p.m.
Anticipated Start of Service:	December 2024
Contract Period:	Three years with no automatic renewal

The RFP information is available at <https://hmcpl.org/rfp>.

**OPTIONAL PRE-PROPOSAL TOUR FOR PROPOSERS**

Four pre-proposal tours for proposers will be held. Attendance at these sessions is optional. Interested proposers should notify the Library of their intention to attend the pre-proposal tour by calling the Library Administration Office at 256-532-5950 or by email to [sefird@hmcpl.org](mailto:sefird@hmcpl.org). Please specify which tour(s) you plan to attend. Attendees will meet at the front entrance at each library.

SCOPE OF WORK

Security schedules for each branch

Branch	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours
Downtown	9 a.m.- 2 p.m.	9 a.m.- 2 p.m.	9 a.m.- 2 p.m.	9 a.m.- 2 p.m.		9 a.m. – 5 p.m.	1 p.m. – 5 p.m.	32
Madison	2 p.m. – 8 p.m.	2 p.m. – 8 p.m.	2 p.m. – 8 p.m.	2 p.m. – 8 p.m.	11 a.m.-5 p.m.	11 a.m.-5 p.m.	1 p.m. – 5 p.m.	40
North	4 p.m. – 8 p.m.	4 p.m. – 8 p.m.	4 p.m. – 8 p.m.	4 p.m. – 8 p.m.	1 p.m. – 5 p.m.	1 p.m. – 5 p.m.	1 p.m. – 5 p.m.	28
South	2 p.m. – 8 p.m.	2 p.m. – 8 p.m.	2 p.m. – 8 p.m.	2 p.m. – 8 p.m.	1 p.m. – 5 p.m.	1 p.m. – 5 p.m.	1 p.m. – 5 p.m.	36

For Downtown, approximately 192 additional hours are available for scheduling based on the need for leave coverage for an on-staff Security Assistant. Additional hours may be requested at branches to cover after business hour events.

Contractor shall provide unarmed uniformed security services in and around each property for the specified schedule. Contract security personnel will implement the Library's security objectives according to the library's Code of Conduct. Duties may include but is not limited to: assisting staff with opening and closing procedures, roving patrols of interior and exterior building areas, monitoring behavior of library users, responding to security issues when notified by staff or library users, overseeing library user traffic during a weather/fire alarm or utility outage, communicating with the manager on duty regarding security risks, logging security incidents in accordance with branch procedures, and responding as necessary to support other life safety duties as identified in post orders and standard operating procedures.

RESPONSIBILITIES OF CONTRACTOR

The Contractor shall take all responsibility for the work, shall bear all costs or losses resulting from the amount or character of the work, or from any unforeseen obstructions or difficulties which may be encountered, or because of the conditions of the facility in which the work is done is different from what is assumed or expected. The Contractor shall assume defense of, and indemnify and hold harmless HMCPL, the Library Board of Directors, and its officers, employees and agents, from all claims of any kind arising from the performance of this Contract.

The Contractor shall provide the necessary supervision for the project. The Contractor must furnish the library with a phone and email contact for the responsible supervisor and/or scheduler. Contractor shall provide appropriate and necessary management and supervision for all Contractor's employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Contractor's rules and regulations, as well as any other policy established by the contracting parties.

The Contractor shall furnish the Library with a current list of all employees that will perform work at the Library. Mandatory qualifications for Contractor personnel:

- Must be employees of the Contractor.
- Must be licensed and trained to be a security guard in the state of Alabama.
- Shall be professional and courteous at all times. The Library may require the Contractor to remove any employee from work for reasonable cause as determined by the Library.
- Must wear appropriate clothing identifying them as employees of the Contractor.
- May not bring family, friends, or pets to work.

The Contractor must verify Library holiday and closings each year.

Contractor shall work with the Library to develop a comprehensive set of Post Orders documenting both general procedures as well as site-specific responsibilities. Post Orders shall be prepared prior to the commencement of the contract and must be reviewed and approved by Library management with thirty (30) days from commencement of Contractor's services to Library. All security officers will be required to read and verify they understand the Post Orders and at minimum, shall be tested annually or more frequently during site inspections. Contractor shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both Contractor's and Library's standards.

Contractor is responsible for the daily personal appearance of security personnel. Contractor shall provide seasonal uniforms and weather-appropriate protective clothing necessary to support continuous performance of contract requirements. Security officers are prohibited from carrying weapons of any kind, including but not limited to: firearms, nightsticks, martial arts weapons or equipment, batons or any chemical agent spray or liquid.

Contractor shall agree to remove from the site, whenever required to do so by Library, any employee considered by Library to be unsatisfactory or undesirable to Library, within the limits of any applicable laws.

Contractor shall administer all cost accounting and billing relative to this contract. Contractor shall respond as necessary to accommodate additional duty hours as may be requested by Library.

The Contractor is to provide a monthly invoice for services at the end of each month. Invoice must be submitted to [apayables@hmcpl.org](mailto:apayables@hmcpl.org).

### ADDITIONAL INFORMATION

- The four branches in this RFP are open to the public 7 days per week:
  - Monday through Thursday – 9:00 a.m. to 8:00 p.m.
  - Friday and Saturday – 9:00 a.m. to 5:00 p.m.
  - Sunday – 1:00 p.m. to 5:00 p.m.
- The fiscal year schedule for the library is October 1 through September 30 of the following year.
- Number of visitors in FY 2024
  - Downtown: 301,261
  - Madison: 252,635
  - North: 159,197
  - South: 436,531
- No tobacco products may be used in the Library building or on the grounds.

### REFERENCES

Proposers must provide 3 references of firms or companies where similar security services are currently being provided. Contact names, emails, and phone numbers must be listed.

### CERTIFICATE OF LIABILITY INSURANCE

Proposers must be bonded and must provide a certificate of liability insurance.

The winning proposer must add HMCPL, the Library Board of Directors, employees and agents as additional insureds under any such insurance policy for purposes of services provided pursuant to this RFP and any resulting contract.

### ALABAMA SECURITY REGULATORY BOARD CERTIFICATE

Proposers must provide a copy of their State of Alabama Security Regulatory Board certificate for their company.

## QUESTIONS

All questions concerning this RFP shall be submitted by email to Stephen Efird at [sefird@hmcpl.org](mailto:sefird@hmcpl.org). The Library will post on our website [www.hmcpl.org](http://www.hmcpl.org) a written response in the form of an Addendum for each question requiring a clarification or interpretation of the specifications. It is the responsibility of the proposer to look for Addendums. The Library will not be responsible for any other explanation of the specifications.

Questions submitted must provide, at a minimum, the following information:

- Proposer's name and contact information
- Question clearly stated
- Specific reference to applicable RFP section(s)

## RATING CRITERIA

The contract will be awarded to the proposer submitting the most responsive and responsible proposal consistent with the specifications and requirements detailed in the RFP.

The following qualifications of a proposer will be considered by the Library:

1. Ability, capacity and skill to perform the contract and provide the service required within the time specified, without delay or interference;
2. Character, integrity, reputation, judgment, experience and efficiency
3. Quality of performance of previous contracts or services

All proposals will be rated on the following scale:

- |  |     |
|--|-----|
| ○ Cost   | 40% |
| ○ Company Qualifications and Experience (including reference checks) | 30% |
| ○ Availability and Capacity of Company to Perform the Work           | 30% |

## PROPOSAL DELIVERY INSTRUCTIONS

Proposer may submit proposals for all branches, a single branch, or a combination of branches.

In order to fully respond to the RFP, each proposer must include:

- Signed Project Specifications and Detailed Requirements Acceptance Form (page 8)
- Completed & Signed Cost/Proposal Form (pages 9-11)
- Certificate of Liability Insurance
- State of Alabama Security Regulatory Board certificate
- 3 References
- 1 original and 1 print copy of the complete proposal
- 1 electronic copy of complete proposal (email to [sefird@hmcpl.org](mailto:sefird@hmcpl.org))

Failure to include any of the required deliverables listed above or to comply with RFP specifications may result in the response being disqualified or receiving a lower rating.

Proposals are to be mailed or delivered to Stephen Efird, Huntsville-Madison County Public Library, PO Box 443, Huntsville, AL 35804, or 915 Monroe Street, Huntsville, AL 35801. The words “Sealed Proposal—Security Services” must be on the outside of the envelope.

Proposals must be received by 2:00 p.m. on Friday, November 1, 2024. The proposals will be opened at 2:00 p.m. in the Board Room located on the third floor of the Downtown Library, 915 Monroe Street. Late proposals will not be considered and will be returned unopened to the proposer. HMCPL will not be responsible for any carrier’s failure to deliver a proposal.

HMCPL reserves the right to reject in whole or in part any or all proposals, waive minor technicalities, informalities, or minor irregularities in any proposal and award the proposal which best serves the interest of HMCPL. HMCPL also reserves the right to implement all or portions of the proposal.

For further information, please contact Stephen Efird at 256-532-5952, or by email at [sefird@hmcpl.org](mailto:sefird@hmcpl.org).



HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY

PROPOSAL SUMMARY

RFP TITLE: Security Services for Huntsville Madison County Public Library  
PROPOSAL DUE: 2:00 p.m., Friday, November 1, 2024  
"Sealed Proposal—Security Services" must be printed on outside of envelope  
PROPOSAL OPENING: 2:00 p.m., Friday, November 1, 2024  
Downtown Huntsville Library, Board Room, 3rd Floor Administrative Office, 915 Monroe St SW, Huntsville, AL 35801

ADDRESSES:

Mailing address:  
Stephen Efirm  
Huntsville-Madison County Public Library  
P.O. Box 443  
Huntsville, AL 35804

Delivery address:  
Stephen Efirm  
Huntsville-Madison County Public Library  
915 Monroe Street  
Huntsville, AL 35801

EMAIL: [sefirm@hmcpl.org](mailto:sefirm@hmcpl.org)

PLEASE SUBMIT ONE (1) ORIGINAL PROPOSAL

AND

ONE (1) PRINT COPY OF COMPLETE PROPOSAL

AND

ONE (1) ELECTRONIC COPY OF COMPLETE PROPOSAL

All proposals must be signed on the Cost/Proposal Form (pages 9-11), and include a signed Project Specifications and Detailed Requirements Acceptance Form (page 8), Certificate of Liability Insurance, State of Alabama Security Regulatory Board certificate, and three (3) References.

HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY  
PROJECT SPECIFICATIONS AND DETAILED REQUIREMENTS  
ACCEPTANCE FORM

I acknowledge that I will comply with the Project Scope and Detailed Responsibilities listed in the RFP.

COMPANY NAME: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_(print)

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

COST/PROPOSAL FORM

**SECURITY SERVICES FOR DOWNTOWN HUNTSVILLE LIBRARY**

		<b>Hourly Rate</b>	<b>Hourly Rate for Federal Holidays (if applicable)</b>
Dec 2024 – Sept 2025		\$	
Oct 2025 – Sept 2026		\$	
Oct 2026 – Sept 2027		\$	
Oct 2027 – Sept 2028		\$	

**SECURITY SERVICES FOR MADISON PUBLIC LIBRARY**

		<b>Hourly Rate</b>	<b>Hourly Rate for Federal Holidays (if applicable)</b>
Dec 2024 – Sept 2025		\$	
Oct 2025 – Sept 2026		\$	
Oct 2026 – Sept 2027		\$	
Oct 2027 – Sept 2028		\$	

**SECURITY SERVICES FOR NORTH HUNTSVILLE PUBLIC LIBRARY**

		<b>Hourly Rate</b>	<b>Hourly Rate for Federal Holidays (if applicable)</b>
Dec 2024 – Sept 2025		\$	
Oct 2025 – Sept 2026		\$	
Oct 2026 – Sept 2027		\$	
Oct 2027 – Sept 2028		\$	

**SECURITY SERVICES FOR SOUTH HUNTSVILLE PUBLIC LIBRARY**

		<b>Hourly Rate</b>	<b>Hourly Rate for Federal Holidays (if applicable)</b>
Dec 2024 – Sept 2025		\$	
Oct 2025 – Sept 2026		\$	
Oct 2026 – Sept 2027		\$	
Oct 2027 – Sept 2028		\$	

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

POINT OF CONTACT/SUPERVISOR: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

PLEASE INDICATE OR DESCRIBE ANY VALUE-ADDED FEATURES THAT HELP YOU TO UNIQUELY MANAGE THIS PROJECT.

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AUTHORIZED REPRESENTATIVE: \_\_\_\_\_(print)

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

By signing the above, I certify that I am authorized by the Company named above to respond to this Request for Proposal.

# Public Access Computer Procedures

- All public access computers in the Huntsville Madison County Public Library System may be used by adults and children ages 10 and older. The Youth Services Department of ~~the Main Library and~~ some Branches have computers that are specifically for children, and have no age limits. To use all other public access computers, children ages 9 and under need to be accompanied by an adult 18 years or older.
- The Library uses an automated PC Reservation system. Every effort is made to provide equitable access and time to all users of our public computers.
- All computer users must have one of the following:
  1. A valid Huntsville-Madison County Public Library card.
  2. A Guest Patron Card for non-residents, guests, and residents ineligible for a full membership. This limited-access card is strictly for computer usage or room reservations. It may be obtained at a service desk and should be issued to patrons who are frequent users of the public computers. Such cards are unable to check out items; guest and non-resident patrons wishing to upgrade computer-use only cards may apply for a full card at a circulation desk. Non-resident fees apply to full membership cards.
- To use a public access computer, a user must have either a valid Huntsville-Madison County Public Library card or a Guest Patron card. No one may use another person's card or card number. Anyone that does not comply with this requirement will have his or her card blocked for one month and will lose borrowing and computer use privileges during that time.
- Copies made on computer printers are \$.15/page for black and white and \$.25/page for color, with the exception that there are no charges for print-outs made of searches in our online catalog.
- Generally, a patron is limited to 1 hour usage per day with 1 extension for 30 minutes if no one is waiting.
- High demand locations have express workstations for quick email access and other short uses. These computers have a time limit of 15 minutes, and are on a first-come, first-served basis. No reservations or sign-ups are required for these workstations.
- Reservations, where reservations may be made, will be held for only five (5) minutes past the reservation time in all locations.
- Flash Drives may be purchased for \$7.00; headsets for \$2.00.
- Patrons may access personal e-mail accounts that are web-based like Gmail, Hotmail, Yahoo, and America Online.
- Patrons are required to use only the software available on the library computers, and are not allowed to load software on a computer's hard drive, or use their own software on a ~~floppy disk or~~ portable USB flash storage device.
- Patrons may use portable USB flash storage devices, also called memory sticks, on the library computers. The library is not responsible for any damage that might occur to a patron's personal device, and cannot guarantee, due to manufacturer variations, that all memory sticks will work with library workstations. A patron's personal USB peripherals such as external hard drives and webcams are not permitted for use on library computers.

- Individual departments or Branches may have additional procedures that are specific to each location and based on their users' needs.

## Internet Safety Policy

### Mission

This is the public's library. ~~Our mission is to enrich the educational, recreational, and cultural life of our community through materials, information, and programs that foster a lifelong love of learning. We empower individuals to create their own futures, explore the universe of ideas, and connect with our community and the world.~~

### Internet Access

The Library collection is supplemented by the wide variety of resources available through the Alabama Virtual Library and the Internet. Computers are provided for our users to access these online resources in the Library, and free classes are available in the [Computer Technology Training Center](#) [and Workforce Development Lab at some Branches](#) for those who wish to improve their computer and Internet skills.

The content of the Internet is unregulated, and the Library has no control over the resources available there. Information found on the Internet may be reliable and current, or it may be inaccurate, out of date, illegal, obscene or sexually explicit. Because the Library cannot monitor or control the information available through the Internet, users access the Internet at their own discretion.

In order to provide equal access for users to its computers and the Internet, the Library sets time limits for computer usage and requires user sign-up or reservations.

Users are expected to utilize the Library computers in a responsible manner and to respect the rights of other users. Any actions that will cause damage to computer software or equipment, or will result in the invasion of privacy or harassment of others will not be allowed.

The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service. Since software and information downloaded from any sources, including the Internet, may contain computer viruses, users are advised to utilize virus-checking software on their home computers. The Library is not responsible for damage to users' storage devices or computers or for any loss of data, damage or liability that may occur from the use of the Library's computers.

## Responsibilities of Parents/Guardians of Minors

Parents/guardians are responsible for their minor (under the age of 18) children's use of the Library's resources and facilities. This includes using the Internet at any of the Library locations. Parents who believe that their children cannot responsibly use the Library's Internet access are requested to monitor their children's Internet use.

The Library will assist parents/guardians and children in the use of the use of the Internet, and suggest specific web sites that are age and content appropriate for children.

## **Unacceptable Uses of Computers**

The following general uses of the Internet and Library computers are not permitted:

- Viewing graphic sexual materials;
- Downloading and installing software on Library computers;
- Hacking the Library network, including unauthorized use of network logins
- Using the Internet for unlawful purposes;

The following types of Internet and Library computer usage are prohibited for minors as specified in the Neighborhood Children's Internet Protection Act (NCIPA):

- Access by minors to inappropriate matter on the Internet and World Wide Web;
- Uses that compromise the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including hacking, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- Access by minors to materials harmful to minors.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **Technology Protection Measures**

The Library uses technology protection measures, as required by the Children's Internet Protection Act, to protect against access to visual depictions that (1) are obscene, (2) contain child pornography, or (3) are harmful to minors.



Technology protection measures are not foolproof, and may not always prevent Library patrons and staff from inadvertently accessing text or images that may be offensive. Sites that contain inoffensive and useful information may also be erroneously blocked.

Library staff will disable upon request the technology protection measures on designated computers to allow Internet access for lawful purposes for adults (age 18 or older).

Adults or minors may also request access to web sites that are erroneously blocked. Library staff will review the sites in question and provide access to those that are blocked in error.

## Penalty for Violation of Policy

Any user who fails to comply with this policy will receive a warning and will forfeit the remainder of his computer time. After the first warning, users continuing to violate this policy will be issued a six-month trespass warning and will be barred from using any Library facilities for this period of time. Additional violations may result in further trespass warnings for longer periods of time. Trespass warnings exceeding six months may be appealed to the Library Board.

### **Adoption**

~~This Internet Safety Policy was adopted by the Board of Trustees of the Huntsville Madison County Public Library at a public meeting, following normal public notice, on June 26, 2002, and revised on September 21, 2004 and April 21, 2005. It was reviewed and revised by the Library Board at a public meeting, following normal public notice, on March 19, 2014 and again on September 24, 2024.~~

## Headsets

Due to Public Health concerns, the Huntsville-Madison County Public Library no longer loans Shared Computer Headsets for Public Use.

Patrons are welcome to bring in personal headsets suitable for computer stereo use, or to purchase a reusable quality stereo headset at a service desk for \$2.00 each. Any headset purchased becomes property of the patron, and must be taken with the patron upon exit from the Library.

The Huntsville-Madison County Public Library is not responsible for purchased or personal headsets left on the premises, or damaged due to patron misuse.

~~Approved by the Board of the Huntsville-Madison County Public Library July 18, 2001.~~

## Acceptable Use Policy

HMCPL encourages patrons to engage in interactive sections of our websites, by participating in online discussions and, in some cases, providing content. Before you participate in these activities please read our policy on user-generated web content:

1. Patrons who provide online content to HMCPL for its websites are granting HMCPL full license to use such material for promotion of library services, collections and other activities. By posting comments on our websites, patrons agree that HMCPL may use their content for these purposes without compensation.
2. All content submitted for online discussion will be reviewed by staff. While we may not always have the resources to review patron comments prior to posting, HMCPL reserves the right to edit or delete user content in a manner that is consistent with our mission and policies. As such, we will not post content that contains vulgar language, personal attacks of any kind, or offensive comments that target or disparage groups by ethnicity, race, religion, sex or gender.
3. HMCPL reserves the right to moderate user-generated content for any reason.
4. HMCPL is not responsible for any user-generated comments and contents that appear on our websites.
5. This policy may be revised at any time.

*Library Board Updated and approved: 9/24/24*

# Display and Exhibit Policy

APPROVED BY LIBRARY BOARD MAY 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. 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.

Staff will actively monitor displays to ensure materials included comply with the policy. However, the Staff and Library Board hold no responsibility for any unapproved changes made by Library users. When such modifications are found, Staff will immediately inform the Executive Director and Branch Manager.

Examples of unauthorized modifications include, but are not limited to:

- Addition of unapproved materials to a display.
- Placement of adult materials on displays located in the juvenile and young adult sections of a Library.
- Removal of materials that an individual finds personally objectionable.

## Statements of Concern

Should a patron of HMCPL take issue with the inclusion of a specific item in a display 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>

## **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.

*Approved Date: 5/21/2024*

# Interlibrary Loan

**Notice: Some of our Terms and Conditions have recently changed. Please read and agree to the Interlibrary Loan Terms and Conditions before placing your request.**

**ILL service currently has a limit of three requests per patron.**

**To prevent being charged for an item you do not need, please contact us as soon as possible if you no longer need your ILL request fulfilled. Patrons are still responsible for interlibrary loan fees for items that are received and not picked up.**

Looking for something that is not in our catalog? If we don't have the materials you need, or if the item you're looking for in our collection is marked 'missing,' or 'lost,' we will be happy to set up an interlibrary loan for you.

## **NOTICE—WARNING CONCERNING COPYRIGHT RESTRICTIONS:**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

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## **Is it free?**

There is a small charge for items loaned between libraries, to cover the cost of shipping. If your request is fulfilled, you will need to pay this fee in order to pick up your item. Your account will be charged the following amount when the item arrives at the Interlibrary Loan office:

- \$3.00 per book
- \$1.00 per microfilm roll
- \$1.00 for all digital copy requests (this excludes e-books)
- Photocopies will be at the standard copy charge of .15 for black and white .25 for color per page

*(In addition, special libraries, medical libraries, and some university libraries charge a fee for loans or photocopies. These would be in addition to our Interlibrary Loan fee. We always attempt to request from free lenders first. If there is an additional fee, you will be contacted in advance.)*

Patrons are responsible for any fines or fees (such as overdue fines or lost item fees) that are received from the lending library.

If an ILL item is not returned within 14 days of the due date, it will be declared "Lost." The library account will become restricted, which will prevent the patron from checking out any new materials or using various library services. The restriction will not be removed until the ILL item is either returned or the replacement cost of the item is paid.

Any outstanding shipping fees for ILL items that were received but never picked up must be paid and restrictions due to ILL items that were declared "Lost" must be cleared before another ILL request can be placed.

### **Can any library user request an interlibrary loan?**

Only patrons over the age of 18 with a resident or out of county resident borrower card may request an interlibrary loan.

### **What materials can I get through interlibrary loan?**

You can get most circulating books, as well as microfilm and photocopies. Most libraries will not loan any recently acquired books (usually anything a library has had fewer than six months), special collections material, audio-visual materials (including CDs and DVDs), reference material, or textbooks.

### **How do I make a request?**

You can place your request through the form below. Patrons are currently limited to **three** active requests at a time. An active request is any ILL request that (1) has been submitted and is being reviewed, (2) has been received and is awaiting pickup, or (3) is in use and has not yet been returned.

### **How long will it take for my item to come in?**

Generally it takes 2-4 weeks, but **items can take much longer to arrive**. Specific shipping times cannot be guaranteed. Some factors that determine how long your item will take to arrive are:

1. The item's distance from Huntsville. We will try to locate your item in the State of Alabama library system first, but if your requested item isn't available in Alabama, we will then search nationwide. A nationwide search will take longer to find and longer to ship.

2. How rare the book is. Some libraries may not lend out books that are considered rare or fragile, and may decline to make copies.
3. The postal service. All requests must go through the postal service, and mail is sometimes lost or misdirected.

**How long may I keep the loaned item?**

The owning library determines the due date on your item. We also need to allow for mailing time to return the item to them before their deadline. Please disregard any dates listed in the book. Your due date is on the book strap attached to your item.

# Room Policies

Meeting, conference, and study rooms within the Huntsville-Madison County Public Library (HMCPL) are made available for the enrichment of the educational, recreational, and cultural lives of our community.

Individual adults, groups, or organizations are invited to reserve our rooms provided they abide by these policies and the Library Code of Conduct. Library members may create room reservations on a first-come, first-served basis in our online system. Contact [reservations@hmcpl.org](mailto:reservations@hmcpl.org) for assistance.

## General Rules

- Rooms may not be booked more than six (6) months in advance.
- No more than six (6) reservations may be held at one time.
- Individuals 18 years of age may reserve meeting room space. However, to add fee-based options to a reservation, an individual must be 19 years or older.
- Rooms will be held for thirty (30) minutes after the reservation start-time and then will be released for use by other customers.
- Rooms are only available for reservation during regular hours.
- Some rooms are only available for up to two (2) hours per day.
- Some rooms require pre-approval prior to use.
- Meetings must end and rooms must be empty fifteen minutes prior to closing.
- Facilities are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- Permission to meet in the library does not in any way constitute an endorsement of a group's policies or beliefs.
- Use of the library logo in announcements or fliers must be pre-approved.
- No tape or adhesive of any kind may be used on the walls, windows, or furniture.
- View into the rooms may not be obstructed at any time.
- No open flames under any circumstances.
- Monetized events and room set-ups may be available in some rooms for a fee.
- There is a \$25 minimum fee for any damage caused to rooms, damages exceeding \$25 will be billed at cost.
- HMCPL reserves the right to enforce fire codes, Americans with Disabilities Act compliance, noise limitations or any other rule approved by the Library Board. Fire codes establish maximum capacity for each room. Groups are responsible for ensuring attendance at meetings does not exceed capacity or prohibit accessibility. Exceeding capacity, disregarding ADA or noise complaints can cause the room to be forfeited.
- Seven (7) day cancellation notice is required. In unforeseen emergencies in which the Library has to cancel a meeting, HMCPL will attempt to give the group as much notice as possible.
- Individuals or organizations found to have misrepresented themselves or their use of library space will be barred from further use.



Rooms may not be reserved or used for the following unless sponsored or co-sponsored by HMCPL:

- Performing arts groups (including conducting open call interviews, auditions or rehearsals).
- Graduations (including pre-k).

Rooms may not be reserved or used for the following unless fees are paid:

- Soliciting, sales, charging admission, ticketed events, asking for donations, or paid services (including tutoring or insurance seminars).

Fee-based options are available at several locations of the Library, though each location varies. See the schedule at <https://hmcpl.org/reserve/optionalcharges> and then communicate your needs by emailing [reservations@hmcpl.org](mailto:reservations@hmcpl.org). Fees will be added to the library account reserving the room and payment should be made prior to use. Any equipment needed during the reservation will be checked out to the library account reserving the room and, if lost, will be charged to that account.

Political campaign events for one candidate or candidates of one political party may not be held at HMCPL. Any campaign event held at HMCPL must extend invitations to all the candidates qualifying for an election. HMCPL must be given proof that all candidates were extended an invitation for the event.

Storage space and porter services are not available, nor can library staff deliver messages to attendees. HMCPL assumes no responsibility for personal injuries, thefts, damages, or losses of private property while using library rooms.

The Executive Director may authorize exceptions from specific regulations and fees of this policy for HMCPL and its programs, for the Friends of the Huntsville-Madison County Public Library, for state, local or federal governments, or for any organizations that holds an MOU or MOA. The Library Board reserves the right to amend any room regulations without prior notice.

Submitting a reservation implies consent to these policies.

*Library Board Updated and approved: 3/19/24*

# Gifts and Memorials

The Library Board is grateful for all donations and gifts. It is through the generosity of individuals and groups that areas of library service have been developed and the library collection enriched to an extent that would not otherwise have been possible.

The Library, as a non-profit organization, may issue receipts for donations that may be used for Internal Revenue Service tax deduction purposes. The Library cannot set a value on gifts, this is the responsibility of the donor.

Placement of donated items as well as the selection and placement of materials using monetary donations will be done in accordance with the Collection Development policy

[Donations can be made online.](#)

## Gifts

All gifts become the sole property of the Library and may be utilized or disposed of in any manner approved by the Board. In certain instances, if the Board deems it to be for the benefit of the Library, terms or restrictions may be placed upon gifts by the donors, and a contract entered into by the Board and the donor.

The addition of gift books and other materials to the Library collection is determined by the same standards of selection that are applied to purchased material. Library staff will review and screen material using such selection criteria as:

1. Timeliness (published within the past 5 years)
2. Scope
3. Relevance to the Huntsville-Madison County Public Library collection policy
4. Appropriateness of content and format
5. Literary or educational quality
6. Physical condition
7. Sufficient availability of title in collection.

Materials not added to the collection may be sold by the Friends of the ~~Main~~-Library ~~or of~~ the Branch where the donation was made and the proceeds provide support for the library location receiving the gift. The Library does not provide notification to the donor of whether or not a gift has been placed in the collection.

The donor is responsible for:

1. Delivering gifts to the Library in small boxes or bags that can be easily lifted
2. Completing the gift acknowledgement form that is provided by the Library and may be used for tax purposes.

## **Memorials**

Monetary gifts for the purchase of books or other library material as memorials will be accepted, and appropriate designation and acknowledgment will be made by the Library

Library staff will review titles that are available on a specified subject matter, if requested by the donor, and will select a title within a given price range that is most needed by the Library. These books or other materials become the property of the Library and will be treated as regular library acquisitions.

For memorial gifts, an acknowledgement will be sent to the recipient designated by the donor indicating for whom the gift has been given and the name of the donor. For honor gifts, a notification of the gift and the donor will be sent to the honoree. The donor must provide the Library with names and addresses for notifications.

With a gift of \$25.00 or more, a plate will be placed in the purchased book with the names of the donor and honoree. A gift of under \$25.00 will go to the Huntsville-Madison County Public Library book fund. Donors and recipients at any level will be listed in the Friends of the Library newsletter.

Memorial funds for special projects or acquisitions may be established if approved by the Library Board.

Approved Date: 12/16/09

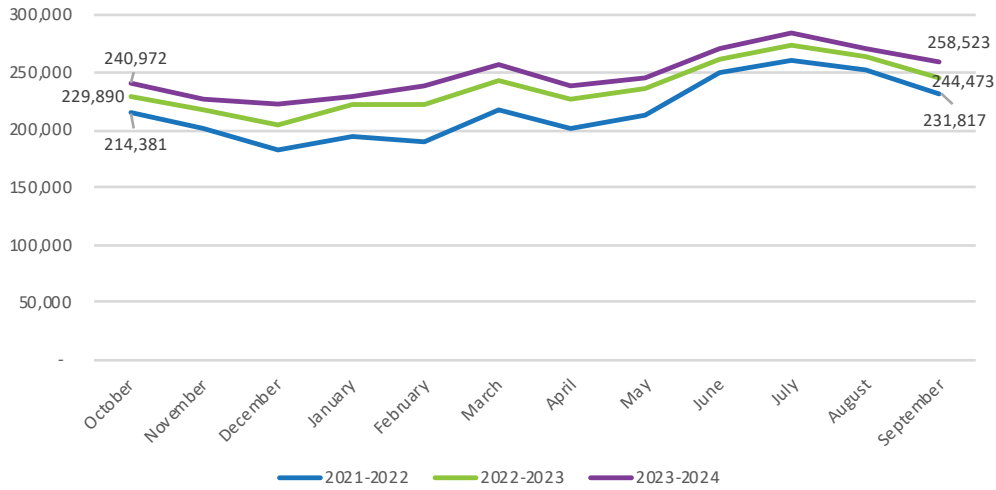




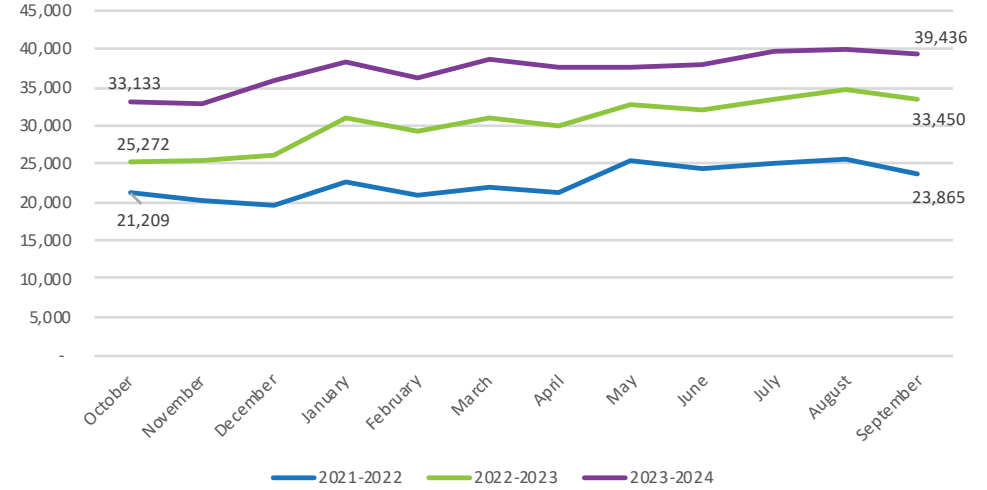
# HMCPL Statistics

FY 2024

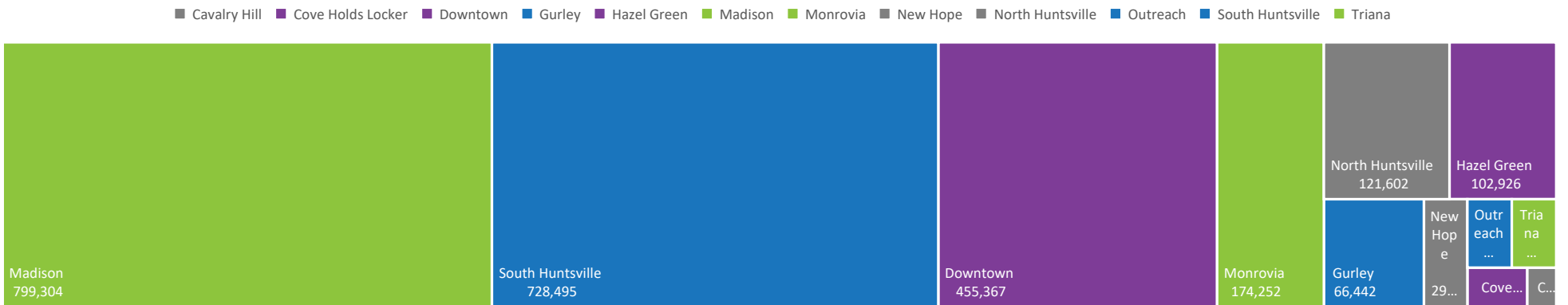
Systemwide Circulation - FY 2022 - FY 2024



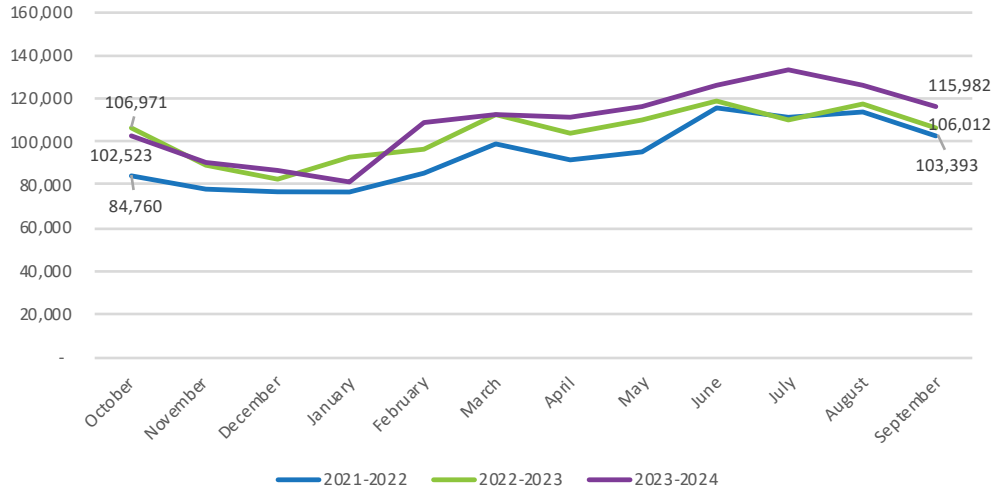
Downloadables - FY 2022 - FY 2024



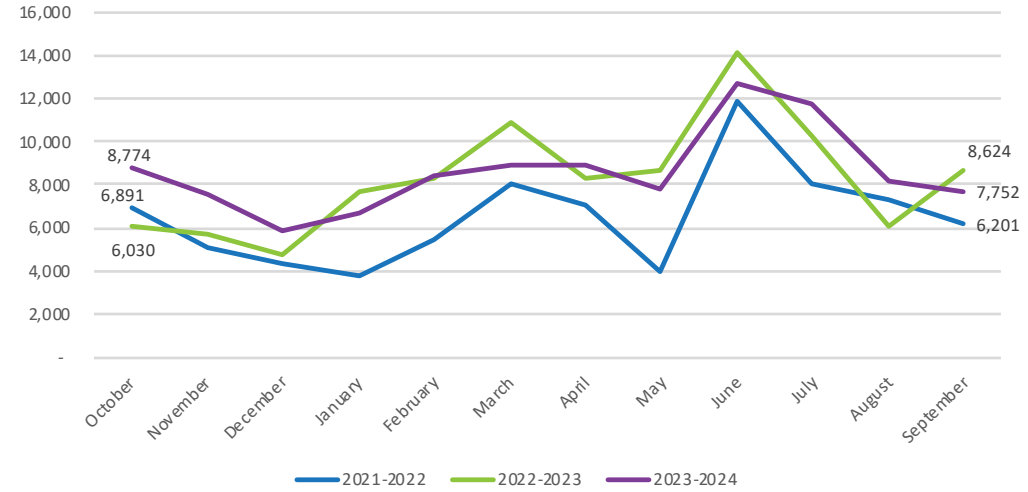
Circulation By Branch FY 2024



Library Visitors - FY 2022 - FY 2024



Program Attendance - FY 2022 - FY 2024



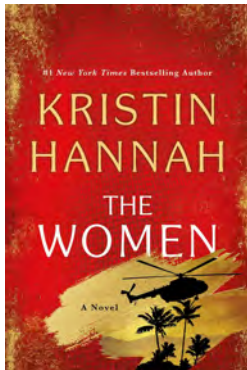
Visitors by Branch - FY 2024

■ Cavalry Hill ■ Downtown ■ Gurley ■ Hazel Green ■ Madison ■ Monrovia ■ New Hope ■ North Huntsville ■ South Huntsville ■ Triana

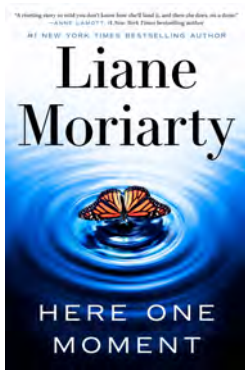




## Books We Loved in September and October



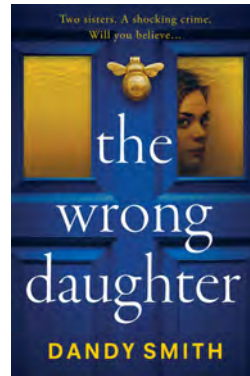
Top circulating adult book (print):  
The Women, by Kristin Hannah  
132 Checkouts



Highest demand book (print):  
Here One Moment,  
by Liane Moriarty - 98 holds



Top circulating YA book (print):  
The Lightning Thief, by Rick Riordan  
114 Checkouts



Top circulating book (digital audiobook):  
The Wrong Daughter, by Dandy Smith  
274 Checkouts

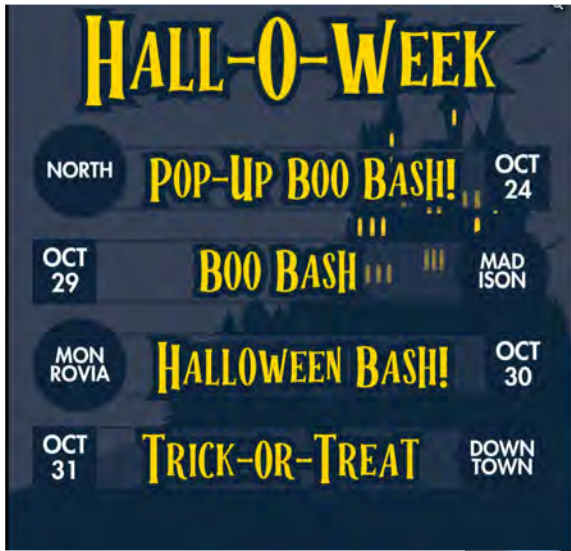


Top circulating juvenile book (print):  
Dog Man Unleashed,  
by Dav Pilkey - 129 Checkouts



Top circulating book (ebook):  
The Pumpkin Spice Café,  
by Laurie Gilmore - 98 Checkouts

# October 2024 Highlights



2,025 Halloween  
Event Attendees



120,545  
Visitors

254,563  
Circulation





# October 2024 HMCPL Statistics

Systemwide Circulation				
	FY2023	FY2024	FY2025	% +/-
October	229,890	240,972	254,563	5.64%
November	216,726	225,955		
December	204,267	222,394		
January	221,404	228,175		
February	222,813	238,653		
March	243,603	255,940		
April	226,808	238,005		
May	234,908	246,220		
June	260,341	270,150		
July	273,639	284,311		
August	263,583	271,744		
September	244,473	258,523		
Year	2,842,455	2,981,042	254,563	-91.46%

Systemwide totals include downloadables.

hmcpl.org				
	FY2023	FY2024	FY2025	% +/-
October	167,241	980,175	1,302,802	32.92%
November	378,277	571,206		
December	402,487	1,375,626		
January	452,723	762,577		
February	896,224	1,106,513		
March	948,515	769,715		
April	614,184	857,334		
May	675,837	805,616		
June	768,632	748,271		
July	350,479	876,127		
August	48,518	813,124		
September	212,672	931,270		
Year	5,915,789	10,597,554	1,302,802	-87.71%

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				
	FY2023	FY2024	FY2025	% +/-
October	25,272	33,133	36,546	10.30%
November	25,337	32,852		
December	26,010	36,014		
January	30,848	38,408		
February	29,241	36,349		
March	30,849	38,798		
April	30,127	37,494		
May	32,759	37,557		
June	32,138	38,006		
July	33,495	39,699		
August	34,718	39,948		
September	33,450	39,436		
Year	364,244	447,694	36,546	-91.84%

\*Downloadables include digital media from Hoopla, Overdrive, Blast, & Kanopy

Music Downloadables				
	FY2023	FY2024	FY2025	% +/-
October	594	544	620	13.97%
November	680	546		
December	1,235	3,722		
January	786	1,522		
February	1,042	1,094		
March	694	1,467		
April	712	1,201		
May	1,166	965		
June	579	505		
July	560	937		
August	580	582		
September	1,059	778		
Year	9,687	13,863	620	-95.53%

\*Music Downloadables includes Blast and Hoopla (music)

Wi-Fi # of Logins				
	FY2023	FY2024	FY2025	% +/-
October	17,940	18,432	21,588	17.12%
November	15,806	16,301		
December	13,375	15,031		
January	16,035	13,109		
February	17,271	24,324		
March	19,318	18,740		
April	18,157	19,378		
May	18,119	20,990		
June	18,944	18,562		
July	17,661	21,625		
August	20,385	20,965		
September	18,468	20,422		
Year	211,479	227,879	21,588	-90.53%

Public Computer Use				
	FY2023	FY2024	FY2025	% +/-
October	5,959	6,201	6,044	-2.53%
November	4,629	5,294		
December	4,577	4,912		
January	5,948	4,590		
February	6,058	6,585		
March	6,717	6,313		
April	5,931	5,909		
May	5,979	6,044		
June	6,601	6,308		
July	6,365	7,080		
August	6,876	6,576		
September	6,153	5,991		
Year	71,793	71,803	6,044	-91.58%

Reference Questions				
	FY2023	FY2024	FY2025	% +/-
October	7,974	10,066	11,930	18.52%
November	7,668	8,870		
December	7,981	9,628		
January	9,748	10,396		
February	8,667	10,387		
March	10,167	11,347		
April	9,934	11,322		
May	14,886	10,922		
June	11,876	10,394		
July	9,871	11,397		
August	9,920	10,454		
September	9,554	14,330		
Year	118,246	129,513	11,930	-90.79%

Online Database Use				
	FY2023	FY2024	FY2025	% +/-
October	29,776	32,487	42,205	29.91%
November	23,160	34,795		
December	25,602	35,511		
January	45,512	29,284		
February	70,713	40,203		
March	37,509	53,113		
April	25,823	39,090		
May	21,893	40,574		
June	448,651	24,411		
July	18,950	65,300		
August	36,955	23,562		
September	40,536	165,428		
Year	825,080	583,758	42,205	-92.77%

\*June 2024 missing EBSCO and Newsbank

Curbside Transactions				
	FY2023	FY2024	FY2025	% +/-
October	89	22	32	45.45%
November	87	21		
December	60	15		
January	63	15		
February	35	8		
March	31	11		
April	20	15		
May	35	9		
June	23	36		
July	7	16		
August	14	29		
September	24	5		
Year	488	202	32	-84.16%

Program Attendance				
	FY2023	FY2024	FY2025	% +/-
October	6,030	8,774	11,071	26.18%
November	5,712	7,545		
December	4,762	5,875		
January	7,691	6,688		
February	8,344	8,444		
March	10,947	8,909		
April	8,363	8,968		
May	8,713	7,847		
June	14,146	12,718		
July	10,320	11,811		
August	6,075	8,154		
September	8,624	7,752		
Year	99,727	103,485	11,071	-89.30%

\*October 2022 attendance is incomplete due to software errors.

Cavalry Hill Circulation				
	FY2023	FY2024	FY2025	% +/-
October	637	574	342	-40.42%
November	509	556		
December	558	445		
January	554	487		
February	525	479		
March	369	659		
April	441	775		
May	428	714		
June	748	735		
July	849	572		
August	738	516		
September	700	470		
Year	7,056	6,982	342	-95.10%

Cove Holds Locker Circulation				
	FY2023	FY2024	FY2025	% +/-
October	240	797	1,475	85.07%
November	561	716		
December	585	756		
January	667	972		
February	875	1,164		
March	928	1,083		
April	732	1,057		
May	647	1,403		
June	661	1,632		
July	758	1,654		
August	1,001	1,689		
September	938	1,641		
Year	8,593	14,564	1,475	-89.87%

\*Cove Holds Locker Opened October 7, 2022

Downtown Circulation				
	FY2023	FY2024	FY2025	% +/-
October	37,867	36,729	40,163	9.35%
November	34,603	34,489		
December	33,024	33,948		
January	34,160	32,793		
February	34,810	36,142		
March	38,446	38,860		
April	35,205	36,840		
May	36,252	37,557		
June	39,876	41,176		
July	43,761	44,389		
August	40,062	41,959		
September	36,066	41,136		
Year	444,132	456,018	40,163	-91.19%

Gurley Circulation				
	FY2023	FY2024	FY2025	% +/-
October	5,042	6,514	5,223	-19.82%
November	5,084	6,894		
December	4,348	7,474		
January	3,992	4,206		
February	4,129	4,623		
March	4,520	5,312		
April	3,962	4,875		
May	5,416	4,717		
June	4,897	4,987		
July	4,868	5,591		
August	6,569	5,593		
September	6,298	5,656		
Year	59,125	66,442	5,223	-92.14%

Hazel Green Circulation				
	FY2023	FY2024	FY2025	% +/-
October	7,693	9,130	9,149	0.21%
November	7,366	7,907		
December	7,068	7,884		
January	8,259	7,512		
February	8,735	7,974		
March	9,005	8,820		
April	8,532	7,570		
May	8,617	8,167		
June	9,971	9,496		
July	10,397	10,148		
August	10,221	9,208		
September	9,071	9,110		
Year	104,935	102,926	9,149	-91.11%

Madison Circulation				
	FY2023	FY2024	FY2025	% +/-
October	66,131	66,672	67,866	1.79%
November	60,949	59,189		
December	57,371	57,796		
January	60,682	60,209		
February	61,005	63,796		
March	68,389	68,117		
April	63,255	63,480		
May	64,320	65,800		
June	73,247	74,462		
July	78,112	77,592		
August	73,138	73,510		
September	67,382	68,681		
Year	793,981	799,304	67,866	-91.51%

Monrovia Circulation				
	FY2023	FY2024	FY2025	% +/-
October	14,825	14,423	15,313	6.17%
November	13,458	13,702		
December	12,175	12,959		
January	13,498	13,546		
February	13,647	14,343		
March	15,062	14,741		
April	14,099	13,652		
May	14,407	14,636		
June	15,289	15,530		
July	16,031	15,947		
August	15,932	16,010		
September	14,860	14,763		
Year	173,283	174,252	15,313	-91.21%

New Hope Circulation				
	FY2023	FY2024	FY2025	% +/-
October	-	1,904	2,641	38.71%
November	277	1,952		
December	950	1,941		
January	1,338	1,880		
February	1,594	2,021		
March	1,684	2,300		
April	1,482	2,235		
May	2,134	2,500		
June	2,129	3,153		
July	2,438	3,549		
August	2,037	3,069		
September	1,756	2,587		
Year	17,819	29,091	2,641	-90.92%

\*New Hope circulation incomplete November 2022-June 2023. Self checkouts were not counted.

North Huntsville Circulation				
	FY2023	FY2024	FY2025	% +/-
October	12,175	11,629	11,090	-4.63%
November	10,583	10,253		
December	9,911	9,017		
January	10,194	8,593		
February	11,083	9,410		
March	11,718	9,974		
April	11,167	9,381		
May	10,979	10,278		
June	12,780	11,312		
July	12,017	11,155		
August	11,349	10,410		
September	11,439	10,190		
Year	135,395	121,602	11,090	-90.88%

Outreach Circulation				
	FY2023	FY2024	FY2025	% +/-
October	1,317	496	2,873	479.23%
November	3,120	2,447		
December	2,737	326		
January	4,134	2,749		
February	2,120	986		
March	2,418	2,107		
April	1,499	1,440		
May	760	940		
June	1,743	1,697		
July	679	833		
August	2,434	2,252		
September	2,204	2,384		
Year	25,165	18,657	2,873	-84.60%

South Huntsville Circulation				
	FY2023	FY2024	FY2025	% +/-
October	56,999	57,571	60,006	4.23%
November	53,535	53,693		
December	48,412	52,450		
January	52,037	55,579		
February	53,892	59,855		
March	58,787	63,456		
April	55,093	57,795		
May	56,840	60,699		
June	64,769	66,113		
July	68,263	71,340		
August	63,703	65,938		
September	58,751	60,762		
Year	691,081	725,251	60,006	-91.73%

Triana Circulation				
	FY2023	FY2024	FY2025	% +/-
October	1,692	1,400	1,876	34.00%
November	1,344	1,305		
December	1,118	1,384		
January	1,041	1,241		
February	1,157	1,511		
March	1,428	1,713		
April	1,214	1,411		
May	1,349	1,644		
June	2,093	1,851		
July	1,971	1,842		
August	1,681	1,642		
September	1,558	1,707		
Year	17,646	18,651	1,876	-89.94%

Number of Library Visitors by Branch									
	Cavalry Hill			Downtown			Gurley		
	FY2023	FY2024	FY2025	FY2023	FY2024	FY2025	FY2023	FY2024	FY2025
October	1,787	1,827	1,818	28,782	26,454	28,369	1,232	1,417	1,217
November	1,496	1,755		21,575	21,831		710	681	
December	1,689	1,852		20,038	20,051		1,054	627	
January	1,929	1,343		23,800	19,544		1,034	922	
February	1,660	1,904		24,645	26,254		1,167	1,022	
March	1,854	2,157		26,518	25,932		1,397	1,044	
April	1,538	2,298		24,541	25,957		1,442	1,157	
May	1,722	2,361		27,158	26,159		1,221	1,194	
June	2,228	2,795		27,725	26,583		1,557	1,346	
July	1,807	3,259		26,679	29,176		1,578	1,584	
August	1,964	2,624		28,778	29,144		1,690	1,569	
September	1,654	1,731		26,087	24,176		1,392	1,255	
Year	21,328	25,906	1,818	306,326	301,261	28,369	15,474	13,818	1,217

	Hazel Green			Madison			Monrovia		
	FY2023	FY2024	FY2025	FY2023	FY2024	FY2025	FY2023	FY2024	FY2025
October	2,806	2,271	2,963	23,514	20,358	22,865	3,322	4,223	4,581
November	2,608	2,958		19,973	16,753		3,332	3,672	
December	2,538	2,093		16,940	16,030		3,034	3,440	
January	3,039	2,177		17,214	15,642		3,809	3,587	
February	2,900	2,690		18,724	21,868		3,899	4,253	
March	2,916	2,859		22,509	22,139		4,478	4,294	
April	2,606	2,554		19,933	19,619		3,927	4,570	
May	2,810	2,927		23,022	22,177		4,663	4,911	
June	3,230	3,123		23,805	25,384		5,023	4,924	
July	2,609	3,190		22,371	25,198		4,275	4,894	
August	2,762	2,682		24,679	24,544		4,753	3,932	
September	2,422	2,636		19,823	22,923		4,362	4,699	
Year	33,246	32,160	2,963	252,507	252,635	22,865	48,877	51,399	4,581

\*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		
	FY2023	FY2024	FY2025	FY2023	FY2024	FY2025	FY2023	FY2024	FY2025
October	-	1,171	1,100	13,394	12,287	15,106	29,164	30,915	40,441
November	1,097	982		10,006	11,465		25,699	29,385	
December	920	901		8,989	10,546		25,740	29,789	
January	894	877		10,902	7,864		29,030	28,769	
February	995	1,077		12,769	12,676		30,164	35,116	
March	1,189	1,158		14,581	13,414		33,716	37,000	
April	1,166	1,085		15,264	14,828		30,971	36,681	
May	1,077	1,205		13,850	14,610		31,638	37,785	
June	1,337	1,306		14,423	15,695		35,733	41,126	
July	1,189	1,359		11,532	15,412		33,533	45,460	
August	1,123	1,162		12,923	15,572		35,753	43,749	
September	1,091	1,025		12,929	14,828		33,717	40,756	
Year	12,078	13,308	1,100	151,562	159,197	15,106	374,858	436,531	40,441

	Triana		
	FY2023	FY2024	FY2025
October	2,970	1,600	2,085
November	2,583	898	
December	1,817	1,555	
January	983	719	
February	186	2,067	
March	3,001	2,644	
April	2,976	2,224	
May	2,680	2,834	
June	3,983	3,854	
July	4,316	3,968	
August	3,098	1,871	
September	2,535	1,953	
Year	31,128	26,187	2,085

\*Triana's people counter malfunctioned in February 2023  
\*Triana's people counter malfunctioned in November 2023

	Total Number of Library Visitors-HMCPL		
	FY2023	FY2024	FY2025
October	106,971	102,523	120,545
November	89,079	90,380	0
December	82,759	86,884	0
January	92,634	81,444	0
February	97,109	108,927	0
March	112,159	112,641	0
April	104,364	110,973	0
May	109,841	116,163	0
June	119,044	126,136	0
July	109,889	133,500	0
August	117,523	126,849	0
September	106,012	115,982	0
Year	1,247,384	1,312,402	120,545

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



**2025 Library Board Meetings**

**All meetings begin at 4:00 pm**

**January 28, 2025\* @ Downtown**

**March 18, 2025 @ North**

**May 20, 2025 @ Downtown**

**July 15, 2025 @ North**

**September 23, 2025\*\* @ Downtown**

**November 18, 2025 @ North**

**\*4<sup>th</sup> Tuesday**

**\*\*4<sup>th</sup> Tuesday to approve FY26 Budget**

## 2024 Statement of Concern Submissions

Submitted	Title	Author	Format	Status	Decision	Completion Date
3/28/2024	All Boys Aren't Blue	George M. Johnson	Book	Completed	Appealed; Library Board voted to remain in Young Adult (YA) Nonfiction	7/16/2024
3/29/2024	Let's Talk About It: The Teen's Guide to Sex, Relationships, and Being a Human	Erika Moen	Book	Completed	Moved from YA Nonfiction to Adult Nonfiction for sexually explicit content	5/28/2024
4/21/2024	Sex Plus : Learning, Loving, and Enjoying Your Body	Laci Green	Book	Completed	Moved from YA Nonfiction to Adult Nonfiction for sexually explicit content	5/28/2024
6/3/2024	Tricks	Ellen Hopkins	Book	Completed	Appealed; Reevaluated with updated Collection Development Policy to move to Adult Fiction for sexually explicit content	10/24/2024
6/16/2024	It Feels Good to be Yourself: A Book about Gender Identity	Theresa Thorn	Book	In Process	Moved to Adult Nonfiction - Parenting due to need for parental guidance to discuss terms and vocabulary	8/15/2024
6/20/2024	Worm Loves Worm	J.J. Austrian	Book	Appealed	Remain in Juvenile Easy Fiction; Appealed	
6/22/2024	Identical	Ellen Hopkins	Book	In Process	Moved to Adult Fiction for sexually explicit content	8/21/2024
6/26/2024	The Big Bath House	Kyo Maclear	Book	Completed	Reevaluated with updated Collection Development Policy to move to International Media Center Adult Fiction for nudity	11/15/2024
6/27/2024	Fine: A Comic About Gender	Rhea Ewing	Book	Completed	Moved to Adult Graphic for nudity	9/17/2024
6/29/2024	Sex is a Funny Word: A Book about Bodies, Feelings, and YOU	Cory Silverberg	Book	Completed	Only available via Hoopla and digital resource changes are limited by vendor.	7/18/2024
6/29/2024	A Family Is a Family Is a Family	Sara O'Leary	Book	Inactive	Patron did not complete Statement of Concern requirements	
7/1/2024	Sex Education: A Guide to Life	Jordan Paramor	Book	Completed	Appealed; Reevaluated with updated Collection Development Policy to move to Adult Nonfiction for sexually explicit content	10/24/2024
7/8/2024	It's Perfectly Normal (Copyright 2021)	Robie Harris	Book	Completed	Appealed; Reevaluated with updated Collection Development Policy to move to Adult Nonfiction for sexually explicit content	10/31/2024
7/8/2024	Naked: Not Your Average Sex Encyclopedia	Myriam Daguzan Bernier	Book	Completed	Moved to Adult Nonfiction for sexually explicit content	8/29/2024
7/13/2024	Welcome to St. Hell	Lewis Hancox	Book	Completed	Appealed; Reevaluated with updated Collection Development Policy to move to Adult Graphic for nudity and sexually explicit content	10/24/2024
8/7/2024	All Boys Aren't Blue	George M. Johnson	Audiobook	Completed	Only available via Libby and digital resource changes are limited by vendor.	8/8/2024
8/14/2024	Crank	Ellen Hopkins	Book	Completed	Moved from YA Fiction to Adult Fiction for sexually explicit content	10/11/2024
9/6/2024	Melissa	Alex Gino	Book	In Process	Place in YA Fiction for non-sexual nudity; Letter mailed	
9/20/2024	This Book is Gay	Juno Dawson	Book	In Process		
9/24/2024	Being You: A First Conversation About Gender	Megan Madison, Jessica Ralli, & Anne/Andy Passchier	Book	In Process		

**From:** mailbot@hmcpl.org on behalf of Huntsville-Madison County Public Library via Huntsville-Madison County Public Library <mailbot@hmcpl.org>  
**Sent:** Thursday, June 20, 2024 10:57 AM  
**To:** feedback@hmcpl.org  
**Subject:** Form submission from: Statement of Concern Form

Submitted on Thursday, June 20, 2024 - 10:57 Submitted by anonymous user: [REDACTED] Submitted values are:

Are you a Madison County Resident? Yes

Title: Worm Loves Worm

Type of Library Material: Book

Author (Composer / Director): J,J, Austrian Publisher / Producer: Balzer &Bray

Copyright: 2016

Patron's Name: [REDACTED]

Patron's Address: [REDACTED] Patron's phone number: [REDACTED] Patron's Email:

[REDACTED] Patron's library card / member number: [REDACTED] What are your objections to this library material? Last Wednesday June 12, I took my grandchildren to the library for story time and to check out books. My grandson is 4 years old and he picked out several books for me to check out for him. I was very disappointed and shocked with one book he picked. The book, Worm loves Worm, theme is same sex marriage is ok as long as they love one another. According to the Bible, If a man sleeps with a man as a women, they have both committed a detestable act. Leviticus 20-13. The Bible is very clear, homosexuality is a sin. Why would a public library want to expose a child to a sin that our Lord God defines as an abomination. Would you have story books for children encouraging alcoholism or stealing? So why do you have a story book that encourages same sex marriage for children? I have no problem if you have this book for adults only to check out, if they want to read it to their own child, but to have a book that any child, like my grandson did, picking it off the shelf in the children's library, I do have a problem with that. I believe other Christians will have a problem with that too.

What harm do you feel this material might cause? The Bible states in Matthew 18:6, but whoever causes one of these little ones who believe in Me to stumble and sin (by leading him away from My Teaching), it would be better for him to have a heavy millstone hung around his neck and to be drowned in the depth of the sea. Why does the Madison County/ Huntsville Public Library want to expose young children to sin? I feel it is wrong and I hope you will agree with me and take this book and any other book like this one out of the children's library and put it where only adults can check it out. Did you complete the entire item? : Yes

Is there anything worthwhile in this material? No, I don't feel books that expose a child to the sin homosexuality, which is an abomination to God, should be in the children's library.

Have you read any professional reviews of this item? No What do you believe are the main ideas of this material? The theme of this book uses cute worms as characters to show that same sex marriage is ok as long as the worms love one another. As a Christian same sex marriage is an abomination to the Lord. This is not a topic a 4 year old should be exposed to.

What do you think was the writer's/composer's/director's intention in creating this work? To let others know that same sex marriage is ok. Which is not ok according to the Bible.

What material with a similar purpose would you suggest as a replacement for this item? The only solution is not to have these books available to children. If an adult wants to check these out then that is fine but they should never be in the children's section of the library.

Additional comments: I pray that you will see why this is inappropriate topic for little children to be exposed to.

The results of this submission may be viewed at:  
<https://hmcpl.org/node/1153/submission/27746>

August 19, 2024

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED],

Thank you for taking the time to complete our Statement of Concern form regarding *Worm Loves Worm* by J.J. Austrian.

As our policy dictates, I appointed a committee to review the book and make a recommendation. All committee members are parents of children of various ages or have experience working with youth in a professional setting. I believe they are all well-equipped to evaluate the book in question. They unanimously agreed that the book should remain in the Library and stay where it is currently cataloged in the Juvenile Easy Book section. Your statement of concern was centered on the title not being suitable for children based on its depiction of same sex marriage. This recommendation is based on the following reasons:

1. In the book's content there is no language indicating the gender of the worms or mention of a political or social statement. The closest the content comes to this is discussion about the hats or clothing of the worms, but that does not necessarily signify a same sex marriage is occurring.
2. The only mention of homosexuality in the book is the illustrator's biography on the back of the dust jacket. This is outside of the book's main content for readers.
3. While the book could act as a conversation starter, the absence of any vocabulary specific to homosexuality does not make the book overtly about LGBTQ+ topics.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

*Connie Chow*

Connie Chow  
Interim Executive Director  
cchow@hmcpl.org





October 31, 2024

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED],

Thank you for taking the time to complete our Statement of Concern form regarding *Worm Loves Worm* by J.J. Austrian. Your appeal of the recommendation made by the committee was to be reviewed at the September Library Board Meeting.

On September 24, 2024, the HMCPL Board approved an updated collection development policy to be in line with the requirements for APLS Administrative Code section 520-2-2 Supplemental State Aid for Public Library. As a result, the Library Board sent all Statement of Concern appeals back to review committees for further evaluation. In assessing this title in relation to the updated policy, the committee chose to uphold its recommendation to keep the title in the Juvenile Easy Book section. There are no images or passages in the book that meet the definitions for obscene, sexually explicit, or otherwise inappropriate to minors included in the Selection Criteria for Young Adult and Juvenile Collections section of the policy.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

*Connie Chow*

Connie Chow  
Interim Executive Director  
cchow@hmcpl.org