

Huntsville-Madison County Public Library
Board of Directors Meeting
MINUTES
March 16, 2022

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

Present: Melissa Thompson, Vice Chair
G. W. Boon, Member
Kevin Gray, Member
Ranae Bartlett, Member
Doug Martinson, Member
Carla Clift, Member
Dr. Jan Harris, Member
Cindy Hewitt, Executive Director
Marie Newberry, Huntsville Library Foundation
Christina Tabereaux, Huntsville Library Foundation
Bill Cooper, Friends of the Library
Dorothie Linton, Recorder

Special Guest

Amanda Campbell, HMCPL Systems Librarian

Approval of Agenda

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

Approval of Minutes

Ms. Thompson called for additions or corrections to the Minutes. Mr. Gray motioned to approve the Minutes as presented, Mr. Boon seconded, and the motion carried.

Special Guest:

Ms. Campbell presented information on the fine free library model with a focus on the model's ability to increase library accessibility, reduce staff workloads, and improve patrons' overall perception of the library organization. Ms. Campbell provided examples of several large library systems in the country as well as Alabama libraries that have successfully moved to a fine free model and how such a move might impact HMCPL.

Election of Officers

Ms. Thompson called for nominations for Board officers. Mr. Martinson motioned to nominate Ms. Thompson for the role of Board Chair. Dr. Harris seconded, and the motion passed.

Mr. Martinson motioned to nominate Mr. Boon for the role of Vice-Chair. Ms. Bartlett seconded, and the motion passed.

Executive Director's Report

Activity Report

Ms. Hewitt reported that the library's circulation statistics continued to exceed the numbers from the same period last year. The number of library visitors is at 90% of the number from 2019, indicating a positive return to library facilities by the public. The South Huntsville Branch recently held two programs that garnered a total of 300 people and numbers for programs this summer are expected to be much higher.

Visits to the library website are up. The library continues to see very high demand for Wi-Fi hotspots. Use of curbside services was up in January and February, likely due to weather.

Financial Report

Ms. Hewitt reported the Library is in great financial shape. The materials line item is underspent due to delays in shipping of new materials. The library is exploring ways to expedite new materials deliveries using other sources to ensure public demands are met.

New Hope Update

Ms. Hewitt reported that work continues at the future New Hope Branch Library site and the library anticipates a branch opening in October barring delays.

Strategic Plan Update

Ms. Hewitt announced the Library is on target with its Strategic Plan. In regard to Goal 1, goal setting training for managers is scheduled in the near future and will provide guidance in the next quarterly evaluation cycle.

In relation to Goal 2, the Library is working to develop partnerships and connect with new community members to better relate the library's resources and benefits to residents.

In relation to Goal 3, the Library has rearranged the third floor of the Downtown Huntsville Branch to create more accessible event space, and is exploring the possibility of using grant funds to establish a makerspace. The Technology Training Center has begun offering in-person classes in the new space.

The South Huntsville Branch has received funds from the Friends of the South Huntsville Library for additional equipment for their makerspace.

In relation to Goal 5, the North Huntsville Branch is partnering with the City's Parks and Recreation Department on the development of STEAM programming.

The Gurley Branch has begun offering nature backpack kits for the public to checkout.

The Triana Branch has begun a community garden program which has been well-received.

Foundation Report

Ms. Tabereaux announced that the Foundation has begun reviewing applications for its annual internal grant program. The new Library Sustainers monthly giving program continues to be successful with the current eight donors contributing \$3,000 a year thus far.

The Love Your Library Campaign will launch in April with funds raised going to support new materials for the opening of the New Hope Branch later in the year. The Foundation has purchased a new vehicle for the Library to replace an older vehicle in need of repair.

The Annual Vive le Livre is scheduled for September 21, 2022 and will be held at the Jackson Center.

Friends of the Library Report

Mr. Cooper reported that the recent \$.25 book sale generated \$2,600 in funds. There will be two more scheduled for this year, one in June and one in October.

Unfinished Business

Mr. Gray presented information pertaining to the current insurance bid process and recommended moving to a three year review process in place of the current Request for Bid requirement in order to be more congruent with industry practices, with an addendum that the Library review and alter contracted services if the quality of service declines. Mr. Martinson seconded the recommendation, and the recommendation was adopted.

New Business

Approve Audit Report

Mr. Gray and Ms. Bartlett met with the auditors and are pleased to present a clean report with no issues. The report was accepted as presented.

Annual Review of Investment Policy

Ms. Hewitt recommended the continuation of the existing insurance policy as presented. Mr. Martinson motioned to continue. Mr. Gray seconded, and the motion was approved.

Approve HR Policy Revision

Ms. Linton presented the revised policies for Section 5.10 Inclement Weather or Other Situational Closings and 7.3 Employee Borrowing Privileges. Mr. Gray motioned to approve the revisions. Mr. Boon seconded, and the motion carried.

Approve Funds for Leadership Huntsville Tuition

Ms. Bartlett presented a request for the reallocation of library funds to cover tuition costs for Ms. Hewitt to complete the Leadership Huntsville program. The request was approved with no dissent.

Discussion about Fine Free Option for Next Fiscal Year

The Board elected to continue the discussion and vote on an implementation timeline at the next meeting.

Provisional Request for Bid for New Hope Shelving

Ms. Hewitt presented a request for provisional approval of a Request for Bid for shelving for the New Hope Branch. Mr. Gray motioned to approve. Mr. Boon seconded, and the motion carried.

Next Meeting Date

The next meeting will be held May 18, 2022 at the South Huntsville Branch Library.

There being no further business the meeting adjourned.

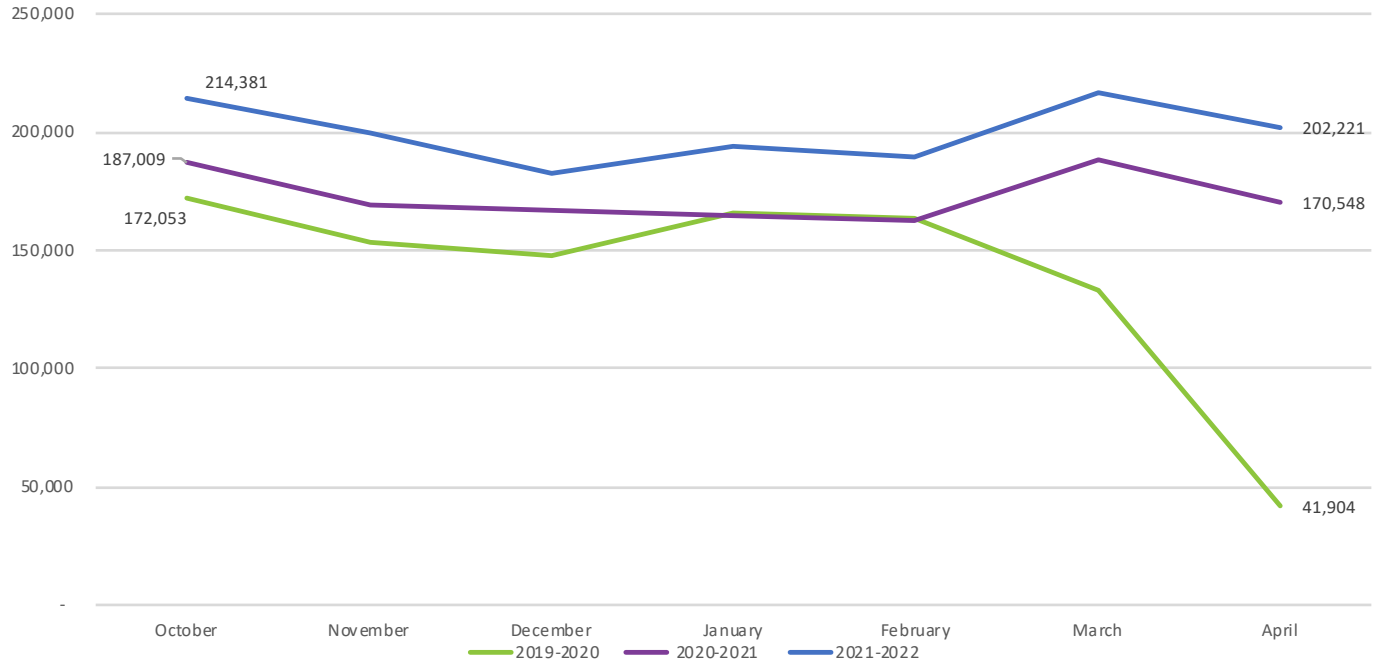
Submitted by:

Approved:

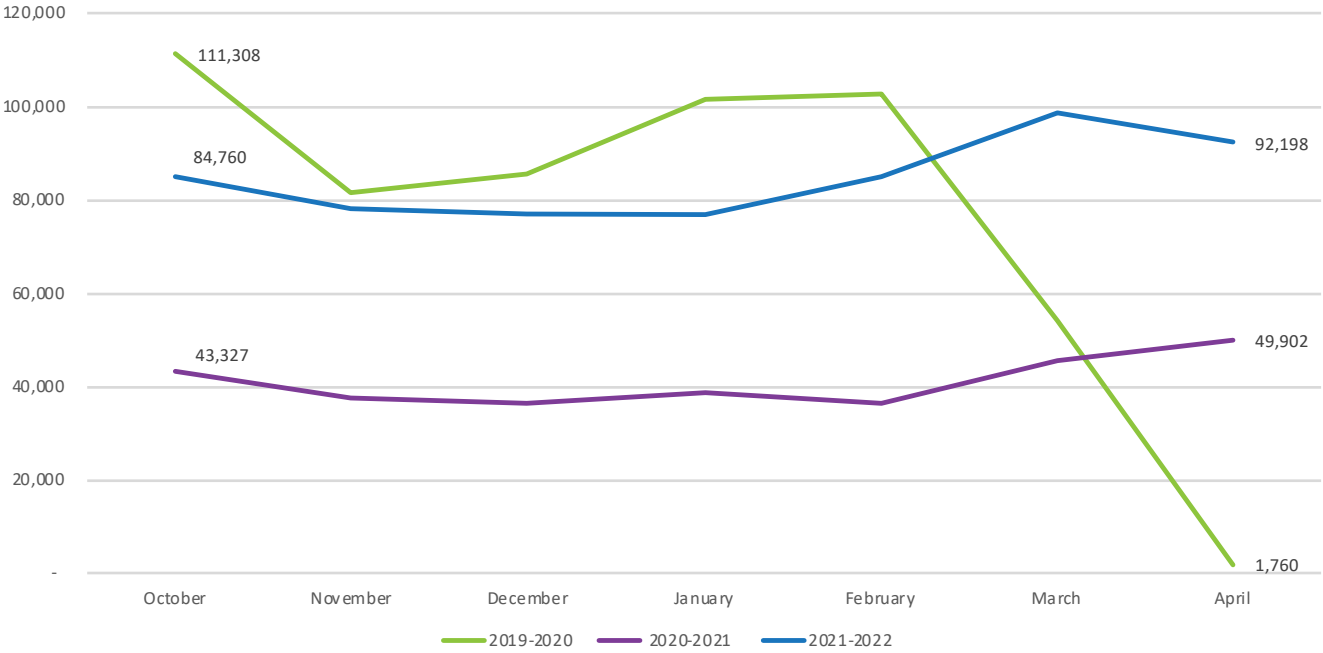
Dorothie Linton

Melissa Thompson, Vice-Chairperson

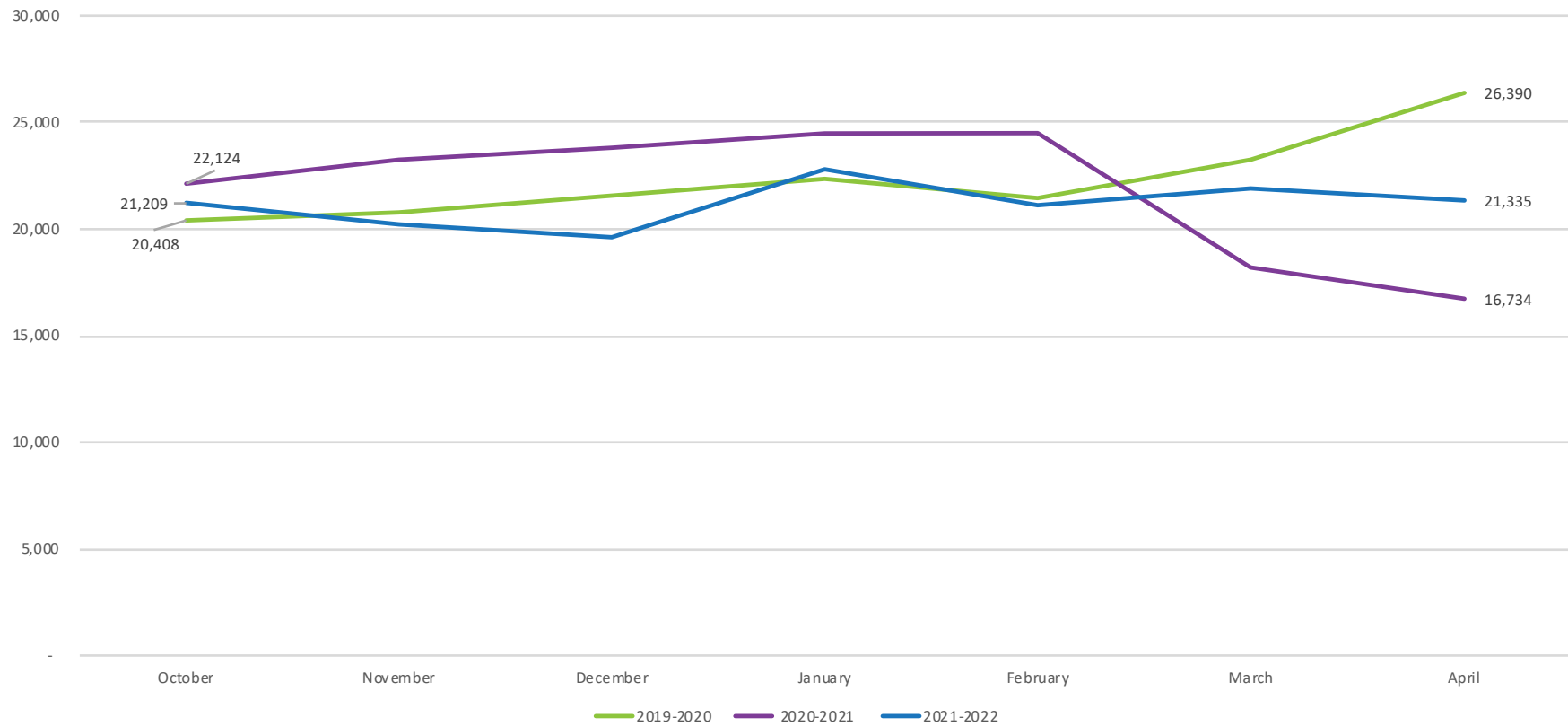
Systemwide Circulation - FY 2020-2022



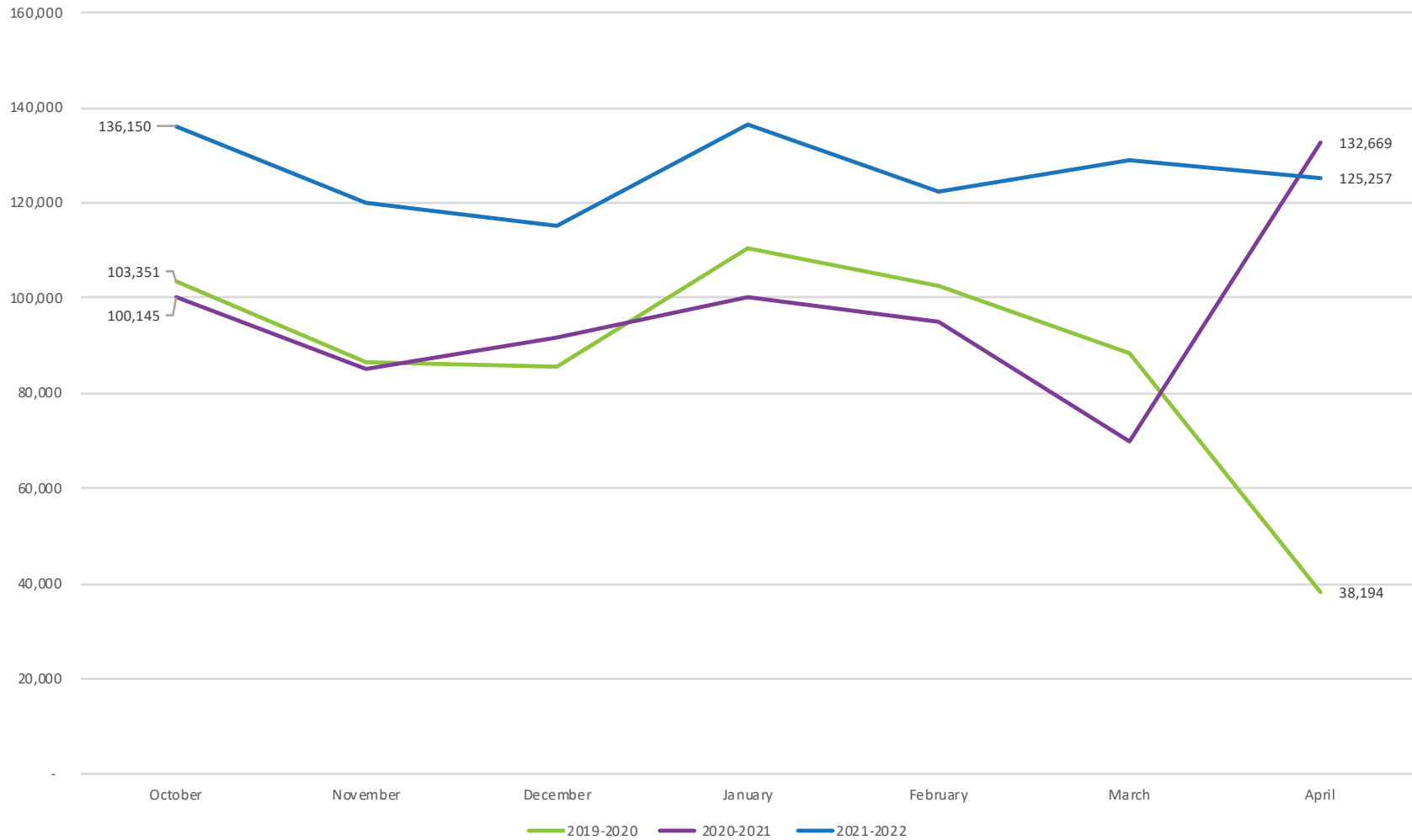
Systemwide Library Visits FY 2020- 2022



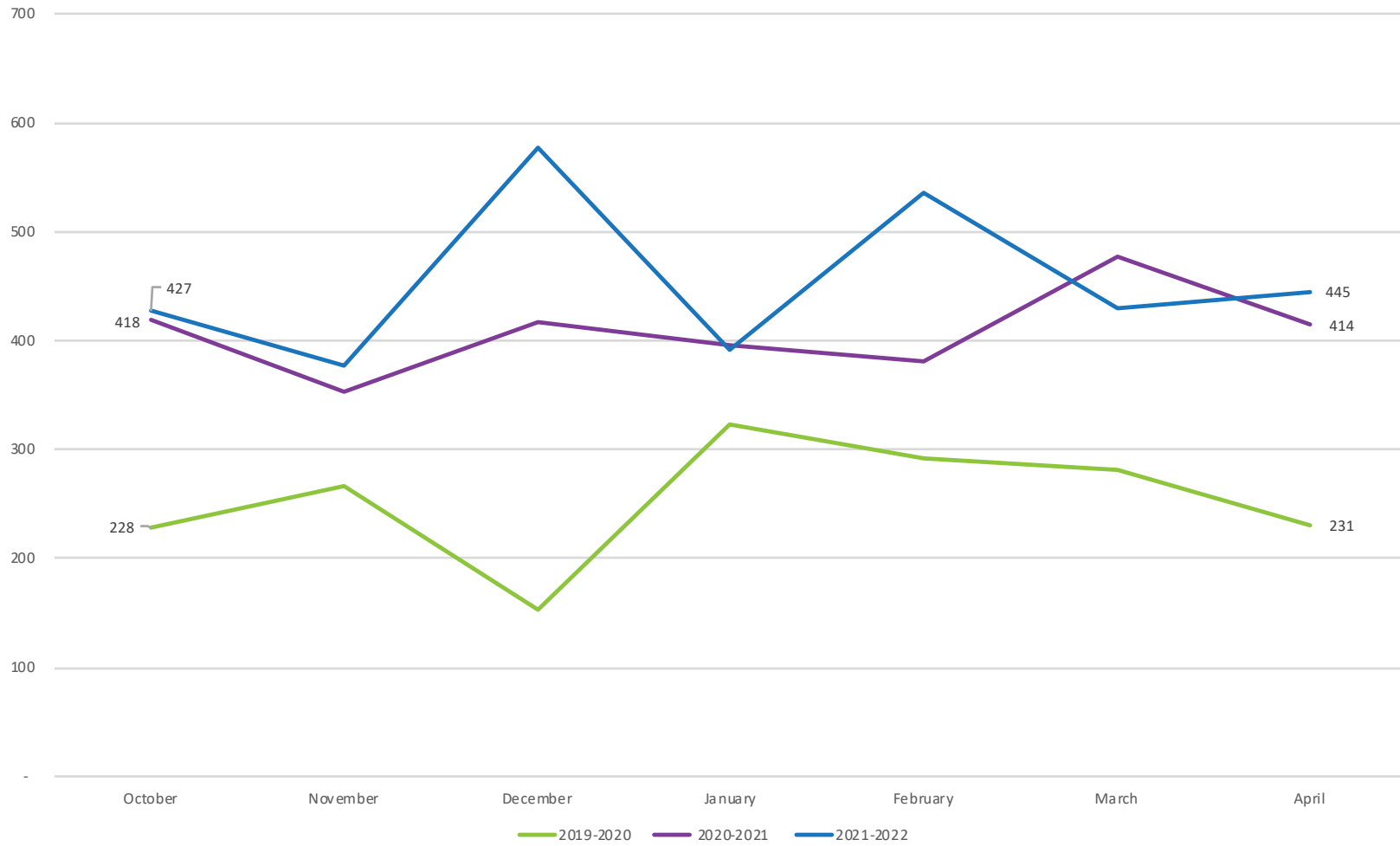
Downloadables - FY 2020-2022



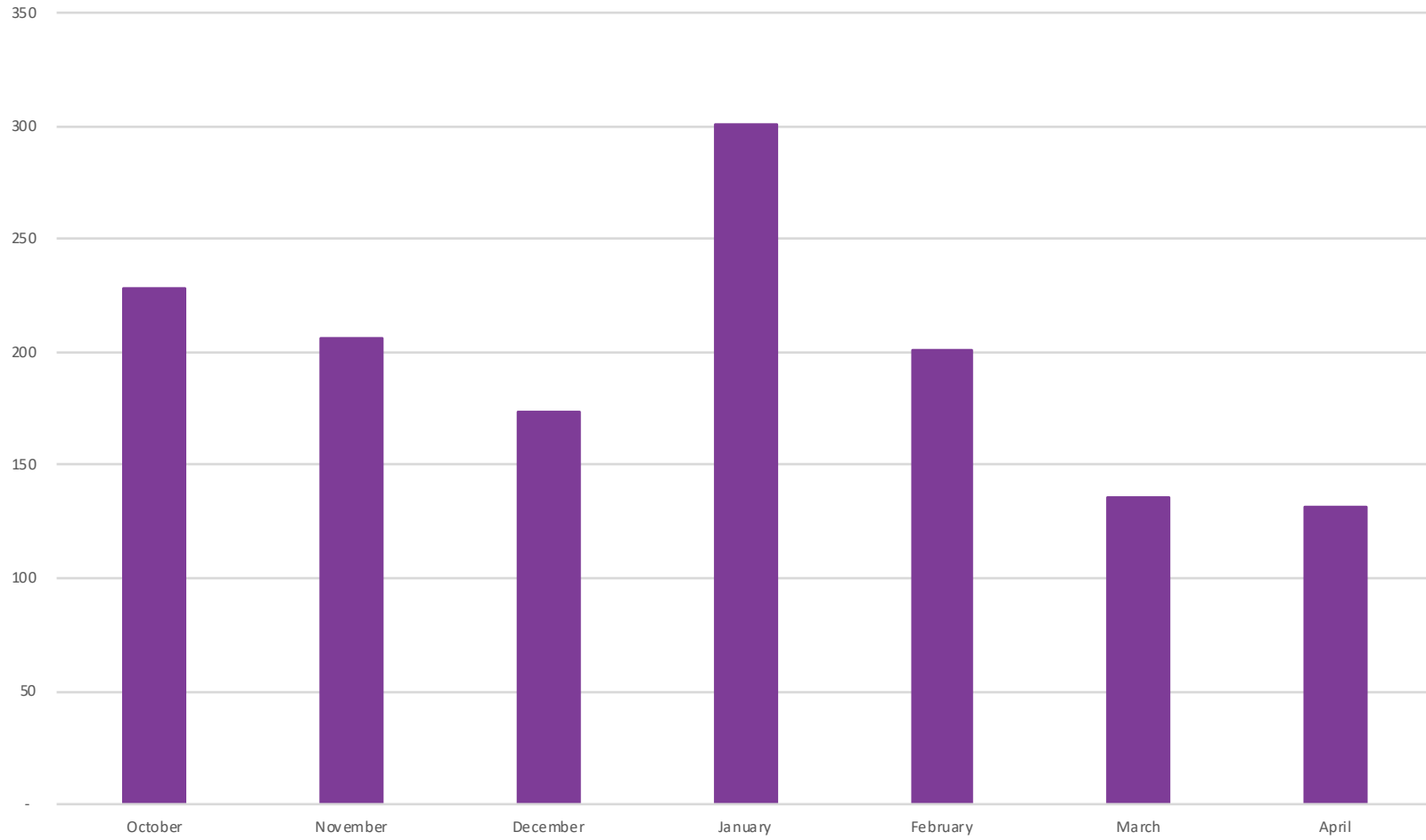
HMCPL.org Visits - FY 2020-2022



Hotspot Circulation



Curbside Interactions



April 2022 HMCPL Statistics

Systemwide Circulation				
	FY2020	FY2021	FY2022	% +/-
October	172,053	187,009	214,381	14.64%
November	153,188	169,056	200,100	18.36%
December	147,168	166,677	182,521	9.51%
January	166,226	164,800	194,484	18.01%
February	163,794	162,561	189,633	16.65%
March	132,898	188,251	216,632	15.08%
April	41,904	170,748	202,221	18.43%
May	119,446	177,034		
June	108,940	212,220		
July	169,057	211,705		
August	194,266	185,968		
September	192,233	195,892		
Year	1,761,173	2,191,921	1,399,972	

Systemwide totals include downloadables.

hmcpl.org				
	FY2020	FY2021	FY2022	% +/-
October	103,351	100,145	136,150	35.95%
November	86,458	85,104	120,147	41.18%
December	85,510	91,747	115,166	25.53%
January	110,451	100,380	136,458	35.94%
February	102,681	94,860	122,427	29.06%
March	88,569	69,871	128,900	84.48%
April	38,194	132,669	125,257	-5.59%
May	132,702	152,925		
June	123,503	134,248		
July	122,145	136,236		
August	116,087	136,580		
September	115,587	131,500		
Year	1,225,238	1,366,265	884,505	

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

Downloadables				
	FY2020	FY2021	FY2022	% +/-
October	20,408	22,124	21,209	-4.14%
November	20,804	23,235	20,272	-12.75%
December	21,621	23,760	19,619	-17.43%
January	22,311	24,500	22,805	-6.92%
February	21,456	24,503	21,095	-13.91%
March	23,201	18,179	21,899	20.46%
April	26,390	16,734	21,335	27.49%
May	25,805	17,997		
June	24,200	17,739		
July	25,293	18,790		
August	25,360	21,112		
September	23,698	22,326		
Year	280,547	250,999	148,234	

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

*Hoopla went live on March 24, 2020

*Freegal Music was discontinued at the end of February 2021

*Blast went live on August 31, 2021

*Kanopy went live on October 1, 2021

Music Downloadables				
	FY2020	FY2021	FY2022	% +/-
October	5,726	6,206	1,210	-80.50%
November	7,427	7,391	664	-91.02%
December	8,366	7,939	666	-91.61%
January	7,487	7,237	1,023	-85.86%
February	7,432	7,560	958	-87.33%
March	6,670	157	760	384.08%
April	7,108	121	830	585.95%
May	7,167	95		
June	6,628	98		
July	8,018	103		
August	8,357	2,009		
September	7,515	4,108		
Year	87,901	43,024	6,111	

*Music Downloadables includes Freegal, Blast, and Hoopla (music)

*Freegal Music was discontinued at the end of February 2021

*Blast went live on August 31, 2021

Wi-Fi # of Logins				
	FY2020	FY2021	FY2022	% +/-
October	49,515	9,793	18,969	93.70%
November	29,942	6,983	15,534	122.45%
December	27,298	7,101	14,112	98.73%
January	31,141	6,575	13,786	109.67%
February	29,510	5,726	14,857	159.47%
March	17,026	7,506	16,421	118.77%
April	4,536	7,250	18,013	148.46%
May	8,144	6,090		
June	10,614	12,601		
July	10,688	13,865		
August	11,212	13,407		
September	11,181	14,202		
Year	240,807	111,099	111,692	

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

IT adjusted reporting measures in order to accurately capture statistics.

Wi-Fi Volume of Downloads (TB)				
	FY2020	FY2021	FY2022	% +/-
October	3.12	0.90	0.36	-59.91%
November	2.54	0.68	0.52	-23.53%
December	2.56	0.73	0.57	-22.24%
January	2.70	0.75	0.5	-33.16%
February	3.03	0.64	0.51	-19.80%
March	1.66	0.99	0.54	-45.67%
April	0.31	0.85	0.54	-36.62%
May	0.64	0.64		
June	0.73	0.78		
July	0.82	0.79		
August	0.97	0.62		
September	0.98	0.47		
Year	20	8.84	3.54	

*The volume of downloads is calculated in terabytes.

*Volume of Downloads post-May 2021 does not include branches with the new wireless access points.

Public Computer Use				
	FY2020	FY2021	FY2022	% +/-
October	12,537	2,822	4,472	58.47%
November	9,624	2,330	4,280	83.69%
December	10,466	2,221	4,143	86.54%
January	12,114	2,467	4,572	85.33%
February	11,569	2,274	4,859	113.68%
March	5,723	3,008	5,340	77.53%
April	-	3,065	5,168	68.61%
May	10	3,592		
June	1,258	4,584		
July	2,370	4,817		
August	2,447	4,965		
September	2,456	4,528		
Year	70,574	40,673	32,834	

Online Database Use				
	FY2020	FY2021	FY2022	% +/-
October	52,148	77,038	54,881	-28.76%
November	92,516	21,573	53,773	149.26%
December	45,374	23,231	46,401	99.74%
January	69,749	19,763	79,484	302.19%
February	61,072	35,627	55,259	55.10%
March	23,152	175,379	97,819	-44.22%
April	29,301	56,558	35,184	-37.79%
May	19,328	43,480		
June	24,125	83,585		
July	25,775	23,626		
August	68,739	22,406		
September	39,108	35,283		
Year	550,387	617,549	422,801	

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

*Statistics for FY2020 were recalculated accordingly

*April 2021 Database Statistics missing numbers from MyHeritage due to vendor reporting.

*January 2022 missing numbers from Novelist due to vendor reporting.

Reference Questions				
	FY2020	FY2021	FY2022	% +/-
October	24,049	24,821	10,544	-57.52%
November	19,099	21,789	11,271	-48.27%
December	22,954	22,369	12,256	-45.21%
January	23,920	23,555	14,577	-38.12%
February	22,527	21,252	14,685	-30.90%
March	14,012	18,208	19,154	5.20%
April	996	14,897	15,091	1.30%
May	6,984	17,388		
June	7,881	16,362		
July	8,641	14,648		
August	12,091	12,150		
September	24,473	10,757		
Year	187,627	218,196	97,578	

Program Attendance				
	FY2020	FY2021	FY2022	% +/-
October	13,278	7,182	6,891	-4.05%
November	9,429	2,937	5,061	72.32%
December	7,362	3,300	4,321	30.94%
January	9,840	3,427	3,787	10.50%
February	9,453	3,557	5,465	53.64%
March	3,706	4,168	8,045	93.02%
April	3,450	5,448	7,101	30.34%
May	2,131	3,917		
June	3,399	7,121		
July	3,385	3,245		
August	2,888	2,211		
September	5,254	2,145		
Year	73,575	48,658	40,671	

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

Cavalry Hill Circulation				
	FY2020	FY2021	FY2022	% +/-
October	696	625	798	27.68%
November	756	549	535	-2.55%
December	907	811	601	-25.89%
January	1,051	598	534	-10.70%
February	703	578	664	14.88%
March	539	1,277	677	-46.99%
April	102	1,092	484	-55.68%
May	118	728		
June	360	1,044		
July	507	841		
August	570	994		
September	451	932		
Year	6,760	10,069	4,293	

Downtown Circulation				
	FY2020	FY2021	FY2022	% +/-
October	40,407	43,425	33,272	-23.38%
November	33,318	36,606	28,553	-22.00%
December	31,915	35,739	28,965	-18.95%
January	36,418	33,258	31,067	-6.59%
February	36,967	33,084	30,984	-6.35%
March	27,827	43,385	38,079	-12.23%
April	3,743	36,464	33,131	-9.14%
May	19,016	36,440		
June	18,391	43,946		
July	35,569	47,614		
August	41,760	55,073		
September	41,973	54,181		
Year	367,304	499,215	224,051	

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

Gurley Circulation				
	FY2020	FY2021	FY2022	% +/-
October	3,935	4,817	5,006	3.92%
November	3,308	4,018	4,746	18.12%
December	2,776	4,454	4,733	6.26%
January	3,186	4,603	4,910	6.67%
February	3,592	4,441	4,519	1.76%
March	3,481	5,135	5,169	0.66%
April	549	4,642	5,615	20.96%
May	2,305	4,416		
June	1,816	5,869		
July	3,418	5,677		
August	4,329	5,101		
September	4,382	5,486		
Year	37,077	58,659	34,698	

Hazel Green Circulation				
	FY2020	FY2021	FY2022	% +/-
October	5,432	6,072	6,326	4.18%
November	4,406	5,139	5,697	10.86%
December	4,376	5,239	5,319	1.53%
January	5,385	5,326	5,181	-2.72%
February	5,627	5,198	5,388	3.66%
March	3,704	7,150	6,447	-9.83%
April	388	5,821	6,152	5.69%
May	2,670	6,315		
June	2,665	7,622		
July	4,507	7,788		
August	5,519	7,477		
September	6,004	6,449		
Year	50,683	75,596	40,510	

Madison Circulation				
	FY2020	FY2021	FY2022	% +/-
October	48,059	55,445	62,070	11.95%
November	42,063	47,155	55,162	16.98%
December	40,057	47,250	51,311	8.59%
January	45,565	47,234	54,755	15.92%
February	46,564	47,344	53,829	13.70%
March	35,566	58,361	61,577	5.51%
April	3,727	53,188	59,357	11.60%
May	34,595	55,159		
June	32,088	69,350		
July	51,224	69,892		
August	59,212	64,453		
September	57,605	58,784		
Year	496,325	673,615	398,061	

Monrovia Circulation				
	FY2020	FY2021	FY2022	% +/-
October	12,419	13,918	12,554	-9.80%
November	10,091	12,190	11,802	-3.18%
December	10,128	12,276	10,845	-11.66%
January	10,568	11,744	11,073	-5.71%
February	11,187	11,769	10,966	-6.82%
March	8,788	13,756	13,371	-2.80%
April	886	11,827	12,905	9.11%
May	9,761	11,869		
June	9,462	13,719		
July	15,106	13,854		
August	16,820	13,483		
September	15,650	12,990		
Year	130,866	153,395	83,516	

New Hope Circulation				
	FY2020	FY2021	FY2022	% +/-
October	1,983	1,926	1,346	-30.11%
November	1,740	1,835	146	-92.04%
December	1,858	2,458	1	-99.96%
January	1,648	2,018	-	-100.00%
February	1,890	1,643	1	-99.94%
March	1,281	1,905	1	-99.95%
April	97	2,149	-	-100.00%
May	1,352	2,374		
June	1,002	3,111		
July	1,838	3,007		
August	1,982	3,483		
September	2,040	3,073		
Year	18,711	28,982	1,495	

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

North Huntsville Circulation				
	FY2020	FY2021	FY2022	% +/-
October	-	-	12,570	
November	-	-	10,525	
December	-	-	10,101	
January	-	-	9,472	
February	-	-	9,080	
March	-	265	10,019	
April	-	5,655	9,639	70.45%
May	-	9,522		
June	-	12,126		
July	-	12,864		
August	-	11,988		
September	-	11,849		
Year	-	64,269	71,406	

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

South Huntsville Circulation				
	FY2020	FY2021	FY2022	% +/-
October	-	-	57,753	
November	-	-	57,424	
December	-	-	49,481	
January	-	-	50,783	
February	-	-	50,469	
March	-	-	57,360	
April	-	-	52,420	
May	-	-		
June	-	-		
July	-	-		
August	-	-		
September	-	6,155		
Year	-	6,155	375,690	

*South Huntsville opened September 28, 2021.

Outreach Circulation				
	FY2020	FY2021	FY2022	% +/-
October	2,540	224	465	107.59%
November	6,484	4,492	4,340	-3.38%
December	4,182	540	693	28.33%
January	6,709	3,031	3,095	2.11%
February	1,652	2,480	1,878	-24.27%
March	3,660	1,251	1,480	18.31%
April	2,030	1,181	519	-56.05%
May	5,453	1,037		
June	417	1,841		
July	281	803		
August	1,953	1,551		
September	2,357	4,059		
Year	37,718	22,490	12,470	

Triana Circulation				
	FY2020	FY2021	FY2022	% +/-
October	599	523	1,012	93.50%
November	405	445	898	101.80%
December	293	401	852	112.47%
January	631	345	809	134.49%
February	611	292	760	160.27%
March	303	404	553	36.88%
April	5	517	664	28.43%
May	423	480		
June	353	879		
July	449	1,055		
August	390	982		
September	447	1,025		
Year	4,909	7,348	5,548	

Number of Library Visitors by Branch									
	Cavalry Hill			Downtown			Gurley		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	3,535	194	1,083	48,975	17,754	15,955	1,396	1,119	910
November	2,180	271	1,027	36,156	14,517	19,810	771	562	697
December	2,471	249	1,212	37,344	14,375	20,429	1,022	909	329
January	2,941	209	850	41,476	15,498	20,779	1,214	774	1,545
February	2,901	305	1,234	43,992	14,833	22,193	1,326	620	1,003
March	1,563	737	1,638	21,341	19,365	26,435	804	980	1,699
April	12	592	1,428	51	18,643	25,019	66	1,118	1,257
May	21	764		5,082	18,348		726	1,016	
June	414	1,438		10,699	25,450		940	1,545	
July	598	1,319		14,954	27,262		967	1,335	
August	469	947		16,106	29,461		1,116	1,585	
September	528	1,011		15,582	26,208		1,223	1,343	
Year	17,633	8,036	8,472	291,758	241,714	150,620	11,571	12,906	7,440

	Hazel Green			Madison			Monrovia		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	1,972	2,359	2,577	27,703	10,165	18,387	5,735	2,520	3,174
November	2,093	2,018	2,303	21,320	10,011	15,105	140	2,281	2,795
December	2,920	2,109	2,348	21,305	7,790	15,027	1,887	2,354	2,943
January	3,213	2,091	1,916	25,340	9,379	15,800	5,144	2,282	3,665
February	3,156	2,126	2,262	24,355	9,096	18,281	5,291	2,255	3,190
March	1,833	2,579	2,863	14,707	10,250	20,140	2,871	2,836	3,538
April	194	2,522	2,800	287	9,471	19,097	79	2,708	3,329
May	1,132	2,128		8,269	11,792		1,439	2,716	
June	1,912	3,084		1,905	20,475		2,139	3,563	
July	2,030	3,101		11,784	19,334		2,739	3,382	
August	2,267	2,681		12,398	19,154		2,800	3,384	
September	1,868	2,573		9,846	17,367		2,714	3,239	
Year	24,590	29,371	17,069	179,219	154,284	121,837	32,978	33,520	22,634

	New Hope			North Huntsville			South Huntsville		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	2,236	565	135	-	-	10,091	-	-	30,994
November	1,189	569	-	-	-	7,890	-	-	27,323
December	820	586	-	-	-	7,827	-	-	25,155
January	1,335	572	-	-	-	6,883	-	-	24,300
February	1,340	487	-	-	-	8,193	-	-	27,573
March	613	606	-	-	-	10,009	-	-	30,850
April	1	671	-	-	6,571	9,964	-	-	28,006
May	143	715	-	-	6,722	-	-	-	-
June	331	1,074	-	-	10,240	-	-	-	-
July	409	815	-	-	8,541	-	-	-	-
August	590	956	-	-	8,719	-	-	-	-
September	613	1,051	-	-	8,349	-	-	2,892	-
Year	9,620	8,667	135	0	49,142	60,857	0	2,892	194,201

*South Huntsville branch opened September 28, 2021. People counters began September 29.
 *New Hope closed September 30, 2021

	Triana		
	FY2020	FY2021	FY2022
October	1,968	455	1,454
November	1,912	327	1,024
December	1,834	311	1,312
January	2,117	311	1,082
February	2,066	399	1,083
March	1,184	855	1,448
April	13	874	1,298
May	5	793	
June	5	1,299	
July	299	1,813	
August	416	1,084	
September	210	966	
Year	12,029	9,487	8,701

	Total Number of Library Visitors-HMCPL		
	FY2020	FY2021	FY2022
October	111,308	43,327	84,760
November	81,402	37,658	77,974
December	85,546	36,374	76,582
January	101,310	38,543	76,820
February	102,828	36,566	85,012
March	53,829	45,412	98,620
April	1,760	49,902	92,198
May	18,300	51,361	0
June	25,469	75,442	0
July	42,007	68,162	0
August	44,514	67,971	0
September	41,060	64,999	0
Year	709,333	615,717	591,966

Hotspot Circulation									
	Cavalry Hill			Downtown			Gurley		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	4	14	8	80	210	93	0	9	53
November	10	10	8	100	176	100	0	7	35
December	6	11	18	49	201	218	1	10	33
January	14	22	11	95	172	144	1	8	38
February	10	20	23	92	197	245	7	11	35
March	3	32	8	163	202	109	12	15	37
April	0	36	18	231	157	211	0	14	25
May	0	26		245	135		0	16	
June	0	28		341	286		5	8	
July	0	26		263	98		2	8	
August	2	45		234	155		11	17	
September	2	17		214	150		6	18	
Year	51	287	94	2,107	2,139	1,120	45	141	256

	Hazel Green			Madison			Monrovia		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	41	54	76	23	31	46	13	18	36
November	39	54	70	28	21	63	22	21	22
December	19	79	77	19	39	66	13	16	43
January	45	69	51	35	43	40	35	12	31
February	51	68	46	36	20	86	20	12	23
March	21	85	83	4	42	28	20	11	45
April	0	75	46	0	44	48	0	14	32
May	4	65		4	46		6	11	
June	15	78		47	47		8	5	
July	50	68		19	51		9	15	
August	68	71		89	58		12	25	
September	74	77		49	53		12	34	
Year	427	843	449	353	495	377	170	194	232

	New Hope			North Huntsville			South Huntsville		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	23	44	0	-	0	87	-	-	27
November	26	31	0	-	0	46	-	-	33
December	20	30	0	-	0	67	-	-	54
January	35	38	0	-	0	41	-	-	32
February	43	32	0	-	0	46	-	-	27
March	25	64	0	-	0	45	-	-	70
April	0	46	0	-	4	21	-	-	44
May	22	50		-	4		-	-	
June	5	44		-	16		-	-	
July	56	34		-	23		-	-	
August	52	47		-	24		-	-	
September	42	50		-	19		-	6	
Year	349	510	0	0	90	353	0	6	287

	Triana		
	FY2020	FY2021	FY2022
October	0	0	1
November	0	0	0
December	0	0	1
January	0	0	4
February	0	0	4
March	0	0	4
April	0	0	0
May	0	0	
June	0	0	
July	0	0	
August	0	0	
September	0	0	
Year	0	0	14

	Total Hotspot Circulation-HMCPL		
	FY2020	FY2021	FY2022
October	184	380	427
November	225	320	377
December	127	386	577
January	260	364	392
February	259	360	535
March	248	451	429
April	231	390	445
May	281	353	0
June	421	512	0
July	399	323	0
August	468	442	0
September	399	424	0
Year	3,502	4,705	3,182

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

Devices in Circulation as of	5/3/22	118
Devices on Hold as of	5/3/22	84

2020-2021 Number of Curbside Interactions by Branch

	Cavalry Hill		Downtown		Gurley		Hazel Green		Madison	
	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022
October	-	-	-	53	-	8	-	-	-	101
November	-	-	-	60	-	4	-	1	-	61
December	-	-	-	59	-	3	-	-	-	48
January	-	-	179	87	18	11	58	4	189	118
February	-	-	537	78	62	5	42	4	670	66
March	-	-	406	45	64	5	4	-	629	41
April	-	-	248	53	47	5	11	2	527	48
May	-	-	166		25		16		342	
June	-	-	126		25		2		181	
July	-	-	140		32		3		123	
August	-	-	190		25		2		165	
September	-	-	165		14		-		122	
Year	0	0	2,157	435	312	41	138	11	2,948	483

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

*Due to the nature of the building, Cavalry Hill is unable to offer curbside pickup.

	Monrovia		New Hope		North Huntsville		South Huntsville		Triana	
	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022
October	-	49	-	-	-	5		12	-	-
November	-	58	-	-	-	10		12	-	-
December	-	40	-	-	-	3		20	-	-
January	53	60	2	-	-	6		15	3	-
February	146	31	28	-	-	3		14	-	-
March	141	30	16	-	-	4		11	-	-
April	146	16	8	-	3	3		4	-	-
May	85		4		-				-	
June	124		5		5				-	
July	80		10		5				-	
August	106		5		5				-	
September	84		-		7		1		-	
Year	965	284	78	-	25	34	1	88	3	-

* North Huntsville opened April 5, 2021

*South Huntsville opened September 28, 2021

Total Number of Curbside Interactions-HMCPL		
	FY2021	FY2022
October	0	228
November	0	206
December	0	173
January	502	301
February	1,485	201
March	1,260	136
April	990	131
May	638	0
June	468	0
July	393	0
August	498	0
September	393	0
Year	6,627	1,376

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October 2021 through April 2022

		TOTAL				
		Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget	INCOME AND EXPENSE SHOULD BE AT 58.33%
Ordinary Income/Expense						
Income						
	CAPITAL CAMPAIGN INCOME	61,934.80	0.00	61,934.80	100.00%	
	GOVERNMENT SUPPORT	3,690,829.95	6,874,906.00	-3,184,076.05	53.69%	
	FRIENDS OF THE LIBRARY SUPPORT	44,015.66	78,000.00	-33,984.34	56.43%	
	FOUNDATION SUPPORT	70,000.00	70,000.00	0.00	100.00%	
	INVESTMENT INCOME	19,686.76	30,625.00	-10,938.24	64.28%	
	FEES	114,379.86	131,801.00	-17,421.14	86.78%	FEES -Fees set lower because of prior year Pandemic
	FINES/	39,162.60	49,800.00	-10,637.40	78.64%	FINES/ Fines set lower because of prior year Pandemic
	GIFTS and GRANTS	311,944.63	225,430.00	86,514.63	138.38%	GIFTS and GRANTS -Additional \$31,000 Foundation-vehicle.
	MISCELLANEOUS	8,286.84	0.00	8,286.84	100.00%	MISCELLANEOUS -Meeting room deposits not claimed \$7,185.
	PROGRAM REVENUES	1,806.42	0.00	1,806.42	100.00%	
	Total Income	4,362,047.52	7,460,562.00	-3,098,514.48	58.47%	
	Gross Profit	4,362,047.52	7,460,562.00	-3,098,514.48	58.47%	
Expense						
	CAPITAL CAMPAIGN EXPENSE	48,740.72	0.00	48,740.72	100.00%	CAPITAL CAMPAIGN EXPENSE -Computers, LDS, TV's.
	AUTOMATED SERVICES	118,158.80	170,817.00	-52,658.20	69.17%	
	BUILDING OPERATIONS	536,973.86	1,131,458.00	-594,484.14	47.46%	
	GENERAL OPERATING	250,064.15	273,708.00	-23,643.85	91.36%	GENERAL OPERATING -Shelving, Dropbox New Hope.
	MATERIALS	400,216.71	831,723.00	-431,506.29	48.12%	MATERIALS -Slow shipments.
	SALARIES & BENEFITS	2,546,650.52	4,733,668.00	-2,187,017.48	53.80%	
	GRANT EXPENSES	237,193.99	239,470.00	-2,276.01	99.05%	
	OTHER GIFT EXPENSES	100,730.34	0.00	100,730.34	100.00%	OTHER GIFT EXPENSES -Computers & AWE machines.
	MISCELLANEOUS EXPENSES	39.00	79,718.00	-79,679.00	0.05%	
	Total Expense	4,238,768.09	7,460,562.00	-3,221,793.91	56.82%	
	Net Ordinary Income	123,279.43	0.00	123,279.43	100.00%	
	Net Income	123,279.43	0.00	123,279.43	100.00%	

Huntsville Public Library

Balance Sheet

As of April 30, 2022

				Apr 30, 22
ASSETS				
Current Assets				
Checking/Savings				
Cash and cash on hand				
VISA DEBIT CARDS				
VISA GIFT CARD-OUTREACH 1701				500.00
VISA GIFT CARD 0225 (300) GUR				246.67
VISA GIFT CARD #8056 (500)-TRI				260.45
VISA GIFTCARD #5932 (425) -TRI				2.16
Total VISA DEBIT CARDS				1,009.28
Servis1st Bank-Master Account				
Servis1st Bank-Master-Rainy Day				1,422,404.00
Servis1st Bank-Master Account - Other				848,377.14
Total Servis1st Bank-Master Account				2,270,781.14
Servis1st Bank-Gifts				345,902.01
Servis1st Bank-Merchant Acct				6,160.48
Servis1st Bank-Payroll				10,910.86
Petty cash				1,745.00
Total Cash and cash on hand				2,636,508.77
Certificates of Deposit				
PROGRESS BANK CD-PATRICIA KYSER				52,819.51
PROGRESS BANK CD-EME 0728 02-23				88,642.68
Progress-Cummer #6010025186				95,981.12
Progress CD- EME #6010025827				171,743.60
Progress Bank CD#01-Mary Cummer				73,632.19
Progress Bank CD#04 AEDG				51,000.00
PROGRESS BANK-Rainy Day ..0582				250,513.70
Servis1st CD- Rainy Day 340851				250,756.93
Servis1st CD-McLain #340778				27,227.01
Synovus - Cummer CD 1650745158				95,664.25
TRUSTMARK BANK EMER FUNDS-2185				100,015.07
Total Certificates of Deposit				1,257,996.06
Investments				
C. Schwab HMCPL 3703-9063				839,077.63
C. Schwab M. Pruitt 4478-8529				102,883.13
C.Schwab Jean Payne 7587-0478				73,584.14
C. Schwab- Roberts 4311-4986				20,781.29
Total Investments				1,036,326.19
Total Checking/Savings				4,930,831.02
Accounts Receivable				
Accounts Receivable				-321.30
Total Accounts Receivable				-321.30
Other Current Assets				
Miscellaneous Deposits				14,671.25
Total Other Current Assets				14,671.25
Total Current Assets				4,945,180.97
Fixed Assets				

Huntsville Public Library

Balance Sheet

As of April 30, 2022

	Library collection	3,429,085.55
	Miscellaneous fixed assets	6,396,740.93
	Donated photographs	126,077.00
	Acc deprec - library collection	-2,101,520.50
	Acc deprec - misc fixed assets	-4,840,368.25
	Total Fixed Assets	3,010,014.73
TOTAL ASSETS		7,955,195.70
LIABILITIES & EQUITY		
Liabilities		
	Current Liabilities	
	Other Current Liabilities	
	Accrued liabilities	
	Withheld Vanguard 457(b) Roth	-252.87
	Withheld Vanguard 457(b) Pretax	-383.94
	Garnishment/Bankruptcy	-7.00
	Retirement payable	-100.00
	Withheld Accident Ins(pretaxed)	-107.37
	Withheld Cancer Ins (pretaxed)	1,247.46
	Withheld Critical Illness Princ	-458.64
	Withheld Voluntary Life Prem	-1,880.13
	Withheld Health Ins (pretaxed)	-16,418.44
	Withheld Health Ins (taxed)	250.43
	Withheld LTD Principal	-716.39
	Withheld S-T Disability Ins	35.10
	Withheld STD Principal	-424.63
	Withheld UnitedWay Contribution	4.00
	Withheld Vision (pretaxed)	-676.94
	Withheld Vision (taxed)	-37.42
	Total Accrued liabilities	-19,926.78
	Deferred revenue	
	Deferred revenue - grants	7,975.47
	Deferred revenue - Other	750.00
	Total Deferred revenue	8,725.47
	Total Other Current Liabilities	-11,201.31
	Total Current Liabilities	-11,201.31
	Total Liabilities	-11,201.31
Equity		
	Friends endowment	18.50
	Investment in Fixed Assets	2,926,306.12
	Opening Bal Equity	1.00
	Restricted Fund	359,349.75
	Retained Earnings	2,394,582.30
	UNRESTRICTED-GENERAL FUND	1,736,672.96
	GAAP	426,186.95
	Net Income	123,279.43
	Total Equity	7,966,397.01
TOTAL LIABILITIES & EQUITY		7,955,195.70

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through April 2022

		Total COH			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	61,934.80			
	GOVERNMENT SUPPORT	2,754,270.80	5,363,288.00	-2,609,017.20	51.35%
	FRIENDS OF THE LIBRARY SUPPORT	41,970.16	58,000.00	-16,029.84	72.36%
	FOUNDATION SUPPORT	65,000.00	65,000.00	0.00	100.0%
	INVESTMENT INCOME	19,686.76	30,625.00	-10,938.24	64.28%
	FEES	84,610.57	105,721.00	-21,110.43	80.03%
	FINES/	24,279.09	28,050.00	-3,770.91	86.56%
	GIFTS and GRANTS	262,788.05	225,430.00	37,358.05	116.57%
	MISCELLANEOUS	8,001.63			
	PROGRAM REVENUES	1,806.42			
	Total Income	3,324,348.28	5,876,114.00	-2,551,765.72	56.57%
	Gross Profit	3,324,348.28	5,876,114.00	-2,551,765.72	56.57%
Expense					
	CAPITAL CAMPAIGN EXPENSE	48,740.72			
	AUTOMATED SERVICES	62,633.60	95,376.00	-32,742.40	65.67%
	BUILDING OPERATIONS	492,319.72	1,059,042.00	-566,722.28	46.49%
	GENERAL OPERATING	142,318.09	227,046.00	-84,727.91	62.68%
	MATERIALS	295,250.66	561,573.00	-266,322.34	52.58%
	SALARIES & BENEFITS	1,991,322.74	3,693,607.00	-1,702,284.26	53.91%
	GRANT EXPENSES	170,605.68	239,470.00	-68,864.32	71.24%
	OTHER GIFT EXPENSES	83,681.89			
	MISCELLANEOUS EXPENSES	39.00			
	Total Expense	3,286,912.10	5,876,114.00	-2,589,201.90	55.94%
	Net Ordinary Income	37,436.18	0.00	37,436.18	100.0%
	Net Income	37,436.18	0.00	37,436.18	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through April 2022

		Total Gurley			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	55,633.31	96,800.00	-41,166.69	57.47%
	FRIENDS OF THE LIBRARY SUPPORT	2,000.00	2,000.00	0.00	100.0%
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	1,855.20	825.00	1,030.20	224.87%
	FINES/	622.45	1,000.00	-377.55	62.25%
	GIFTS and GRANTS	6,446.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	Total Income	67,556.96	101,625.00	-34,068.04	66.48%
	Gross Profit	67,556.96	101,625.00	-34,068.04	66.48%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	2,582.96	4,050.00	-1,467.04	63.78%
	BUILDING OPERATIONS	1,267.77	1,598.00	-330.23	79.34%
	GENERAL OPERATING	1,533.49	3,011.00	-1,477.51	50.93%
	MATERIALS	6,647.54	16,243.00	-9,595.46	40.93%
	SALARIES & BENEFITS	44,259.56	76,723.00	-32,463.44	57.69%
	GRANT EXPENSES	7,645.29			
	OTHER GIFT EXPENSES	1,378.60			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	65,315.21	101,625.00	-36,309.79	64.27%
	Net Ordinary Income	2,241.75	0.00	2,241.75	100.0%
	Net Income	2,241.75	0.00	2,241.75	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through April 2022

		Total Hazel Green			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	91,250.05	135,000.00	-43,749.95	67.59%
	FRIENDS OF THE LIBRARY SUPPORT	15.00			
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	3,600.33	4,325.00	-724.67	83.25%
	FINES/	1,433.87	2,100.00	-666.13	68.28%
	GIFTS and GRANTS	8,350.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	Total Income	105,649.25	142,425.00	-36,775.75	74.18%
	Gross Profit	105,649.25	142,425.00	-36,775.75	74.18%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	3,075.68	5,018.00	-1,942.32	61.29%
	BUILDING OPERATIONS	4,193.92	6,799.00	-2,605.08	61.68%
	GENERAL OPERATING	2,192.15	4,369.00	-2,176.85	50.18%
	MATERIALS	8,841.65	21,373.00	-12,531.35	41.37%
	SALARIES & BENEFITS	56,170.35	104,866.00	-48,695.65	53.56%
	GRANT EXPENSES	8,865.58			
	OTHER GIFT EXPENSES	0.00			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	83,339.33	142,425.00	-59,085.67	58.52%
	Net Ordinary Income	22,309.92	0.00	22,309.92	100.0%
	Net Income	22,309.92	0.00	22,309.92	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through April 2022

		Total Madison			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	576,291.69	938,000.00	-361,708.31	61.44%
	FRIENDS OF THE LIBRARY SUPPORT	0.00	16,000.00	-16,000.00	0.0%
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	19,399.19	16,675.00	2,724.19	116.34%
	FINES/	10,048.06	15,000.00	-4,951.94	66.99%
	GIFTS and GRANTS	8,874.00			
	MISCELLANEOUS	249.70			
	PROGRAM REVENUES	0.00			
	Total Income	615,862.64	986,675.00	-370,812.36	62.42%
	Gross Profit	615,862.64	986,675.00	-370,812.36	62.42%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	38,604.82	55,205.00	-16,600.18	69.93%
	BUILDING OPERATIONS	31,197.80	57,254.00	-26,056.20	54.49%
	GENERAL OPERATING	17,677.80	30,021.00	-12,343.20	58.89%
	MATERIALS	73,376.04	191,351.00	-117,974.96	38.35%
	SALARIES & BENEFITS	337,297.58	652,844.00	-315,546.42	51.67%
	GRANT EXPENSES	29,651.21			
	OTHER GIFT EXPENSES	13,269.49			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	541,074.74	986,675.00	-445,600.26	54.84%
	Net Ordinary Income	74,787.90	0.00	74,787.90	100.0%
	Net Income	74,787.90	0.00	74,787.90	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through April 2022

		Total Monrovia			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	119,750.04	172,800.00	-53,049.96	69.3%
	FRIENDS OF THE LIBRARY SUPPORT	2.50	2,000.00	-1,997.50	0.13%
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	4,242.12	3,945.00	297.12	107.53%
	FINES/	2,551.16	3,300.00	-748.84	77.31%
	GIFTS and GRANTS	13,688.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	Total Income	141,233.82	183,045.00	-41,811.18	77.16%
	Gross Profit	141,233.82	183,045.00	-41,811.18	77.16%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	5,666.07	10,103.00	-4,436.93	56.08%
	BUILDING OPERATIONS	3,977.14	5,765.00	-1,787.86	68.99%
	GENERAL OPERATING	3,924.71	7,150.00	-3,225.29	54.89%
	MATERIALS	9,585.43	25,824.00	-16,238.57	37.12%
	SALARIES & BENEFITS	76,549.10	134,203.00	-57,653.90	57.04%
	GRANT EXPENSES	9,906.22			
	OTHER GIFT EXPENSES	1,473.77			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	111,082.44	183,045.00	-71,962.56	60.69%
	Net Ordinary Income	30,151.38	0.00	30,151.38	100.0%
	Net Income	30,151.38	0.00	30,151.38	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through April 2022

		Total New Hope			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	47,509.02	79,918.00	-32,408.98	59.45%
	FRIENDS OF THE LIBRARY SUPPORT	8.00			
	FOUNDATION SUPPORT	0.00			
	INVESTMENT INCOME	0.00			
	FEEs	93.55			
	FINES/	114.73			
	GIFTS and GRANTS	392.58			
	MISCELLANEOUS	12.51			
	PROGRAM REVENUES	0.00			
	Total Income	48,130.39	79,918.00	-31,787.61	60.23%
	Gross Profit	48,130.39	79,918.00	-31,787.61	60.23%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	4,094.39			
	BUILDING OPERATIONS	3,447.61	200.00	3,247.61	1,723.81%
	GENERAL OPERATING	81,466.55			
	MATERIALS	304.50			
	SALARIES & BENEFITS	1,258.27			
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	301.85			
	MISCELLANEOUS EXPENSES	0.00	79,718.00	-79,718.00	0.0%
	Total Expense	90,873.17	79,918.00	10,955.17	113.71%
	Net Ordinary Income	-42,742.78	0.00	-42,742.78	100.0%
	Net Income	-42,742.78	0.00	-42,742.78	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through April 2022

		Total Triana			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	46,125.04	89,100.00	-42,974.96	51.77%
	FRIENDS OF THE LIBRARY SUPPORT	20.00			
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	578.90	310.00	268.90	186.74%
	FINES/	113.24	350.00	-236.76	32.35%
	GIFTS and GRANTS	11,406.00			
	MISCELLANEOUS	23.00			
	PROGRAM REVENUES	0.00			
	Total Income	59,266.18	90,760.00	-31,493.82	65.3%
	Gross Profit	59,266.18	90,760.00	-31,493.82	65.3%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	1,501.28	1,065.00	436.28	140.97%
	BUILDING OPERATIONS	569.90	800.00	-230.10	71.24%
	GENERAL OPERATING	951.36	2,111.00	-1,159.64	45.07%
	MATERIALS	6,210.89	15,359.00	-9,148.11	40.44%
	SALARIES & BENEFITS	39,792.92	71,425.00	-31,632.08	55.71%
	GRANT EXPENSES	10,520.01			
	OTHER GIFT EXPENSES	624.74			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	60,171.10	90,760.00	-30,588.90	66.3%
	Net Ordinary Income	-904.92	0.00	-904.92	100.0%
	Net Income	-904.92	0.00	-904.92	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through April 2022

		TOTAL			
INCOME AND EXPENSE SHOULD BE AT 58.33%		Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	61,934.80	0.00	61,934.80	100.0%
	GOVERNMENT SUPPORT	3,690,829.95	6,874,906.00	-3,184,076.05	53.69%
	FRIENDS OF THE LIBRARY SUPPORT	44,015.66	78,000.00	-33,984.34	56.43%
	FOUNDATION SUPPORT	70,000.00	70,000.00	0.00	100.0%
	INVESTMENT INCOME	19,686.76	30,625.00	-10,938.24	64.28%
	FEES	114,379.86	131,801.00	-17,421.14	86.78%
	FINES/	39,162.60	49,800.00	-10,637.40	78.64%
	GIFTS and GRANTS	311,944.63	225,430.00	86,514.63	138.38%
	MISCELLANEOUS	8,286.84	0.00	8,286.84	100.0%
	PROGRAM REVENUES	1,806.42	0.00	1,806.42	100.0%
	Total Income	4,362,047.52	7,460,562.00	-3,098,514.48	58.47%
Gross Profit		4,362,047.52	7,460,562.00	-3,098,514.48	58.47%
Expense					
	CAPITAL CAMPAIGN EXPENSE	48,740.72	0.00	48,740.72	100.0%
	AUTOMATED SERVICES	118,158.80	170,817.00	-52,658.20	69.17%
	BUILDING OPERATIONS	536,973.86	1,131,458.00	-594,484.14	47.46%
	GENERAL OPERATING	250,064.15	273,708.00	-23,643.85	91.36%
	MATERIALS	400,216.71	831,723.00	-431,506.29	48.12%
	SALARIES & BENEFITS	2,546,650.52	4,733,668.00	-2,187,017.48	53.8%
	GRANT EXPENSES	237,193.99	239,470.00	-2,276.01	99.05%
	OTHER GIFT EXPENSES	100,730.34	0.00	100,730.34	100.0%
	MISCELLANEOUS EXPENSES	39.00	79,718.00	-79,679.00	0.05%
	Total Expense	4,238,768.09	7,460,562.00	-3,221,793.91	56.82%
Net Ordinary Income		123,279.43	0.00	123,279.43	100.0%
Net Income		123,279.43	0.00	123,279.43	100.0%

Huntsville Public Library Capital Campaign
 Balance Sheet by Class
 As of April 30, 2022

		SHV	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
	Servis1st Bank Capital Campaign	67,791.85	67,791.85
	Total Checking/Savings	67,791.85	67,791.85
	Total Current Assets	67,791.85	67,791.85
TOTAL ASSETS		67,791.85	67,791.85
LIABILITIES & EQUITY			
Equity			
	Unrestricted Net Assets	129,563.84	129,563.84
	Net Income	-61,771.99	-61,771.99
	Total Equity	67,791.85	67,791.85
TOTAL LIABILITIES & EQUITY		67,791.85	67,791.85

Huntsville Public Library Capital Campaign
Profit & Loss by Class
 October 2021 through April 2022

		SHV	
Ordinary Income/Expense			
	Income		
	Investments		
	Interest-Savings, Short-term CD	162.81	162.81
	Total Investments	162.81	162.81
	Total Income	162.81	162.81
	Gross Profit	162.81	162.81
	Expense		
	LIBRARY CAPITAL CAMPAIGN EXP	61,934.80	61,934.80
	Total Expense	61,934.80	61,934.80
	Net Ordinary Income	-61,771.99	-61,771.99
Net Income		-61,771.99	-61,771.99

**Huntsville Public Library
Building Maintenance
March - April 2022**

Date	Name	Memo	Amount	Total
MAIN				
MARCH INVOICES PAID				
03/01/2022	City of Huntsville	SNAKE 3RD FLOOR MENS RESTROOM BOTH TOILETS W.O. 153911	41.76	
03/01/2022	City of Huntsville	SNAKE LARGE STALL IN 2ND FLOOR WOMENS W.O. 153912	20.88	
03/01/2022	Lewter Hardware Co.	MAGNETIC CABINET CATCHES	103.09	
03/01/2022	Auto San	RESTROOM DEODORIZER SERVICE	76.00	
03/01/2022	dormakaba USA, INC.	REPAIRED EXIT DOOR	1,459.98	
03/01/2022	The Home Depot Credit Services	3-36" NIFTY NABBERS	59.91	
03/04/2022	City of Huntsville	REPAIR WATER FOUNTAIN 2ND FLOOR W.O. 154176	41.76	
03/04/2022	City of Huntsville	SNAKE MENS RESTROOM TOILET ON 2ND FLOOR W.O. 154237	20.88	
03/04/2022	City of Huntsville	MENS TOILET ON 2ND FLOOR DRAINING SLOWLY W.O. 154342	65.92	
03/04/2022	City of Huntsville	WATER LEAK IN 2ND FLOOR WORKROOM W.O. 154389	83.52	
03/04/2022	City of Huntsville	CHECK HVAC CONTROLS FOR MEETING ROOM AND FRIENDS BOOK STORE W.O. 153707	1,710.00	
03/16/2022	City of Huntsville	HAND DRYER IN MEN'S ROOM ON 1ST FLOOR NOT WORKING W.O. 154807	41.76	
03/17/2022	Scott Lighting Supply Company, Inc.	BULBS	356.40	
03/21/2022	Kone Chicago	REMOVED BOOK FROM ELEVATOR	440.27	
03/23/2022	Alabama Flag & Banner	FLAG	132.40	
03/28/2022	Allied Boiler Supply, Inc.	SERVICE CALL ON BOTH BOILERS (CIRCUIT BREAKERS TRIPPED)	1,498.20	
		TOTAL FOR MARCH		6,152.73
MAIN				
APRIL INVOICES PAID				
04/01/2022	Auto San	RESTROOM DEODORIZER SERVICE	76.00	
04/12/2022	Servis1st Bank-VISA	REPLACEMENT DRILL BATTERY	37.98	
04/12/2022	Servis1st Bank-VISA	CART PURCHASE & CARPET CLEANER RENTAL	145.97	
04/19/2022	Scott Lighting Supply Company, Inc.	BULBS	356.40	
04/25/2022	Kone Chicago	REPAIR ELEVATOR	270.78	
		TOTAL FOR APRIL		887.13

**Huntsville Public Library
Building Maintenance**

March - April 2022

			MONROVIA		
			APRIL INVOICES PAID		
		02/03/2022	Servis 1st Bank-VISA	RAT POISON BAITs	22.99
				TOTAL FOR APRIL	22.99
				TOTAL BUILDING MAINTENANCE	7,062.85

Strategic Plan Updates – May 2022

Goal 1: Consistently deliver exemplary customer service to demonstrate the value of the public library.

- Continuing to create training modules for basic skills and services.
- Finding new soft benefits to add to help recruit and retain personnel.

Goal 2: Share the value of the Library's contribution to the local quality of life.

- HMCLF - Developed monthly giving plan – currently 12 regular donors
- HMCLF - Working on planned giving initiative

Goal 3: Transform our physical footprint to meet the expectations of our rapidly changing community.

- Cavalry Hill is part of the Envision Center project with the main entrance being moved to the library part of the complex. Will be experiencing some service interruption with the parking lot improvement.
- Applying for grant for a story walk at North Huntsville Library
- Holds locker that will go into the Mark Russell Center in Hampton Cove is arriving the end of May.
- South Huntsville getting an awning added to entrance to deal with water issues in front lobby during heavy rain events.

Strategic Plan Updates – May 2022

Goal 4: Enhance user experience across the library system for all generations.

- Changing to new vendor for materials who can meet our needs more quickly and efficiently for the same cost or less.
- Improved catalog with integration of eservices.
- Change to fine free library
- Move to free hotspots in next fiscal year instead of current fee program to make more accessible to patrons who really need them. Using ECF funds and grant money to cover costs.

Goal 5: Deliver fun and engaging learning experiences that build literacy and skills in our community.

- Downtown Library hosted Life@Work series in partnership with Redstone Federal Credit Union in April. The events focused on financial literacy for adults and children.
- Our workforce development event for this series is Skills to Pay the Bills and it will teach money management skills and how to maintain a household budget, and what to do if your income is keeping that budget from balancing.
- May's Life@Work series theme is mental health, and we are partnering with Wellstone.
- Madison Library is hosting a series of Newcomer events working with the Madison Chamber of Commerce.
- Blast musicians and library booth at PorchFest and Ampitheater events in May.



Governmental Relations Committee - DRAFT

Charter

Relevant Bylaws Provisions

Section 2.7 The Board of Directors. The Board may function as a committee of the whole without appointment of standing committees. The Board may establish standing committees, which shall make regular reports. Membership on a standing committee shall be for one (1) year by appointment of the Chair. Special committees may be authorized and appointed by the Chair for special limited purposes and shall serve only until completion of the assignment.

Stakeholders

- Board of Directors
- Staff
- Local and state elected officials and other governmental leaders

Responsibilities

- Develop and maintain strong relationships with local and state elected officials and other governmental leaders (collectively “governmental leaders”)
- Provide regular updates on the Huntsville-Madison County Public Library to governmental leaders
- Advocate the needs of the Library to governmental leaders
- Present Governmental Relations Report to Library Board at bi-monthly meetings

Time Commitment

- Scheduled meetings: 1 hour meeting bi-monthly
- Additional meetings, as needed



Governance Committee - DRAFT

Charter

Relevant Bylaws Provisions

Section 2.7 The Board of Directors. The Board may function as a committee of the whole without appointment of standing committees. The Board may establish standing committees, which shall make regular reports. Membership on a standing committee shall be for one (1) year by appointment of the Chair. Special committees may be authorized and appointed by the Chair for special limited purposes and shall serve only until completion of the assignment.

Stakeholders

- Board of Directors
- Staff
- Alabama Public Library Service
- Funding entities, including local and state governments
- Other donors
- Patrons

Responsibilities

- Oversees legal compliance of Huntsville-Madison County Public Library, including adoption of necessary policies and procedures
- Review insurance package annually
- Reviews committee charters annually
- Oversees human resources review/compliance of Huntsville-Madison County Public Library
- Oversees Board of Directors development
 - Assists with Board member recruitment/nomination process; coordinates with pertinent appointing agencies
 - Ensures completion of Board orientation
 - Oversees annual Board evaluation process
 - Coordinates any required APLS training

- Ensures that all Board members annually complete Annual Disclosure Packets, which include the Code of Ethics, Conflict of Interest, Confidentiality, and Whistleblower policies
- Present Governance Report to Library Board at bi-monthly meetings

Time Commitment

- Scheduled meetings: 1 hour meeting bi-monthly
- Additional meetings, as needed



Finance Committee - DRAFT

Charter

Relevant Bylaws Provisions

Section 2.7 The Board of Directors. The Board may function as a committee of the whole without appointment of standing committees. The Board may establish standing committees, which shall make regular reports. Membership on a standing committee shall be for one (1) year by appointment of the Chair. Special committees may be authorized and appointed by the Chair for special limited purposes and shall serve only until completion of the assignment.

Stakeholders

- Board of Directors
- Staff
- Funding entities, including local and state governments
- Other donors
- Patrons

Responsibilities

- Review and approve annual operating budget prepared by Executive Director; present for approval by the Board of Directors
- Review monthly financial statements against budget
- Set long-range financial goals along with funding strategies to achieve them
- Review and approve compensation tables prepared by Executive Director and staff; present for approval by the Board of Directors
- Engage the Library's independent auditor; review the Library's annual audit; present audit recommendation to the Board of Directors
- Present Finance Report to Library Board at bi-monthly meetings

Time Commitment

- Scheduled meetings: 1 hour meeting monthly
- Additional meetings, as needed

Possible Committee Members for Charter Groups:

Governance:

Kevin Gray (Chair)
G W Boon (Vice Chair)
Dorothe Linton

Finance:

Ranae Bartlett (Chair)
Carla Clift (Vice Chair)
Connie Chow
Phillip Whaley

Governmental Relations:

Jan Harris (Chair)
Doug Martinson (Vice Chair)
Christina Tabereaux
PR Director
Joanna White (?)
Maura Wroblewski
Madison County rep?