

Huntsville-Madison County Public Library
Board of Directors Meeting
MINUTES
September 22, 2021

The meeting was called to order by the Chairman.

Present: Lee Jones, Chairman
Melissa Thompson, Vice Chair
Carla Clift, Member
G. W. Boon, Member
Kevin Gray, Member
Ranae Bartlett, Member
Cindy Hewitt, Executive Director
Connie Chow, Deputy Director
Ronica Ondocsin, Huntsville Library Foundation
Christina Tabereaux, Huntsville Library Foundation
Dorothie Linton, Recorder

Special Guests

Mandy Pinyan, HMCPL Outreach Department

Approval of Agenda

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

Approval of Minutes

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

Special Guest:

Ms. Pinyan presented a report on the library's recently concluded Summer Reading program. Due to COVID-19, the program consisted primarily of outdoor events and held a total of 390 programs. The total recorded number of attendees was 16,067 and 10,145 craft and STEM take-home activity bags were handed out to participants. Juvenile materials made up 59.25% of total circulation for the summer reading program.

The Outreach Department partnered with the YMCA Brown Bag program to hand out free books to children as well as providing materials and programs at locations including parks and schools. In total, 4,249 children were served at 54 locations. Ms. Thompson asked about this year's

numbers in comparison to 2019. Ms. Pinyan reported that total circulation for 2021 was higher than in 2019 although the number of attendees in 2021 was lower by approximately 20,000, likely due to the lack of very large scale events.

Executive Director's Report

Activity Report

Ms. Hewitt reported that the library's circulation statistics are even with numbers reported in the 2018-2019 fiscal year. Overall library visits are down and this is attributed to the recent slight increase in COVID-19 numbers in Madison County. Visits are expected to increase in the fall.

Use of the library's downloadable media is good with the number of Hoopla members increasing. The new BLAST Music platform saw over 5,400 downloads during its two weeks available.

Visits to the library's website have increased and Wi-Fi hotspots are still very popular with all currently circulating items having wait lists.

Use of curbside pick-up services increased in August and will remain as a permanent service for patrons who could benefit from the convenience as long as there is demand.

Financial Report

Ms. Hewitt reported that overall the Library is in good financial standing with some expenses still being finalized for the 2020-2021 fiscal year. There is a surplus in some areas including the quarter delay in the opening of both of the North and South Huntsville Branches, as well as a hiring freeze on some positions that contributed to a salary surplus at both the Downtown Huntsville and Madison Branches. Any funds that are not spent by the end of the fiscal year will be transferred to the rainy day fund.

South Library Update

Ms. Hewitt reported that the South Huntsville Branch Library will be conducting a donor walkthrough for individuals who donated to the capital campaign for that location on Friday. The library will have some electronic components to be installed after the opening due to ordering delays related to COVID-19. There will be a soft opening to the public on September 26 with the official ribbon cutting scheduled for Tuesday, September 28.

Strategic Plan Update

Ms. Hewitt announced that the funding to begin adjusting library salaries in-line with Goal 1 has been obtained for 2022. Training modules are being developed and will be implemented in the next calendar year.

In relation to Goal 2, library partner HATCH is awaiting its Department of Health certificate in order to begin operations at the South Huntsville Branch. A new partnership with the Huntsville Music Authority in relation to the new BLAST music resource will see the Library featured at several events. The library's Public Relations department has purchased materials to allow the library to conduct more pop-up libraries, including branded items.

In relation to Goal 3, the Special Collections department has completed its move to the second floor of the Downtown Huntsville Library, making it more accessible to the public. The library has received an LSTA grant that will allow for the purchase of a holds locker for the Hampton Cove service area. The locker will be placed within the new Mark Russell Recreation center.

In relation to Goal 4, the new BLAST music service was launched and has been very well received by the community.

In relation to Goal 5, the area formally occupied by the Special Collections department on the third floor of the Downtown Huntsville Library is undergoing renovations in preparation for its use as a dedicated computer training lab that will better allow for public classes and events.

Foundation Report

Ms. Ondocsin presented that the organization has changed its name from the Huntsville Library Foundation to the Huntsville-Madison County Library Foundation. The new name and new branding will better demonstrate the organization's support and commitment to all libraries within the system. The new branding materials will debut at the annual Vive le Livre event featuring author Madeline Miller which has been postponed to November 17 due to the increase in COVID-19 numbers. Tickets to the event are on sale now for the in-person event.

The Foundation partnered with Green Pea Press on a local t-shirt campaign which was very well-received and raised a total of \$1,500.

The Foundation is now accepting nominations for new board members and will be implementing a more in-depth interview process requiring a longer nomination and selection period.

Friends of the Library Report

Ms. Hewitt spoke on behalf of the Friends of the Library and had nothing new to report.

New Business

Approve Revised Policy 4.2 regarding Exempt Employees

Ms. Hewitt presented a proposed revision to existing staff policy 4.2 Exempt Employees. The revision clarifies language describing how exempt employees are to be paid including reasons for which accrued leave may be used in accordance with the FLSA. Mr. Gray motioned to approve the revisions, Mr. Boon seconded, and the motion carried.

Approve Updated Disaster Plan

Ms. Hewitt presented revisions to the library's disaster plan, including updates to locations and contact personnel. Mr. Gray motioned to approve the revisions, Ms. Thompson seconded, and the motion carried.

Appoint Audit Committee

Mr. Jones called for nominees for the annual Audit Committee. Mr. Gray and Ms. Bartlett were nominated and accepted the appointment.

Resolution for Downtown Branch

Mr. Gray presented a resolution to begin a dialogue with the City of Huntsville to explore options to revitalize the Downtown Huntsville Branch via a special committee. Mr. Martinson and Ms. Thompson were nominated to the committee, which will also include Cindy Hewitt, Connie Chow and Christina Tabereaux from the staff. Ms. Thompson moved to adopt the resolution, Mr. Boon seconded, and the motion to adopt the resolution carried. Mr. Boon moved to appoint Mr. Martinson and Ms. Thompson to the committee, Ms. Bartlett seconded, and the motion to appoint carried.

New Hope Library FY2022

Ms. Hewitt announced that the Town of New Hope has decided to auction off the building currently housing the New Hope Branch Library. If the building is sold, the library will have 30 days to vacate the facility. The mayor may have another site that is currently being constructed that may be able to house the library in the future but is not willing to continue funding the existing library during the construction period. The Mayor has informed the New Hope Friends group that the only options are to relocate or to close the library. The board discussed the current patron base of the library as well as potential options to continue providing library service to the community. Mr. Gray motioned to close the branch should the building be sold, Ms. Thompson

seconded, and the motion carried. The board agreed that a decision to move into a potential new branch, if made available, will be decided at the next board meeting.

Approve End of FY Employee COVID-19 Bonus

Ms. Hewitt requested to use surplus salary funds resulting from a temporary hiring freeze over the past fiscal year for a one-time \$500 bonus for staff due to their continued exemplary work during the COVID-19 pandemic. Mr. Gray motioned to approve, Mr. Boon seconded, and the motion carried.

Approve FY2022 Budget

Ms. Hewitt reported that the City of Huntsville will vote on its proposed budget for the next fiscal year on Thursday, while the City of Madison will vote on Friday. Both entities have committed to increases that will support the libraries salary adjustment plan. The library is expecting a \$786,705 increase from the City of Huntsville, a \$100,001 increase from Madison County, and an \$89,000 increase from the City of Madison which will cover salaries and the cost of Hoopla services for the next fiscal year. These increases will allow the library to enact the first step of salary adjustments as well as fill several currently open positions. Ms. Bartlett motioned to approve, Mr. Gray seconded, and the motion carried.

Next Meeting Date

The next meeting will be held November 10, 2021.

There being no further business the meeting adjourned.

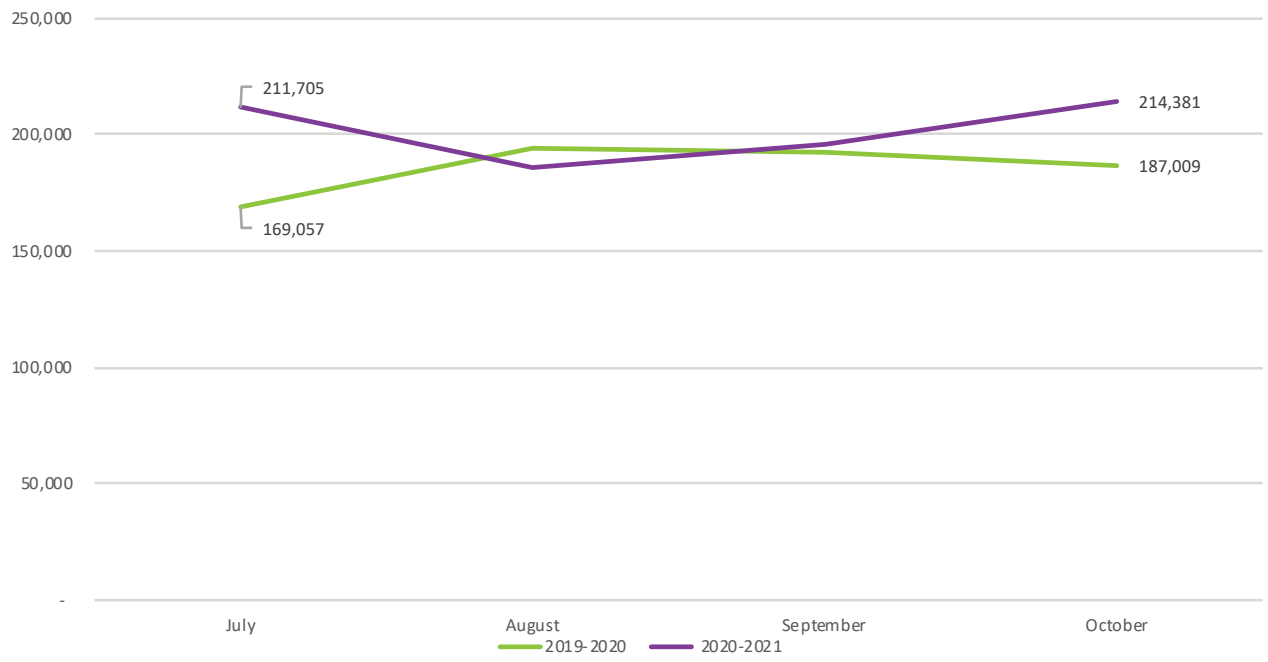
Submitted by:

Approved:

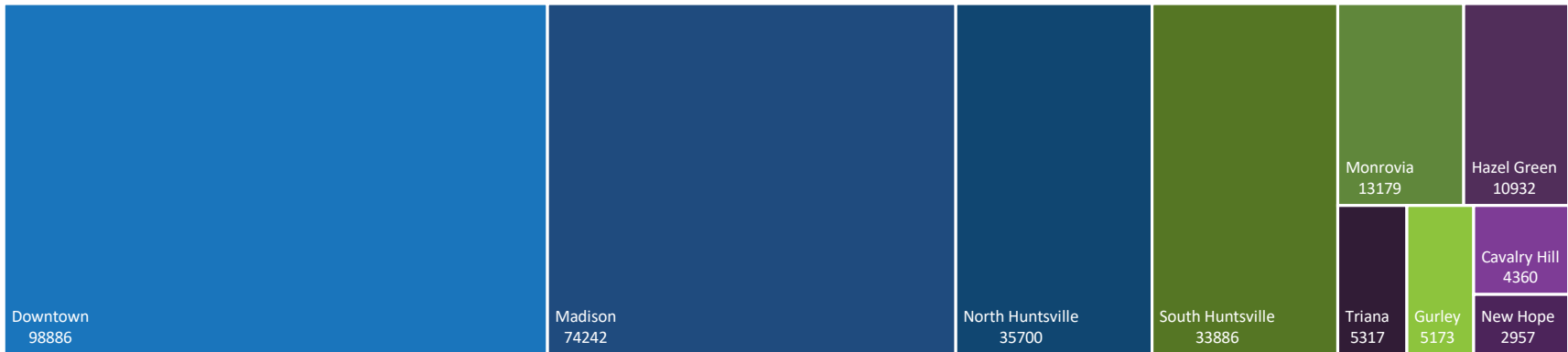
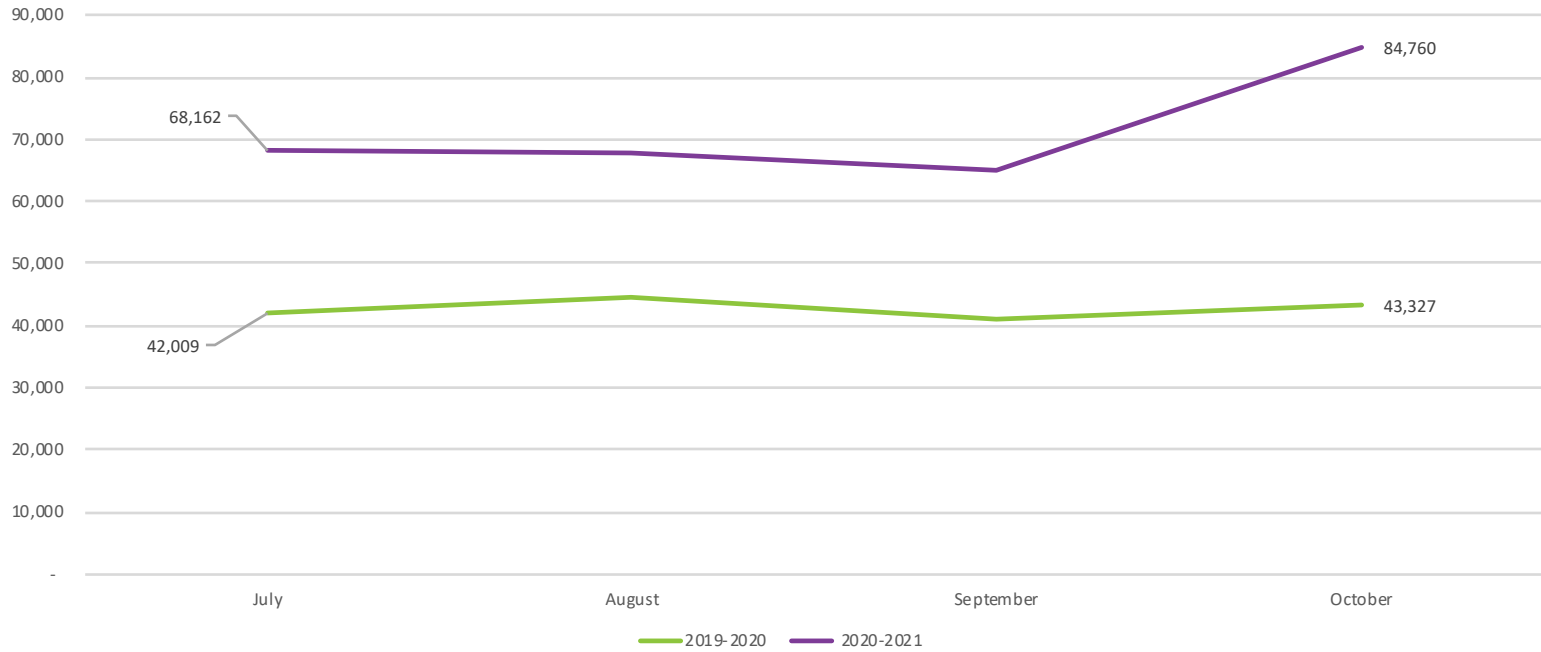
Dorothie Linton

Lee Jones, Chairman

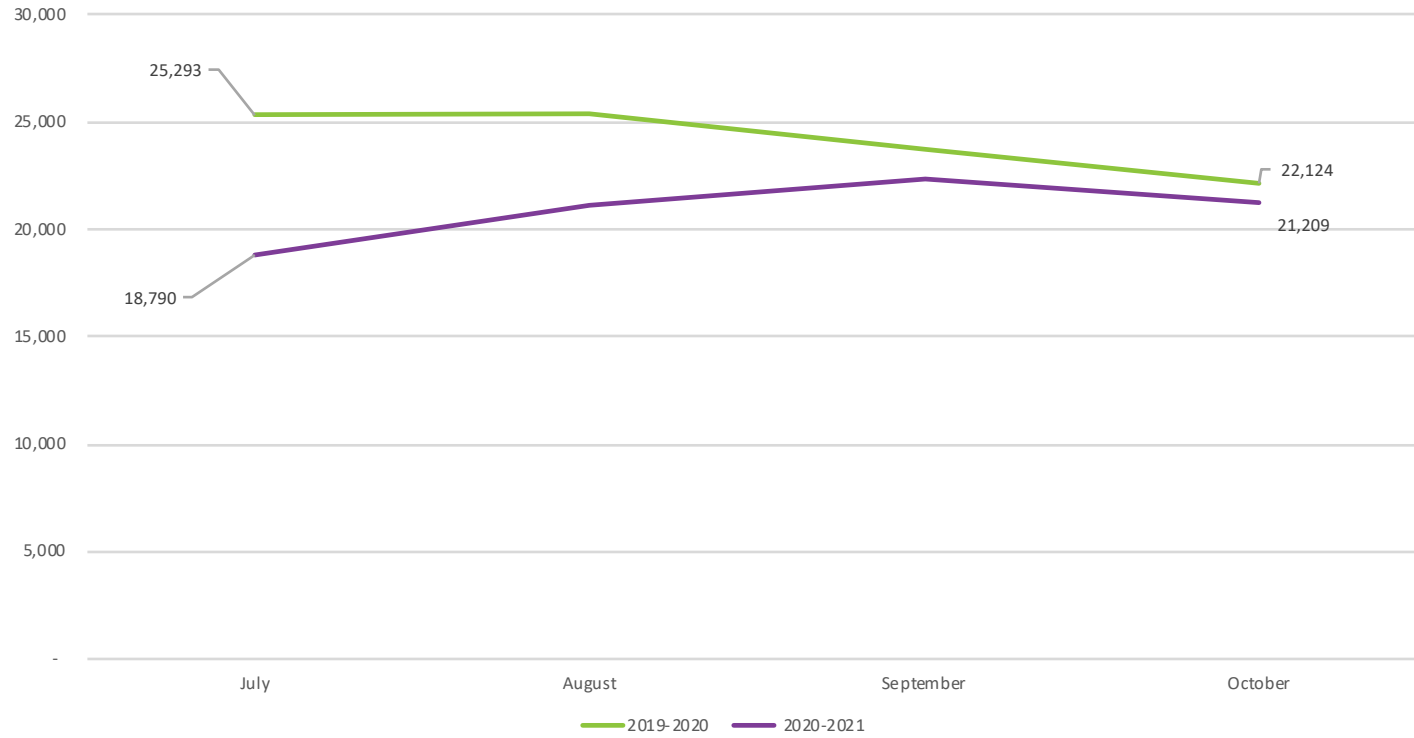
Systemwide Circulation - FY 2020-2022



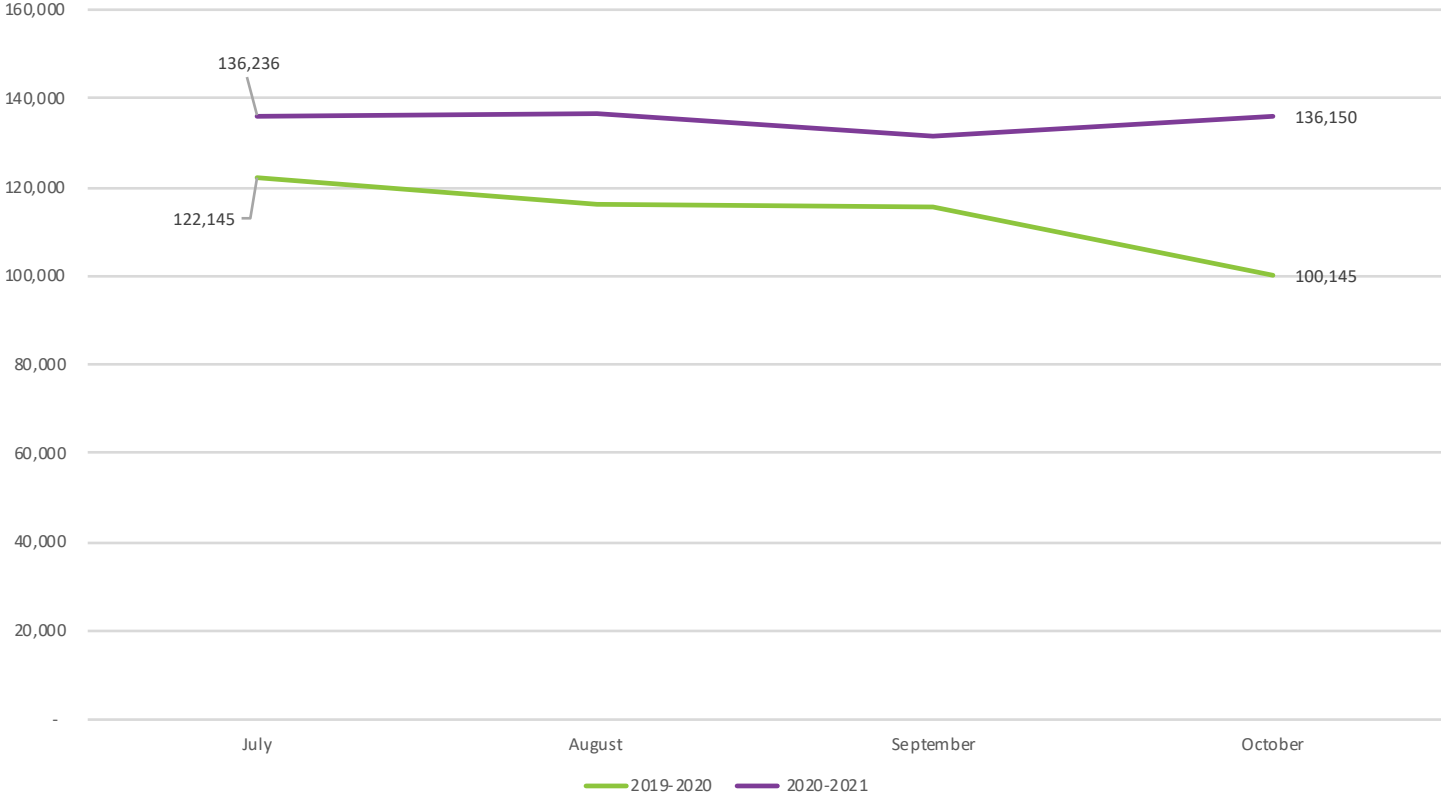
Systemwide Library Visits FY 2020- 2022

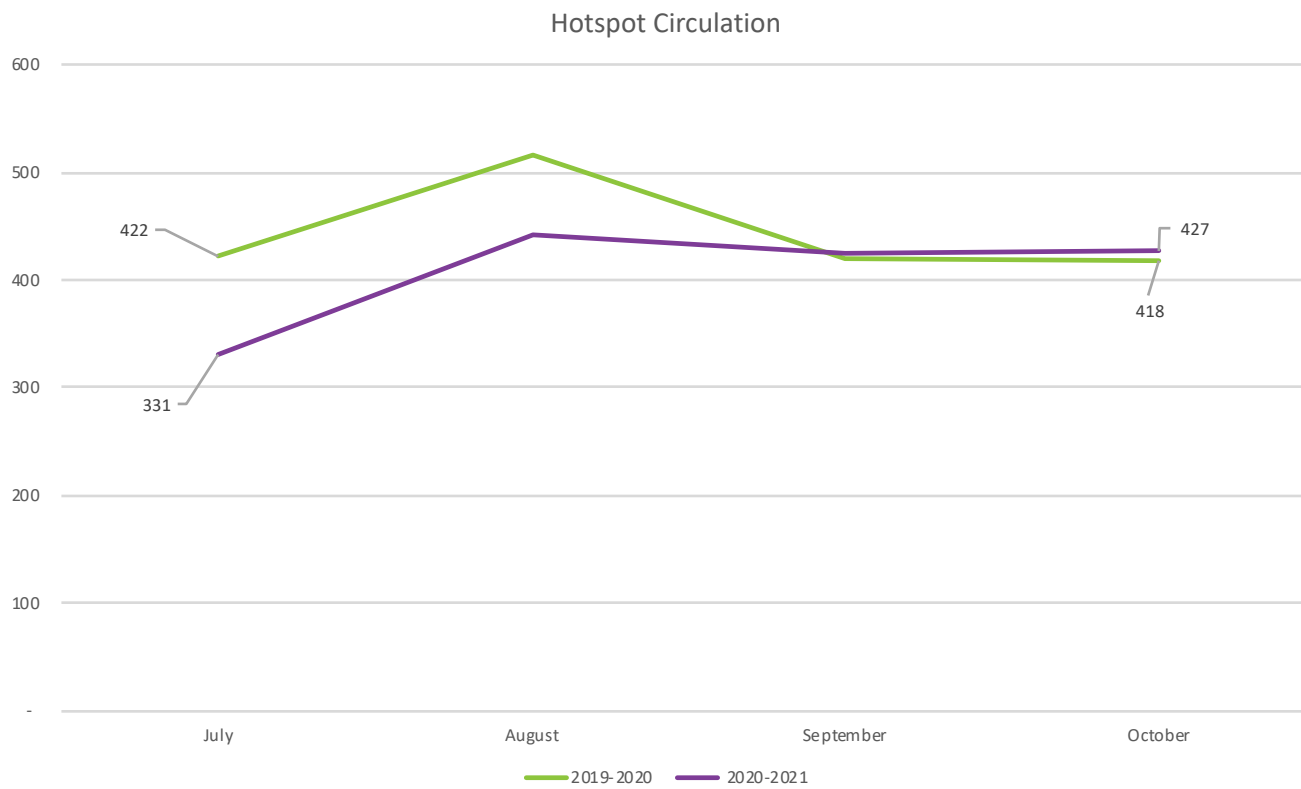


Downloadables - FY 2020-2022

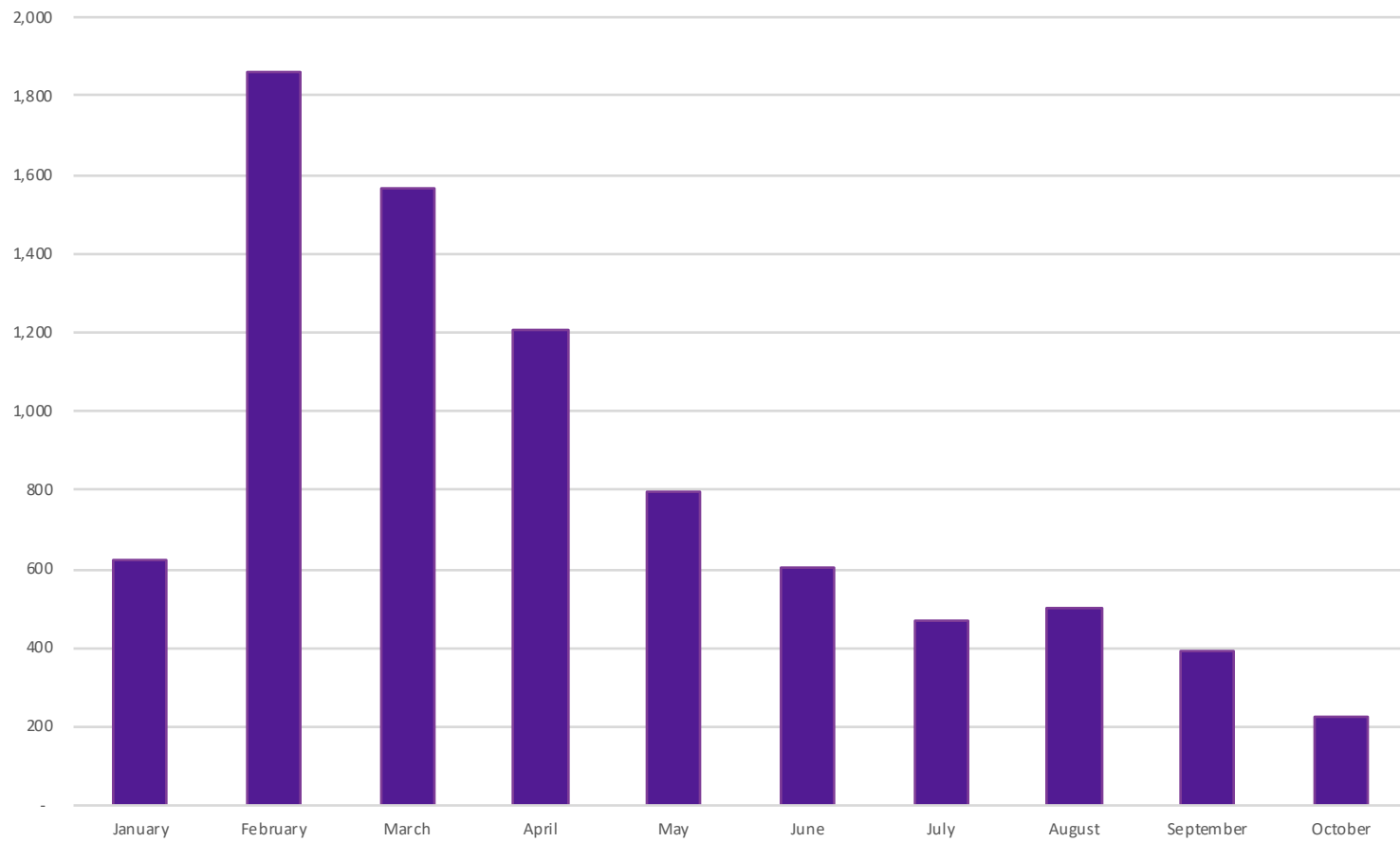


HMCP.org Visits - FY 2020-2022





Curbside Interactions 2021



October 2021 HMCPL Statistics

Systemwide Circulation				
	FY2020	FY2021	FY2022	% +/-
October	172,053	187,009	214,381	14.64%
November	153,188	169,056		
December	147,168	166,677		
January	166,226	164,800		
February	163,794	162,561		
March	132,898	188,251		
April	41,904	170,748		
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	214,381	

Systemwide totals include downloadables.

hmcpl.org				
	FY2020	FY2021	FY2022	% +/-
October	103,351	100,145	136,150	35.95%
November	86,458	85,104		
December	85,510	91,747		
January	110,451	100,380		
February	102,681	94,860		
March	88,569	69,871		
April	38,194	132,669		
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	136,150	

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		
December	21,621	23,760		
January	22,311	24,500		
February	21,456	24,503		
March	23,201	18,179		
April	26,390	16,734		
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	21,209	

*Downloadables include digital media from Hoopla, Freegal, Overdrive, Freeding, 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	1210	-80.50%
November	7,427	7,391		
December	8,366	7,939		
January	7,487	7,237		
February	7,432	7,560		
March	6,670	157		
April	7,108	121		
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	1210	

*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		
December	27,298	7,101		
January	31,141	6,575		
February	29,510	5,726		
March	17,026	7,506		
April	4,536	7,250		
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	18,969	

*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		
December	2.56	0.73		
January	2.70	0.75		
February	3.03	0.64		
March	1.66	0.99		
April	0.31	0.85		
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	0.36	

*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		
December	10,466	2,221		
January	12,114	2,467		
February	11,569	2,274		
March	5,723	3,008		
April	-	3,065		
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	4,472	

Online Database Use				
	FY2020	FY2021	FY2022	% +/-
October	52,148	77,038	46,515	47.73%
November	92,516	21,573		-76.68%
December	45,374	23,231		-48.80%
January	69,749	19,763		-71.67%
February	61,072	35,627		-41.66%
March	23,152	175,379		657.51%
April	29,301	56,558		93.02%
May	19,328	43,480		124.96%
June	24,125	83,585		246.47%
July	25,775	23,626		-8.34%
August	68,739	22,406		-67.40%
September	39,108	35,283		-9.78%
Year	550,387	617,549	46,515	12.20%

*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.

*October 2021 statistics missing numbers from EBSCO, Gale, Britannica, and MyHeritage due to vendor reporting.

Reference Questions				
	FY2020	FY2021	FY2022	% +/-
October	24,049	24,821	10544	-57.52%
November	19,099	21,789		
December	22,954	22,369		
January	23,920	23,555		
February	22,527	21,252		
March	14,012	18,208		
April	996	14,897		
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	10544	

Program Attendance				
	FY2020	FY2021	FY2022	% +/-
October	13,278	7,182	6891	-4.05%
November	9,429	2,937		
December	7,362	3,300		
January	9,840	3,427		
February	9,453	3,557		
March	3,706	4,168		
April	3,450	5,448		
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	6891	

*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		
December	907	811		
January	1,051	598		
February	703	578		
March	539	1,277		
April	102	1,092		
May	118	728		
June	360	1,044		
July	507	841		
August	570	994		
September	451	932		
Year	6,760	10,069	798	

Downtown Circulation				
	FY2020	FY2021	FY2022	% +/-
October	40,407	43,425	33,272	-23.38%
November	33,318	36,606		
December	31,915	35,739		
January	36,418	33,258		
February	36,967	33,084		
March	27,827	43,385		
April	3,743	36,464		
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	33,272	

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

Gurley Circulation				
	FY2020	FY2021	FY2022	% +/-
October	3,935	4,817	5006	3.92%
November	3,308	4,018		
December	2,776	4,454		
January	3,186	4,603		
February	3,592	4,441		
March	3,481	5,135		
April	549	4,642		
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	5,006	

Hazel Green Circulation				
	FY2020	FY2021	FY2022	% +/-
October	5,432	6,072	6326	4.18%
November	4,406	5,139		
December	4,376	5,239		
January	5,385	5,326		
February	5,627	5,198		
March	3,704	7,150		
April	388	5,821		
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	6,326	

Madison Circulation				
	FY2020	FY2021	FY2022	% +/-
October	48,059	55,445	62070	11.95%
November	42,063	47,155		
December	40,057	47,250		
January	45,565	47,234		
February	46,564	47,344		
March	35,566	58,361		
April	3,727	53,188		
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	62,070	

Monrovia Circulation				
	FY2020	FY2021	FY2022	% +/-
October	12,419	13,918	12554	-9.80%
November	10,091	12,190		
December	10,128	12,276		
January	10,568	11,744		
February	11,187	11,769		
March	8,788	13,756		
April	886	11,827		
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	12,554	

New Hope Circulation				
	FY2020	FY2021	FY2022	% +/-
October	1,983	1,926	1346	-30.11%
November	1,740	1,835		
December	1,858	2,458		
January	1,648	2,018		
February	1,890	1,643		
March	1,281	1,905		
April	97	2,149		
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	1,346	

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

North Huntsville Circulation				
	FY2020	FY2021	FY2022	% +/-
October	-	-	12570	
November	-	-		
December	-	-		
January	-	-		
February	-	-		
March	-	265		
April	-	5,655		
May	-	9,522		
June	-	12,126		
July	-	12,864		
August	-	11,988		
September	-	11,849		
Year	-	64,269	12,570	

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

South Huntsville Circulation				
	FY2020	FY2021	FY2022	% +/-
October	-	-	57753	
November	-	-		
December	-	-		
January	-	-		
February	-	-		
March	-	-		
April	-	-		
May	-	-		
June	-	-		
July	-	-		
August	-	-		
September	-	6155		
Year	-	6155	57753	

*South Huntsville opened September 28, 2021.

Outreach Circulation				
	FY2020	FY2021	FY2022	% +/-
October	2,540	224	465	107.59%
November	6,484	4,492		
December	4,182	540		
January	6,709	3,031		
February	1,652	2,480		
March	3,660	1,251		
April	2,030	1,181		
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	465	

Triana Circulation				
	FY2020	FY2021	FY2022	% +/-
October	599	523	1012	93.50%
November	405	445		
December	293	401		
January	631	345		
February	611	292		
March	303	404		
April	5	517		
May	423	480		
June	353	879		
July	449	1,055		
August	390	982		
September	447	1,025		
Year	4,909	7,348	1,012	

Number of Library Visitors by Branch									
	Cavalry Hill			Downtown			Gurley		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	3,535	194	1083	48,975	17,754	15,955	1,396	1,119	910
November	2,180	271		36,156	14,517		771	562	
December	2,471	249		37,344	14,375		1,022	909	
January	2,941	209		41,476	15,498		1,214	774	
February	2,901	305		43,992	14,833		1,326	620	
March	1,563	737		21,341	19,365		804	980	
April	12	592		51	18,643		66	1,118	
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	1,083	291,758	241,714	15,955	11,571	12,906	910

	Hazel Green			Madison			Monrovia		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	1,972	2,359	2577	27,703	10,165	18387	5,735	2,520	3174
November	2,093	2,018		21,320	10,011		140	2,281	
December	2,920	2,109		21,305	7,790		1,887	2,354	
January	3,213	2,091		25,340	9,379		5,144	2,282	
February	3,156	2,126		24,355	9,096		5,291	2,255	
March	1,833	2,579		14,707	10,250		2,871	2,836	
April	194	2,522		287	9,471		79	2,708	
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	2,577	179,219	154,284	18,387	32,978	33,520	3,174

	New Hope			North Huntsville			South Huntsville		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	2,236	565	135	-	-	10091	-	-	30994
November	1,189	569		-	-		-	-	
December	820	586		-	-		-	-	
January	1,335	572		-	-		-	-	
February	1,340	487		-	-		-	-	
March	613	606		-	-		-	-	
April	1	671		-	6,571		-	-	
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		-	2892	
Year	9,620	8,667	135	0	49,142	10,091	0	2892	2892

*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	1454
November	1,912	327	
December	1,834	311	
January	2,117	311	
February	2,066	399	
March	1,184	855	
April	13	874	
May	5	793	
June	5	1,299	
July	299	1,813	
August	416	1,084	
September	210	966	
Year	12,029	9,487	1,454

	Total Number of Library Visitors-HMCPL		
	FY2020	FY2021	FY2022
October	111,308	43,327	84,760
November	81,402	37,658	0
December	85,546	36,374	0
January	101,310	38,543	0
February	102,828	36,566	0
March	53,829	45,412	0
April	1,760	49,902	0
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	84,760

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		100	176		0	7	
December	6	11		49	201		1	10	
January	14	22		95	172		1	8	
February	10	20		92	197		7	11	
March	3	32		163	202		12	15	
April	0	36		231	157		0	14	
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	8	2,107	2,139	93	45	141	53

	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		28	21		22	21	
December	19	79		19	39		13	16	
January	45	69		35	43		35	12	
February	51	68		36	20		20	12	
March	21	85		4	42		20	11	
April	0	75		0	44		0	14	
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	76	353	495	46	170	194	36

	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		-	-	
December	20	30		-	0		-	-	
January	35	38		-	0		-	-	
February	43	32		-	0		-	-	
March	25	64		-	0		-	-	
April	0	46		-	4		-	-	
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	87	0	6	27

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

	Total Hotspot Circulation-HMCPL		
	FY2020	FY2021	FY2022
October	184	380	427
November	225	320	0
December	127	386	0
January	260	364	0
February	259	360	0
March	248	451	0
April	231	390	0
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	427

Devices in Circulation as of	11/1/21	107
Devices on Hold as of	11/1/21	83

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	-	0	-	101
November	-	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-	-
January	-	-	179	-	18	-	58	-	189	-
February	-	-	537	-	62	-	42	-	670	-
March	-	-	406	-	64	-	4	-	629	-
April	-	-	248	-	47	-	11	-	527	-
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	53	312	8	138	0	2,948	101

*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	-	0	-	5	-	12	-	0
November	-	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-	-
January	53	-	2	-	-	-	-	-	3	-
February	146	-	28	-	-	-	-	-	-	-
March	141	-	16	-	-	-	-	-	-	-
April	146	-	8	-	3	-	-	-	-	-
May	85	-	4	-	-	-	-	-	-	-
June	124	-	5	-	5	-	-	-	-	-
July	80	-	10	-	5	-	-	-	-	-
August	106	-	5	-	5	-	-	-	-	-
September	84	-	-	-	7	-	1	-	-	-
Year	965	49	78	0	25	5	1	12	3	0

* 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	0
December	0	0
January	502	0
February	1,485	0
March	1,260	0
April	990	0
May	638	0
June	468	0
July	393	0
August	498	0
September	393	0
Year	6,627	228

FINANCIAL ANALYSIS

OCT-21

						TOTAL				
INCOME AND EXPENSE SHOULD BE AT 8.33%						Oct 21	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense										
Income										
GOVERNMENT SUPPORT						192,995.15	6,874,906.00	-6,681,910.85	2.81%	GOVERNMENT SUPPORT -Have not received City of Huntsville funds.
FRIENDS OF THE LIBRARY SUPPORT						4,669.11	78,000.00	-73,330.89	5.99%	FRIENDS OF THE LIBRARY SUPPORT -Still slow.
FOUNDATION SUPPORT						0.00	70,000.00	-70,000.00	0.0%	FOUNDATION SUPPORT -Have not received yet.
INVESTMENT INCOME						1,040.95	30,625.00	-29,584.05	3.4%	INVESTMENT INCOME -Still low rates.
FEES						14,586.98	131,801.00	-117,214.02	11.07%	
FINES/						6,349.64	49,800.00	-43,450.36	12.75%	
GIFTS and GRANTS						3,227.58	225,430.00	-222,202.42	1.43%	GIFTS and GRANTS -Have not come in yet.
MISCELLANEOUS						317.95	0.00	317.95	100.0%	
PROGRAM REVENUES						-197.93	0.00	-197.93	100.0%	
Total Income						222,989.43	7,460,562.00	-7,237,572.57	2.99%	
Gross Profit						222,989.43	7,460,562.00	-7,237,572.57	2.99%	
Expense										
CAPITAL CAMPAIGN EXPENSE						31,771.93	0.00	31,771.93	100.0%	CAPITAL CAMPAIGN EXPENSE -Prior Year Funds
AUTOMATED SERVICES						58,176.23	170,817.00	-112,640.77	34.06%	AUTOMATED SERVICES -Paid annual bill this month for Bywater.
BUILDING OPERATIONS						73,514.17	1,131,458.00	-1,057,943.83	6.5%	
GENERAL OPERATING						26,837.60	273,708.00	-246,870.40	9.81%	
MATERIALS						28,620.74	831,723.00	-803,102.26	3.44%	MATERIALS -Slow start to order materials.
SALARIES & BENEFITS						379,953.47	4,733,668.00	-4,353,714.53	8.03%	
GRANT EXPENSES						89.32	239,470.00	-239,380.68	0.04%	GRANT EXPENSES -Not spending grants yet.
OTHER GIFT EXPENSES						23,339.21	0.00	23,339.21	100.0%	
MISCELLANEOUS EXPENSES						0.00	79,718.00	-79,718.00	0.0%	
Total Expense						622,302.67	7,460,562.00	-6,838,259.33	8.34%	
Net Ordinary Income						-399,313.24	0.00	-399,313.24	100.0%	
Net Income						-399,313.24	0.00	-399,313.24	100.0%	

Balance Sheet

As of October 31, 2021

	Oct 31, 21
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	300.00
VISA GIFT CARD #8056 (500)-TRI	500.00
VISA GIFTCARD #5932 (425) -TRI	2.16
Total VISA DEBIT CARDS	1,302.16
Servis1st Bank-Master Account	
Servis1st Bank-Master-Rainy Day	1,422,404.00
Servis1st Bank-Master Account - Other	402,461.50
Total Servis1st Bank-Master Account	1,824,865.50
Servis1st Bank-Gifts	277,781.63
Servis1st Bank-Merchant Acct	6,287.36
Servis1st Bank-Payroll	10,880.45
Petty cash	1,795.00
Total Cash and cash on hand	2,122,912.10
Certificates of Deposit	
Firstbank - EME Funds	88,243.40
IBERIA BANK CD-PATRICIA KYSER2	52,661.30
Progress-Cummer #6010025186	94,099.44
Progress CD- EME #6010025827	168,339.48
Progress Bank CD#01-Mary Cummer	72,071.29
Progress Bank CD#04 AEDG	51,000.00
PROGRESS BANK-Rainy Day ..0582	250,000.00
Servis1st CD- Rainy Day 340851	250,504.36
Servis1st CD-McLain #340778	27,172.77
Synovus - Cummer CD 1650745158	95,664.25
TRUSTMARK BANK EMER FUNDS-2185	100,000.00
Total Certificates of Deposit	1,249,756.29
Investments	
C. Schwab HMCPL 3703-9063	847,062.46
C. Schwab M. Pruitt 4478-8529	102,853.09
C.Schwab Jean Payne 7587-0478	73,574.44
C. Schwab- Roberts 4311-4986	20,776.79
Total Investments	1,044,266.78
Total Checking/Savings	4,416,935.17
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	4,431,285.12
Fixed Assets	
Library collection	3,552,928.89
Miscellaneous fixed assets	6,274,568.94

Huntsville Public Library

Balance Sheet

As of October 31, 2021

	Oct 31, 21
Donated photographs	126,077.00
Acc deprec - library collection	-2,177,093.42
Acc deprec - misc fixed assets	-4,868,292.79
Total Fixed Assets	2,908,188.62
TOTAL ASSETS	7,339,473.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Account payable	-1,120.00
Total Accounts Payable	-1,120.00
Other Current Liabilities	
MEETING ROOM DEPOSIT	8,035.00
Accrued liabilities	
Accrued Employers Medicare	-0.42
Accrued Employers Soc Security	-1.78
Withheld Accident Ins(pretaxed)	-405.94
Withheld Accident Ins (taxed)	5.14
Withheld Cancer Ins (pretaxed)	769.95
Withheld Critical Illness Princ	-489.37
Withheld Federal income tax	0.01
Withheld Voluntary Life Prem	-1,103.89
Withheld Health Ins (pretaxed)	-14,424.63
Withheld Health Ins (taxed)	-1,071.84
Withheld LTD Principal	-737.40
Withheld S-T Disability Ins	199.00
Withheld STD Principal	-599.29
Withheld UnitedWay Contribution	4.00
Withheld Vision (pretaxed)	-684.55
Withheld Vision (taxed)	8.40
Total Accrued liabilities	-18,532.61
Deferred revenue	
Deferred revenue - grants	10,152.30
Total Deferred revenue	10,152.30
Total Other Current Liabilities	-345.31
Total Current Liabilities	-1,465.31
Total Liabilities	-1,465.31
Equity	
Investment in Fixed Assets	2,926,306.12
Restricted Fund	359,349.75
Retained Earnings	2,717,931.26
UNRESTRICTED-GENERAL FUND	1,736,672.96
Net Income	-399,321.04
Total Equity	7,340,939.05
TOTAL LIABILITIES & EQUITY	7,339,473.74

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

		Total COH			
INCOME AND EXPENSE SHOULD BE AT 8.33%		Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	67,695.10	5,363,288.00	-5,295,592.90	1.26%
	FRIENDS OF THE LIBRARY SUPPORT	2,649.86	58,000.00	-55,350.14	4.57%
	FOUNDATION SUPPORT	0.00	65,000.00	-65,000.00	0.0%
	INVESTMENT INCOME	1,040.95	30,625.00	-29,584.05	3.4%
	FEES	10,884.45	105,721.00	-94,836.55	10.3%
	FINES/	4,084.01	28,050.00	-23,965.99	14.56%
	GIFTS and GRANTS	2,675.00	225,430.00	-222,755.00	1.19%
	MISCELLANEOUS	205.98			
	PROGRAM REVENUES	-197.93			
	Total Income	89,037.42	5,876,114.00	-5,787,076.58	1.52%
	Gross Profit	89,037.42	5,876,114.00	-5,787,076.58	1.52%
Expense					
	CAPITAL CAMPAIGN EXPENSE	31,771.93			
	AUTOMATED SERVICES	35,708.57	95,376.00	-59,667.43	37.44%
	BUILDING OPERATIONS	61,024.71	1,059,042.00	-998,017.29	5.76%
	GENERAL OPERATING	22,966.80	227,046.00	-204,079.20	10.12%
	MATERIALS	19,394.15	561,573.00	-542,178.85	3.45%
	SALARIES & BENEFITS	308,910.94	3,693,607.00	-3,384,696.06	8.36%
	GRANT EXPENSES	89.32	239,470.00	-239,380.68	0.04%
	OTHER GIFT EXPENSES	21,879.97			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	501,746.39	5,876,114.00	-5,374,367.61	8.54%
	Net Ordinary Income	-412,708.97	0.00	-412,708.97	100.0%
	Net Income	-412,708.97	0.00	-412,708.97	100.0%

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

		Total Gurley			
INCOME AND EXPENSE SHOULD BE AT 8.33%		Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	8,983.34	96,800.00	-87,816.66	9.28%
	FRIENDS OF THE LIBRARY SUPPORT	2,000.00	2,000.00	0.00	100.0%
	FOUNDATION SUPPORT	0.00	1,000.00	-1,000.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	167.29	825.00	-657.71	20.28%
	FINES/	113.00	1,000.00	-887.00	11.3%
	GIFTS and GRANTS	50.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	Total Income	11,313.63	101,625.00	-90,311.37	11.13%
Gross Profit		11,313.63	101,625.00	-90,311.37	11.13%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	1,325.15	4,050.00	-2,724.85	32.72%
	BUILDING OPERATIONS	360.15	1,598.00	-1,237.85	22.54%
	GENERAL OPERATING	308.82	3,011.00	-2,702.18	10.26%
	MATERIALS	352.30	16,243.00	-15,890.70	2.17%
	SALARIES & BENEFITS	4,863.80	76,723.00	-71,859.20	6.34%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	887.66			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	8,097.88	101,625.00	-93,527.12	7.97%
Net Ordinary Income		3,215.75	0.00	3,215.75	100.0%
Net Income		3,215.75	0.00	3,215.75	100.0%

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

		Total Hazel Green			
INCOME AND EXPENSE SHOULD BE AT 8.33%		Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	8,500.01	135,000.00	-126,499.99	6.3%
	FRIENDS OF THE LIBRARY SUPPORT	5.25			
	FOUNDATION SUPPORT	0.00	1,000.00	-1,000.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	487.59	4,325.00	-3,837.41	11.27%
	FINES/	164.24	2,100.00	-1,935.76	7.82%
	GIFTS and GRANTS	0.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	Total Income	9,157.09	142,425.00	-133,267.91	6.43%
Gross Profit		9,157.09	142,425.00	-133,267.91	6.43%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	1,708.12	5,018.00	-3,309.88	34.04%
	BUILDING OPERATIONS	731.90	6,799.00	-6,067.10	10.77%
	GENERAL OPERATING	308.79	4,369.00	-4,060.21	7.07%
	MATERIALS	469.73	21,373.00	-20,903.27	2.2%
	SALARIES & BENEFITS	8,001.26	104,866.00	-96,864.74	7.63%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	0.00			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	11,219.80	142,425.00	-131,205.20	7.88%
Net Ordinary Income		-2,062.71	0.00	-2,062.71	100.0%
Net Income		-2,062.71	0.00	-2,062.71	100.0%

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

		Total Madison			
INCOME AND EXPENSE SHOULD BE AT 8.33%		Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	80,541.68	938,000.00	-857,458.32	8.59%
	FRIENDS OF THE LIBRARY SUPPORT	0.00	16,000.00	-16,000.00	0.0%
	FOUNDATION SUPPORT	0.00	1,000.00	-1,000.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	2,525.80	16,675.00	-14,149.20	15.15%
	FINES/	1,606.45	15,000.00	-13,393.55	10.71%
	GIFTS and GRANTS	390.00			
	MISCELLANEOUS	76.46			
	PROGRAM REVENUES	0.00			
	Total Income	85,140.39	986,675.00	-901,534.61	8.63%
Gross Profit		85,140.39	986,675.00	-901,534.61	8.63%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	15,570.45	55,205.00	-39,634.55	28.21%
	BUILDING OPERATIONS	6,794.52	57,254.00	-50,459.48	11.87%
	GENERAL OPERATING	2,327.56	30,021.00	-27,693.44	7.75%
	MATERIALS	7,537.00	191,351.00	-183,814.00	3.94%
	SALARIES & BENEFITS	42,981.23	652,844.00	-609,862.77	6.58%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	451.99			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	75,662.75	986,675.00	-911,012.25	7.67%
Net Ordinary Income		9,477.64	0.00	9,477.64	100.0%
Net Income		9,477.64	0.00	9,477.64	100.0%

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

		Total Monrovia				
		INCOME AND EXPENSE SHOULD BE AT 8.33%	Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
	Income					
	GOVERNMENT SUPPORT		15,000.01	172,800.00	-157,799.99	8.68%
	FRIENDS OF THE LIBRARY SUPPORT		0.00	2,000.00	-2,000.00	0.0%
	FOUNDATION SUPPORT		0.00	1,000.00	-1,000.00	0.0%
	INVESTMENT INCOME		0.00			
	FEES		471.05	3,945.00	-3,473.95	11.94%
	FINES/		318.19	3,300.00	-2,981.81	9.64%
	GIFTS and GRANTS		70.00			
	MISCELLANEOUS		0.00			
	PROGRAM REVENUES		0.00			
	Total Income		15,859.25	183,045.00	-167,185.75	8.66%
	Gross Profit		15,859.25	183,045.00	-167,185.75	8.66%
	Expense					
	CAPITAL CAMPAIGN EXPENSE		0.00			
	AUTOMATED SERVICES		3,719.76	10,103.00	-6,383.24	36.82%
	BUILDING OPERATIONS		1,103.74	5,765.00	-4,661.26	19.15%
	GENERAL OPERATING		809.38	7,150.00	-6,340.62	11.32%
	MATERIALS		469.73	25,824.00	-25,354.27	1.82%
	SALARIES & BENEFITS		9,425.92	134,203.00	-124,777.08	7.02%
	GRANT EXPENSES		0.00			
	OTHER GIFT EXPENSES		28.61			
	MISCELLANEOUS EXPENSES		0.00			
	Total Expense		15,557.14	183,045.00	-167,487.86	8.5%
	Net Ordinary Income		302.11	0.00	302.11	100.0%
	Net Income		302.11	0.00	302.11	100.0%

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

		Total New Hope			
INCOME AND EXPENSE SHOULD BE AT 8.33%		Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	7,550.00	79,918.00	-72,368.00	9.45%
	FRIENDS OF THE LIBRARY SUPPORT	8.00			
	FOUNDATION SUPPORT	0.00			
	INVESTMENT INCOME	0.00			
	FEES	18.55			
	FINES/	7.75			
	GIFTS and GRANTS	42.58			
	MISCELLANEOUS	12.51			
	PROGRAM REVENUES	0.00			
	Total Income	7,639.39	79,918.00	-72,278.61	9.56%
Gross Profit		7,639.39	79,918.00	-72,278.61	9.56%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	0.00			
	BUILDING OPERATIONS	3,455.29	200.00	3,255.29	1,727.65%
	GENERAL OPERATING	0.00			
	MATERIALS	45.53			
	SALARIES & BENEFITS	1,258.27			
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	90.98			
	MISCELLANEOUS EXPENSES	0.00	79,718.00	-79,718.00	0.0%
	Total Expense	4,850.07	79,918.00	-75,067.93	6.07%
Net Ordinary Income		2,789.32	0.00	2,789.32	100.0%
Net Income		2,789.32	0.00	2,789.32	100.0%

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

		Total Triana			
INCOME AND EXPENSE SHOULD BE AT 8.33%		Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	4,725.01	89,100.00	-84,374.99	5.3%
	FRIENDS OF THE LIBRARY SUPPORT	6.00			
	FOUNDATION SUPPORT	0.00	1,000.00	-1,000.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	32.25	310.00	-277.75	10.4%
	FINES/	56.00	350.00	-294.00	16.0%
	GIFTS and GRANTS	0.00			
	MISCELLANEOUS	23.00			
	PROGRAM REVENUES	0.00			
	Total Income	4,842.26	90,760.00	-85,917.74	5.34%
Gross Profit		4,842.26	90,760.00	-85,917.74	5.34%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	144.18	1,065.00	-920.82	13.54%
	BUILDING OPERATIONS	43.86	800.00	-756.14	5.48%
	GENERAL OPERATING	116.25	2,111.00	-1,994.75	5.51%
	MATERIALS	352.30	15,359.00	-15,006.70	2.29%
	SALARIES & BENEFITS	4,512.05	71,425.00	-66,912.95	6.32%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	0.00			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	5,168.64	90,760.00	-85,591.36	5.7%
Net Ordinary Income		-326.38	0.00	-326.38	100.0%
Net Income		-326.38	0.00	-326.38	100.0%

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

		TOTAL			
INCOME AND EXPENSE SHOULD BE AT 8.33%		Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	GOVERNMENT SUPPORT	192,995.15	6,874,906.00	-6,681,910.85	2.81%
	FRIENDS OF THE LIBRARY SUPPORT	4,669.11	78,000.00	-73,330.89	5.99%
	FOUNDATION SUPPORT	0.00	70,000.00	-70,000.00	0.0%
	INVESTMENT INCOME	1,040.95	30,625.00	-29,584.05	3.4%
	FEES	14,586.98	131,801.00	-117,214.02	11.07%
	FINES/	6,349.64	49,800.00	-43,450.36	12.75%
	GIFTS and GRANTS	3,227.58	225,430.00	-222,202.42	1.43%
	MISCELLANEOUS	317.95	0.00	317.95	100.0%
	PROGRAM REVENUES	-197.93	0.00	-197.93	100.0%
	Total Income	222,989.43	7,460,562.00	-7,237,572.57	2.99%
Gross Profit		222,989.43	7,460,562.00	-7,237,572.57	2.99%
Expense					
	CAPITAL CAMPAIGN EXPENSE	31,771.93	0.00	31,771.93	100.0%
	AUTOMATED SERVICES	58,176.23	170,817.00	-112,640.77	34.06%
	BUILDING OPERATIONS	73,514.17	1,131,458.00	-1,057,943.83	6.5%
	GENERAL OPERATING	26,837.60	273,708.00	-246,870.40	9.81%
	MATERIALS	28,620.74	831,723.00	-803,102.26	3.44%
	SALARIES & BENEFITS	379,953.47	4,733,668.00	-4,353,714.53	8.03%
	GRANT EXPENSES	89.32	239,470.00	-239,380.68	0.04%
	OTHER GIFT EXPENSES	23,339.21	0.00	23,339.21	100.0%
	MISCELLANEOUS EXPENSES	0.00	79,718.00	-79,718.00	0.0%
	Total Expense	622,302.67	7,460,562.00	-6,838,259.33	8.34%
Net Ordinary Income		-399,313.24	0.00	-399,313.24	100.0%
Net Income		-399,313.24	0.00	-399,313.24	100.0%

**Huntsville Public Library Capital Campaign
 Balance Sheet by Class
 As of October 31, 2021**

			SHV - Other		
			(SHV)	Total SHV	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
		Servis1st Bank Capital Campaign	129,591.35	129,591.35	129,591.35
		Total Checking/Savings	129,591.35	129,591.35	129,591.35
		Total Current Assets	129,591.35	129,591.35	129,591.35
TOTAL ASSETS			129,591.35	129,591.35	129,591.35
LIABILITIES & EQUITY					
Equity					
		Unrestricted Net Assets	129,563.84	129,563.84	129,563.84
		Net Income	27.51	27.51	27.51
		Total Equity	129,591.35	129,591.35	129,591.35
TOTAL LIABILITIES & EQUITY			129,591.35	129,591.35	129,591.35

**Huntsville Public Library Capital Campaign
 Profit & Loss by Class
 October 2021**

				SHV	TOTAL
Ordinary Income/Expense					
		Income			
		Investments			
		Interest-Savings, Short-term CD	27.51	27.51	
		Total Investments	27.51	27.51	
		Total Income	27.51	27.51	
		Gross Profit	27.51	27.51	
		Net Ordinary Income	27.51	27.51	
Net Income			27.51	27.51	

**Huntsville Public Library
Building Maintenance
September - October 2021**

Date	Name	Memo	Amount	Total
GURLEY				
SEPTEMBER INVOICES PAID				
09/30/2021	The Home Depot Credit Services	ACRYLIC SHEET	76.94	
		TOTAL FOR SEPTEMBER		76.94
MADISON				
SEPTEMBER INVOICES PAID				
09/23/2021	Servis 1st Bank-VISA	CLAMP & PESTICIDE	52.28	
		TOTAL FOR SEPTEMBER		52.28
MAIN				
SEPTEMBER INVOICES PAID				
Trans to Cap				
09/23/2021	Monaghan Construction	FLOORING & PAINTING FOR TECHNOLOGY TRAINING CENTER PO#26713	11,932.50	
		TOTAL FOR SEPTEMBER		11,932.50
SEPTEMBER INVOICES PAID				
09/02/2021	The Home Depot Credit Services		3.55	
09/02/2021	City of Huntsville	PLUMBING-TOILET SEAT 3RD FLOOR WOMENS ROOM W.O. 149273	42.38	
09/09/2021	Lewter Hardware Co.	SUPPLIES	5.76	
09/16/2021	Window Gang	PRESSURE WASHING	526.00	
09/16/2021	Armstrong Relocation & Companies	MOVING	3,513.00	
09/16/2021	City of Huntsville	PLUMBING 3RD FLOOR WOMENS ROOM W.O. 149805	41.76	
09/16/2021	City of Huntsville	REPAIR BOILER #1, NOT HEATING WATER W.O. 149525	216.00	
09/16/2021	City of Huntsville	REPAIR 2 ALARMS ON CHILLER (LABOR 476.00, MATERIAL 70.31) W.O. 1487	573.63	
09/23/2021	Commercial Flooring Services, Inc.	REPLACE TILE AND INSTALL NEW FLOORING IN SERVICE ELEVATOR	5,239.53	
09/23/2021	City of Huntsville	PLUMBING REPAIRS	424.15	
09/30/2021	The Home Depot Credit Services	DREMEL & SUPPLIES	135.30	
09/30/2021	State Systems Inc.	PANEL IS NORMAL	95.00	
09/30/2021	State Systems Inc.	RESET PANEL- NO ACTIVE FIRE ALARM	180.00	
		TOTAL FOR SEPTEMBER		10,996.06

**Huntsville Public Library
Building Maintenance**

OCTOBER INVOICES PAID			September - October 2021	
10/07/2021	Brent Caron	2 BATTERIES AND 1 CHARGER	113.87	
10/10/2021	Auto San	RESTROOM DEODORIZERS	76.00	
10/12/2021	City of Huntsville	FIX TOILET 2ND FLOOR MENS ROOM W.O. 150351	20.88	
10/12/2021	City of Huntsville	REPAIR PLUMBING LEAK FROM 3RD FLOOR TO 2ND FLOOR W.O. 150433	48.31	
10/12/2021	City of Huntsville	REPLACE CEILING TILES AND MAKE REPAIRS AFTER LEAK FROM 3RD TO 2	83.52	
10/12/2021	City of Huntsville	REPAIR MENS TOILET 1ST FLOOR W.O. 150442	20.88	
10/12/2021	City of Huntsville	REPAIR TOILET IN 3RD FLOOR MENS ROOM W.O. 150475	41.76	
10/12/2021	City of Huntsville	ASSESS AIR HANDLER W.O. 150253	216.00	
10/12/2021	Servis 1st Bank-VISA	AIR FILTER FOR FOL BOOKSTORE	75.60	
10/12/2021	Servis 1st Bank-VISA	WRENCH	31.98	
10/20/2021		FOL REIMBURSEMENT FOR FILTER	-75.60	
		TOTAL FOR OCTOBER		653.20
NEW HOPE				
OCTOBER INVOICES PAID				
10/21/2021	Armstrong Relocation & Companies	MOVING	3,396.25	
		TOTAL FOR OCTOBER		3,396.25
NORTH				
SEPTEMBER INVOICES PAID				
09/16/2021	City of Huntsville	REPAIR 2ND FLOOR UNITS HVAC W.O. 148443	2,762.27	
		TOTAL FOR SEPTEMBER		2,762.27
SOUTH				
SEPTEMBER INVOICES PAID				
09/16/2021	City of Huntsville	(BAILEY COVE BRANCH) REPAIR LEAK IN CEILING-PLUMBING W.O. 149357	237.14	
		TOTAL FOR SEPTEMBER		237.14
OCTOBER INVOICES PAID				
10/26/2021	State Systems Inc.	SERVICE CALL	240.00	
		TOTAL FOR OCTOBER		240.00
		TOTAL BUILDING MAINTENANCE		30,346.64

Strategic Plan Updates - November 2021

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

- \$15,000 Google Grant for Google Based Certification classes in IT, Project Management, Data Analysis, and User Experience (UX).

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

- Initial meeting with Downtown Library Committee and City of Huntsville
- Meeting with Realtor's Association members to partner sharing info re library services with new residents.

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

- Added Kanopy to provide additional movie resources.

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

- Calhoun College is providing monthly classes for adults on job searching at North – Earn While you Learn, Resume Tips and Tricks, Ace Your Interview
- Triana Library collaborated with Alabama Fisheries & Wildlife Commission and Sports Academy to provide fishing equipment for checkout. The Fisheries and Wildlife Commission hosted a fishing event at Triana in October.

Proposed Changes and Updates to HMCPL Policy 8.6 Summary

- Clarified language for ease of use
- Clarified eligibility requirements for ease of use

SECTION 8.6 HOLIDAYS

HOLIDAYS

The Huntsville-Madison County Public Library has 11 official paid holidays for eligible employees which are approved a year in advance by the Library Board. The Library is closed for all paid holidays with the exception of the 2 bonus days.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence 4
- Juneteenth
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- 2 Bonus Days

Easter Sunday: The Library is closed and no employees are scheduled to work. This is not an official paid holiday and will not result in earned holiday leave.

Bonus Days

Bonus Days must be taken by eligible employees between November and March of the fiscal year in which they are granted. Exact calendar dates for the period in question will be included on the Library Closings schedule for each year. Employees must take Bonus Days in whole-day increments only. The scheduling of this leave must be approved by an employee's Department/Branch Manager or appropriate supervisor. In order to be eligible for the Bonus Days, employees must meet all eligibility requirements listed below and be an active employee on or before October 1.

For the purposes of this policy, a Bonus Day is equivalent to 8 hours for a 40 hour a week employee and 6 hours for a 30 hour a week employee.

Earned Holiday Leave

In the event that a paid holiday falls on a Saturday or Sunday, eligible employees will receive an "earned holiday" leave balance on the next business day. Earned holiday leave must be taken

within six months after the holiday or by the end of the current fiscal year, whichever comes first. Eligible employees must take earned holiday leave in whole-day increments only. The scheduling of this leave must be approved by an employee's Department/Branch Manager or appropriate supervisor. In order to be eligible for the Earned Holiday leave, employees must meet all eligibility requirements listed below and be an active employee for one full calendar week before the date of the holiday.

For the purposes of this policy, Earned Holiday leave is equivalent to 8 hours for a 40 hour a week employee and 6 hours for a 30 hour a week employee.

Eligibility

To be eligible for a paid holiday or earned holiday, an employee must:

- Be in an active employment status as described in the sections above (employed before Oct. 1 for Bonus Days or one calendar week before the date of the holiday for earned holiday leave and paid holidays)
- Not be on leave without pay unexcused, disciplinary suspension, or unpaid leave of absence (pursuant to the Family Medical Leave Act or as otherwise authorized and approved) on the previous scheduled workday or the next scheduled workday after the holiday.
- Be a full-time 40 hours a week employee or a full-time 30 hours a week employee

An employee on scheduled, authorized and compensable leave (including paid leave pursuant to the Family Medical Leave Act) when the holiday is recognized shall be compensated for the holiday in lieu of the use of accrued leave.

Religious holidays other than those specified above may be taken with the approval of the employee's Department/Branch manager. The employee may be compensated for this leave by utilizing any available vacation or personal leave.

Under extenuating circumstances, changes in the above holiday schedule may be made by the Executive Director, provided proper notification is given to the Library Board and the public. Proper notification may consist of email, postings on internal staff websites and external postings on public websites, and/or postings in library facilities.

Holiday Bookdrop Duty

Non-exempt employees working on a holiday to empty the bookdrops will receive double-time compensation for actual hours worked.

***Example of an earned holiday versus a paid holiday:**

Labor Day is the first Monday in September. As such, this holiday will not ever fall on a Saturday or Sunday and will not ever result in Earned Holiday leave. The Library will be

closed on this date, with eligible employees receiving paid time (either 8 hours or 6 hours as determined by their hours per week classification) on the actual Monday.

For example: Veterans' Day is November 11. This date may occasionally fall on a Saturday or Sunday and may result in an earned holiday. In the event that Nov. 11 is a Tuesday, the Library will be closed on this date, with eligible employees receiving paid time (either 8 hours or 6 hours as determined by their hours per week classification) on the actual day. In the event that Nov. 11 is a Saturday, the Library will be closed and eligible employees will receive Earned Holiday leave (either 8 hours or 6 hours as determined by their hours per week classification) to be taken within the time period described above.

MEMORANDUM OF AGREEMENT



11/1/2021

Huntsville-Madison County Public Library

Memorandum of Agreement with
North Alabama Coalition for the Homeless

Memorandum of Agreement

HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY

Introduction

North Alabama Coalition for the Homeless ("NACH") setup a satellite office in the Downtown Huntsville Library in September 2015. The mission of NACH is to educate the public regarding homelessness, and to coordinate and facilitate the efforts of agencies, communities and concerned citizens into a seamless Continuum of Care (CoC) to affect positive solutions to homelessness in Madison, Morgan and Limestone counties of North Alabama. At the library site, the office evaluates and assists individuals and families for the housing list; creates Continuum Identification cards; assists with obtaining copies of social security cards, birth certificates, and voter IDs; supplies Food Stamp, Family Assistance, and Housing Authority applications; provides referrals to other agencies for services not offered through NACH; and gives out winter necessities and toiletry items as needed.

Statement of Benefits

What HMCPL offers NACH:

1. A physical location for NACH's services in downtown.
2. Administrative space and support (a desk, telephone line, network access, electricity, keycard access to building, etc.).
3. Visibility for NACH's services in a high-use public location.
4. Referrals from HMCPL staff.
5. Publicity opportunities through HMCPL communications tools.
6. Access to a photocopier to make copies using an assigned copier code. The library will cover the cost of up to 500 copies and any amount exceeding the 500 will be invoiced to NACH on a monthly basis.
7. Meeting space for client meetings and its associated feedings.
8. Locker space for direct case management client use.

What NACH offers HMCPL:

1. Access for HMCPL's service population.
2. Access for HMCPL patrons to housing list assistance, Continuum ID, business forms and applications, referrals, and basic necessities.
3. Inclusion of NACH's statistics in library's output measures.
4. Provides programs in partnership with other organizations to library patrons.
5. Increased foot traffic at Downtown Huntsville Library by NACH's clients.
6. Potential partnerships in seeking literacy, job skills, and other grants.
7. Training for HMCPL staff on serving patrons needing assistance with basic needs.
8. Assistance with HMCPL staff inquiries related to NACH clients.
9. Assistance with vetting organizations or individuals donating meals to the homeless and coordinating the feedings.

Terms of Agreement

1. This MOA is a 2 year agreement to be re-evaluated by both parties in October 2023.
2. HMCPL will provide NACH with administrative space for the NACH Outreach Assessment Specialist– a desk, network access, telephone service. This space may change as needed to accommodate for social distancing and library needs.
3. HMCPL will provide IT support for the telephone line and telephone provided to NACH by the library.
4. NACH will be responsible for checking on reserved lockers on a bi-monthly basis. HMCPL will purchase the first set of locks, and NACH is responsible for any replacement locks.
5. NACH will inform HMCPL of any changes to office hours.
6. NACH will utilize their library issued organization card to request room reservations in small meeting rooms. Otherwise, NACH staff will work directly with HMCPL staff to reserve the meeting room space for client meetings in the auditorium with at least 7 days' notice for reserving the space. Meeting space is available based on the Library's rules regarding social distancing and group meetings.
7. NACH is responsible for meeting room setup, will oversee clean-up for the space, and notify library staff to contact janitorial staff once space is ready for vacuuming and trash removal.
8. NACH will provide HMCPL with monthly statistics on the number of clients served, referrals made, and Continuum IDs created.
9. HMCPL will help promote NACH's services through staff referral, distribution of print collateral, and inclusion in normal HMCPL communications channels such as hmcpl.org.
10. NACH will follow the Library's Filming and Photography policy.
11. NACH and HMCPL will investigate potential partnerships for grant funds or programming opportunities.
12. NACH and HMCPL will verify on scheduled holidays and closings each year.
13. NACH and HMCPL will provide 60 days' notice in the event that services are to be discontinued.

Summary

The partnership with North Alabama Coalition for the Homeless provides an excellent opportunity for HMCPL to fulfill its strategic objective to "secure expertise to better assist our diverse population." It also has the potential to lead to further services for adult learning, family literacy, and workforce development.

Signatures:

 11/1/2021

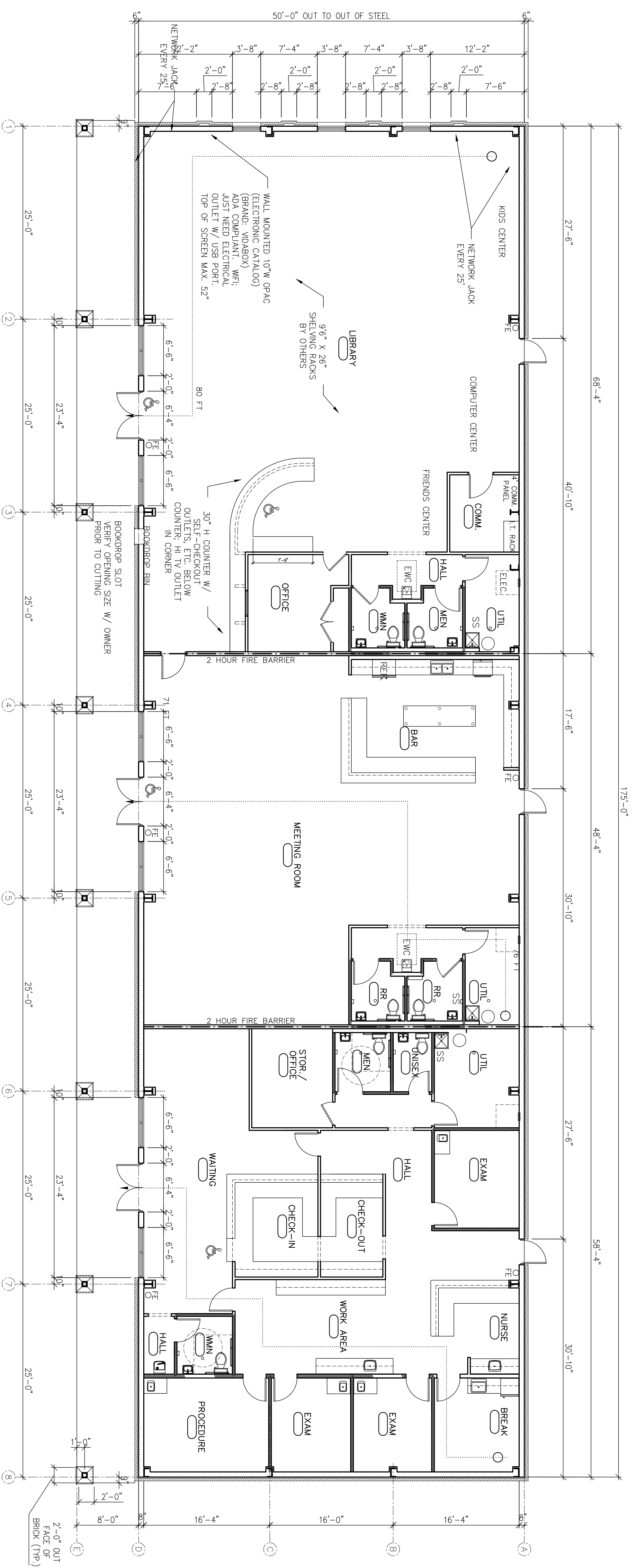
Randall Stanley, Interim Executive Director

North Alabama Coalition for the Homeless

 11/1/2021

Cindy Hewitt, Executive Director

Huntsville-Madison County Public Library



1 PERIMETER FLOOR PLAN
 SCALE: 1/8" = 1'-0"

LEGEND	
	1 HOUR FIRE RATED WALL
	2 HOUR FIRE BARRIER
	FIRE EXTINGUISHER, SEE NOTES
	HANDICAP ACCESSIBLE
	MAXIMUM OCCUPANCY COUNT
	MAXIMUM TRAVEL DIST. TO EXIT
	EMERG. WATER COOLER
	SERVICE SINK
	EGRESS PATH

INTERNATIONAL CODE NOTES:

- APPLICABLE CODES:**
 2015 INTERNATIONAL BUILDING CODE
 2015 INTERNATIONAL PLUMBING CODE
 2015 INTERNATIONAL MECHANICAL CODE
 2013 NATIONAL ELECTRICAL CODE
 2015 INTERNATIONAL FIRE CODE
 ICC/ANSI A117.1 "ACCESSIBLE AND USABLE BLDGS AND FACILITIES"
 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN
- BUILDING OCCUPANCY TYPE:**
 TENANT 1: A-3 ASSEMBLY (LIBRARY)
 TENANT 2: A-3 ASSEMBLY (COMMUNITY HALL)
 TENANT 3: B BUSINESS (CLUB)
- BUILDING AREA:**
 TENANT 1: 3513 SQFT
 TENANT 2: 2462 SQFT
 TENANT 3: 3000 SQFT
- MAX. NO. OF OCCUPANTS:**
 TENANT 1: 35 (1/100)
 TENANT 2: 125 (1/15)
 TENANT 3: 30 (1/100)
- BUILDING CONSTRUCTION TYPE:** III-B NON-SPRINKLERED
- CONSTRUCTION MATERIALS:** ENGINEERED STEEL FRAME, CONCRETE SLAB ON GRADE, METAL STUD NONSTRUCTURAL WALLS, METAL ROOF.
- MAXIMUM ALLOWED TRAVEL DISTANCE TO EXIT:** 200 FT
- MAXIMUM ACTUAL TRAVEL DISTANCE TO EXIT:** 83 FT
- NUMBER OF EXITS (PER TENANT):** 2 REQUIRED, 2 PROVIDED
- PLUMBING FIXTURE COUNT (PER TENANT):**
 MALE WATER CLOSETS: 1 REQUIRED, 1 PROVIDED
 FEMALE WATER CLOSETS: 1 REQUIRED, 1 PROVIDED
 LAVATORIES: 1 EA. REQUIRED, 1 EA. PROVIDED
 ELECTRIC WATER COOLER: 1 REQUIRED, 1 PROVIDED
 SERVICE SINKS: 1 REQUIRED, 1 PROVIDED

ENERGY CODE NOTES:

- ROOF INSULATION:** PER COMCHECK
- WALL INSULATION:** PER COMCHECK
- SWINGING DOORS:** U-0.70 OR BETTER WITH GLAZING OF U-0.25 OR BETTER
- ROLL-UP DOORS:** U-1.45 OR BETTER
- AIR LEAKAGE REQUIREMENTS:**
 1. ALL JOINTS AND PENETRATIONS ARE CAULKED, GASKETED OR COVERED WITH A MOISTURE VAPOR-PERMEABLE WRAPPING MATERIAL INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
 2. WINDOWS, DOORS, AND SKYLIGHTS CERTIFIED AS MEETING LEAKAGE REQUIREMENTS.
 3. COMPONENT R-VALUES & U-FACTORS LABELED AS CERTIFIED.
 4. OPENINGS AND PENETRATIONS IN THE BUILDING ENVELOPE SHALL BE SEALED WITH CAULKING MATERIALS OR CLOSED WITH GASKETING SYSTEMS.
 5. OTHER COMPONENTS SHALL HAVE SUPPORTING DOCUMENTATION FOR PROPOSED U-FACTORS.
 6. OUTDOOR AIR INTAKE AND EXHAUST OPENINGS IN THE BUILDING ENVELOPE TO BE EQUIPPED WITH MOTORIZED DAMPERS.
 7. ROLL-UP AND SIMILAR NON-SWINGING DOORS TO BE WEATHER SEALED.

ADDITIONAL CODE NOTES:

- A STAMPED SET OF CONSTRUCTION PERMITS SHALL BE ON THE CONSTRUCTION SITE AT ALL TIMES.
- FIRE EXTINGUISHERS: 10 LBS. 4A40BC RATING PER INTERNATIONAL FIRE CODE SECTION 906.
- DRINKING FOUNTAIN: BARRIER FREE, WITH OUTER EDGE NOT TO EXTEND INTO THE 36" CLEAR AREA OF THE HALLWAY, DRINKING FOUNTAIN NOT READY FOR FOOD-SERVING ESTABLISHMENTS THAT PROVIDE WATER UPON REQUEST. SMOKING AREAS ARE NOT ALLOWED IN AREAS WHERE FLAMMABLE OR COMBUSTIBLE MATERIALS ARE STORED OR USED. THERE SHALL BE NO SMOKING SIGN OUT OF IMMEDIATE REACH OF OCCUPANTS. INSTALL A CONSPICUOUS "NO SMOKING" SIGN OUT OF IMMEDIATE REACH OF OCCUPANTS.
- SMOKING AREAS ARE NOT ALLOWED IN AREAS WHERE FLAMMABLE OR COMBUSTIBLE MATERIALS ARE STORED OR HANDLED. IN AREAS WHERE SMOKING IS NOT ALLOWED, INSTALL A CONSPICUOUS "NO SMOKING" SIGN OUT OF IMMEDIATE REACH OF OCCUPANTS.
- MAINTAIN MIN. 44" CLEAR ALONG EGRESS PATHS.
- CLOSETS AND UTILITY ROOMS SHALL NOT BE USED FOR STORAGE OF HIGH-PRESSURE BOILER, REFRIGERATING EQUIPMENT (OTHER THAN DOMESTIC REFRIGERATOR TYPE), LARGE TRANSFORMERS OR OTHER SERVICE EQUIPMENT SUBJECT TO EXPLOSION.
- ALL GLASS LOCATED WITHIN THE FOLLOWING AREAS SHALL BE TEMPERED: WITHIN 12" OF A DOOR
- ALL EXPOSED INSULATION SHALL HAVE A MAX. FLAME SPREAD RATING 25 AND A SMOKE DENSITY RATING OF LESS THAN 450.
- FOR EACH SET OF CONSTRUCTION DRAWINGS SUBMITTED TO THE CITY, ELECTRICAL, MECHANICAL, AND PLUMBING SCHEDULES SHALL BE ASSESSED AND NOT CORRECTED PER CODE COMPLIANCE AND FOR MADISON COUNTY HEALTH DEPARTMENT FOOD PERMITTING.
- PRIOR TO THE BEGINNING OF CONSTRUCTION, THE GENERAL CONTRACTOR SHALL CONTACT INSPECTOR TO SCHEDULE A PRECONSTRUCTION MEETING ENSURE ALL REQUIRED PLANS HAVE BEEN SUBMITTED AND APPROVED BEFORE CONSTRUCTION BEGINS. IFC 2003 105.4
- EMERGENCY ILLUMINATION SHALL BE PROVIDED FOR NOT LESS THAN 1 1/2 HOURS IN THE EVENT OF FAILURE OF NORMAL LIGHTING. EMERGENCY LIGHTING FACILITIES SHALL BE OF THERMOSTATIC CONTROL AND PROVIDE ILLUMINATION THAT IS NOT LESS THAN AN AVERAGE OF 1 FOOT CANDLE ALONG THE PATH OF EGRESS. NFPA 101 7.9.2.1. FIELD INSPECTOR WILL VERIFY ONSITE.
- INTERIOR WALL OR CEILING FINISHES (NON-TEXTILES) ASTM E 84 CLASS A (ANY ROOM TYPE), B(OFFICES, NON-RATED CLOSETS) (NFPA 101 12.3.3.3, IBC 7803.5)
- MAXIMUM 1/2" RISE ALLOWED FROM EXTERIOR LANDING TO FINISH FLOOR ELEVATION.
- ALL RATED WALLS RECEIVING MODIFICATIONS OR UPDATES TO BE LABELED WITH APPROPRIATE FIRE RATING.

DATE: 10/28/21

SHEET TITLE: FLOOR PLAN

LIFE SAFETY EVALUATION

SHEET NO. A1.0

NEW HOPE CITY SHELL BUILDING

5398-B MAIN DR., NEW HOPE, AL

DATE: _____

REVISION: _____

PROJECT: 21042

DRAWN: AWP

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Cindy Hewitt
Executive Director
Huntsville-Madison County Public Library
915 Monroe St SW
Huntsville, AL 35801

September 30, 2021

Subject: Insurance Broker Partnership Proposal

To Whom It May Concern,

First and foremost, I really appreciate the partnership we have developed over the last few years working together. I hope you have seen the value we have brought to the Library and your team that oversees the Business Insurance program. For the last several years, the Library has operated under a board policy to bring multiple local brokers in every three years to quote the insurance program and essentially moves the program to the most inexpensive option. I certainly understand the reasoning behind this but want to bring a couple items to your attention regarding this strategy.

1) Evaluating insurance proposals and coverages can be very difficult for individuals and organizations that do not have the expertise in evaluating and reviewing these items on a regular basis. Ultimately, how do you know you are making the best decision when evaluating different quotes? I believe it to be very cumbersome process for clients to fully evaluate the ins and outs of various proposals showing differing coverages and limits without the expertise of knowing how the nuances could affect your overall risk management program. Having a dedicated broker partner eliminates this issue and provides more consistent consultation regarding the program and understanding of how the program has developed and continues to evolve.

2) Putting the program out to bid every 3 years works against you with regards to the insurance carriers. There is a very limited list of carriers that have the appetite to provide coverage for an organization such as the Library with your specific exposures. Carriers are looking for longer term partnerships with their insureds, and when those same handful of carriers see submissions for the Library every 3 years, it causes them to lose interest in providing quotes for the program because they believe it to be a short term window to partner with the Library. Very simply put, the Library isn't positioned in the most favorable light in the insurance market because of the frequency the program has been "shopped" and this also includes the consistent change in brokers as well. In short, this reduces the most ideal outcome of securing the best program in the end. The way we manage the placement and marketing of our client's programs varies with regards to the frequency we go out and get quotes to evaluate. It is not wise to go out and get quotes as frequently for the reasons already stated, but that also depends on what is happening with the market and claims activity. One of our main jobs is to constantly evaluate the market and when it makes sense to bring various options for you to evaluate. Sometimes that's more frequent than others, but in the end you rely on your broker partner to make those recommendations to you just as we have done. We knew the market was volatile this year and we went out and secured multiple quotes this year to evaluate and we were able to confirm that the current program we had in place was without question the best program and most competitively priced one as well.

Every broker is not created equal. We all have differing relationships with the carriers. Marsh has a significant relationship with the insurance carriers with the appetite to partner with you and many times this relationship allows us to secure more beneficial terms and conditions that other brokers cannot secure.

3) I would also assume that changing brokers frequently is difficult on your team. It is a very rigorous exercise to gather all the information needed to secure quotes from multiple brokers. With that change, comes a new learning process between the broker and client as well. You have a new set of contacts to get to know. Many times different brokers operate and communicate differently than maybe what you've been used to. Consistency with this relationship could alleviate a lot of this burden on your team.

4) Marsh is the largest broker in the world. What that means to you is that we have our local team that partners with you and continues to develop that relationship. What sets us apart is that we have unparalleled resources that we use and leverage to your benefit that no other broker in the world can attest to. We have our own in house claims department, loss control, and coverage experts that we employ to serve you. Other smaller brokers do not have these in house services and many times will have to pass the cost of those services on to you as the client on top of the compensation already paid to them. That is not the case with Marsh. We provide these services to you as part of our partnership with no added cost. When it comes to the quoting/placement of the program - we also have access to the entire marketplace with carriers whereas smaller brokers only have access to a limited pool of carriers. So when we go out and get various quotes, you can feel confident knowing that we've evaluated the entirety of the market and this can be accomplished by one broker rather than multiple.

5) We have vast experience partnering with local municipalities/public entity clients. Here is a sample list of clients that we currently work with: City of Huntsville, Madison County, Alabama Space Science Exhibit Commission, Health Care Authority of the City of Huntsville, Huntsville/Madison County Airport Authority, Madison Utilities, Madison County Schools.

To summarize, I believe it to be in the best interest of the Library to pursue a more consistent broker partnership. You should have access to the best insurance program and best services available to you. Partnering with a broker will provide you with a more consistent relationship, better consultation and services, comprehensive resources and ultimately bring about the solution of securing the most competitive terms in the marketplace. I believe that broker partner is MMA and am asking the Library and the Board to consider partnering with us as long as you believe us to be the best partner for you. Thank you for your consideration.

Sincerely,

Johnny V. Osborne
Vice President

Library Board Meetings - 2022

January 19, 2022

March 16, 2022

May 18, 2022

July 20, 2022

September 28, 2022*

November 16, 2022

*Note – Fourth Wednesday to allow for budget approval