

HUNTSVILLE MADISON COUNTY PUBLIC LIBRARY  
Board of Directors Meeting  
Tuesday, July 15, 2025 @ 4:00 pm  
**Meeting Site: North Huntsville Library, Community Room**

**AGENDA**

Call to Order G.W. Boon, Chair

Approval of Agenda (VOTE)

Approval of Minutes (VOTE)

Library Foundation Report Brooke Rawlins

Finance Committee Report Brad Garland

RFP for South Huntsville Library Cleaning Services (VOTE)

MOA with Madison County Circuit Clerk (VOTE)

Anglin-Reichman Auditing Services contract renewal (VOTE)

Financial Report

Governance Committee Report Doug Martinson, Vice Chair

Privacy Policy for Careers Page (VOTE)

Makerspace Policies (VOTE)

Statement of Concern Policy (VOTE)

Young Readers Access Policy (VOTE)

Executive Director's Report Connie Chow

Activity Report

New Business

Proposed 2026 Library Closings Schedule (VOTE)

Connie Chow

Executive Director Contract (VOTE)

G.W. Boon, Chair

Public Comments

Tonia Stulting

Dr. Marisa Allison

Katie Kratsch

Jennifer Hess

Jackie Bellamy

Amanda Banks

Susan Stewart

Amanda Puszczek

Carissa Callan

Next Meeting Date:

September 23, 2025 @ 4:00 pm

Location: Downtown Huntsville Library, Auditorium

Huntsville-Madison County Public Library  
Board of Directors Meeting  
MINUTES  
May 20, 2025

The meeting was called to order by the Chairperson.

Present: G.W. Boon III, Chair  
Doug Martinson, Vice-Chair  
Melissa Thompson, Member  
Kevin Gray, Member  
Ranae Bartlett, Member  
Carla Clift, Member  
Connie Chow, Interim Executive Director  
Stephen Efird, Interim Deputy Director  
Brooke Rawlins, Development Director  
Dietrich Schaefer, Recorder

In Attendance:

Maggie Minsk	Susan Stewart
Dr. Marisa Allison	Melanie Kolowski

### **Approval of Agenda**

Mr. Boon called for any changes to the agenda. Mr. Gray made a motion to accept the agenda. Ms. Thompson seconded the motion. Motion passed.

### **Approval of Minutes**

Mr. Boon called for any additions or corrections to the minutes from the last meeting. There were no requests for changes to the minutes. Mr. Gray made the motion to approve the minutes, and Mr. Martinson seconded the motion. Motion passed.

### **Library Foundation Report**

Ms. Rawlins reported that the Library Foundation is looking forward to Vive on September 24, 2025. The speaker is Andy Weir. The Library Foundation received a \$3,000 grant from Dollar General Literary Foundation to go towards the summer reading program. The Foundation recently had a fundraiser at the Football Soccer Club.

## **Finance Committee Report**

Mr. Garland was absent, so Mr. Boon reviewed several items from the finance committee's report.

A Request for Proposal (RFP) for cleaning services was reviewed by the finance committee for the South Huntsville Public Library. The RFP came out of committee as approved. Motion passed for RFP.

The changes to the investment policy were reviewed, and came out of the finance committee as approved. Motion passed for changes to the investment policy.

A request to move \$12,000 from the Rainy Day fund for the North Huntsville Public Library was reviewed by the finance committee. The budget line for maintenance for the North Huntsville Public Library has already exceeded what was planned for the year due to costly repairs. Mr. Boon stated that what is not used of the \$12,000 will be moved back to the Rainy Day fund. This request for \$12,000 from the Rainy Day fund came out of the committee as approved. Motion passed.

The financial report was approved. New Hope Public Library is over budget at this time, but this is expected to balance out throughout the fiscal year.

## **Governance Committee Report**

### Proposal of Officers and Committee Chairs

Mr. Martinson reviewed changes to the membership policy. The changes to the policy came out of the committee as approved. Motion passed.

Mr. Martinson reviewed changes to the public records access policy. The changes to the policy came out of the committee as approved. Motion passed.

Mr. Martinson reviewed changes to the Social Media Policy. These changes are similar to the City of Huntsville's policy as well. The changes to the policy came out of the committee as approved. Motion passed.

The Grace Club MOU was reviewed in the governance committee. The MOU came out of the committee as approved. Motion passed.

The United Women of Color MOU was reviewed in the governance committee. These services are in addition to what HMCPL is already providing to the community, and not a replacement of services. The MOU came out of the committee as approved. Motion passed.

The Calhoun Community College MOA was reviewed in the governance committee. This MOA involves working on an archived collection at the college and taking the physical and digital collection into HMCPL possession. The MOA came out of the committee as approved. Motion passed.

## **Executive Director's Report**

### Activity Report

There has been a decrease in systemwide circulation since last board meeting; however, systemwide circulation numbers are still higher than this same time period last year. The downloadables have decreased, which is due to the change in the Hoopla price cap. The highest circulation among branches is Madison, South Huntsville, Downtown, Monrovia, and North Huntsville. There was a 13,000 increase in systemwide visitors for this reporting period. There was a 2,000 patron increase in program attendance as compared to last year, with the highest attended program being at Madison Public Library's Plastic and Pink party at 465 attendees. Downtown Huntsville and South Huntsville hosted In the Mood, The United States Air Force Band of the West, Phil and Dan, and Celtic Slow Music. The branches with the highest visitor numbers were South Huntsville, Downtown, Madison, North Huntsville, and Monrovia.

Summer Reading Kick Off is May 27 and Summer Reading activities are planned at all locations throughout the summer, from May 27 to July 19. The Adult Summer Reading Kick Off is planned for May 24 at the Camp at Mid-City.

HMCPL received LSTA funding of \$18,000, which will go toward supporting Overdrive and other areas in the collection.

## **Public Comments**

### Jackie Bellamy

Ms. Bellamy was not in attendance, but her comments were read by Maggie Minsk.

Ms. Bellamy's comments referenced how the Moms for Liberty group "moved the goal post again" as to their requests for removal of certain books from the collection altogether. Ms. Bellamy's comments highlighted the book titled, "Our Skin." Ms. Bellamy's comments stated that Moms for Liberty will push for removal of funding. Ms. Bellamy highlights her love for the library and how she enjoyed going to the library after school.

### Susan Stewart

Ms. Stewart states that attacks from extremist groups are increasing and the compliance is a moving target. Ms. Stewart also referenced the local Madison Moms for Liberty letter dated May 18, 2025. Ms. Stewart urged the board to form partnerships with other library systems.

Dr. Marisa Allison

Dr. Allison states that Moms for Liberty is now pushing to remove all books regarding transgender ideology and what the group considers radical ideology. Dr. Allison also referenced the local Madison Moms for Liberty letter dated May 18, 2025, and that the group is now targeting books like “Our Skin,” which is based on a discussion about race. Dr. Allison urged the board to not comply with the demands from groups like Moms for Liberty.

Melanie Kolowski

Ms. Kolowski states that censorship undermines democracy and intellectual freedom and that love is the most durable power. Ms. Kolowski states that everyone deserves representation at the library, and that removing books that represent a particular group of people removes their representation from the library.

**Next Meeting Date**

The next meeting will be held Tuesday, July 15, 2025 at 4:00 pm at the North Huntsville Public Library.

There being no further business, the meeting adjourned.

Submitted by:

Approved:

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Dietrich Schaefer

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GW Boon III, Chair

**Janitorial Services for HMCPL - South Branch**  
**RFP Rating Criteria Ranking**

	Company	Paper Application Complete	Digital Application Complete			Branches	Factors			Total
							Cost+H3:H10	Company Qualifications & Experience	Availability & Capacity to Perform the Work	
1	Walls Cleaning Service	Y	Y			SHV	97500	30	30	60
2	Harley & Ivy	Y	Y			SHV	102700	10	30	40
3	Jani-King	Y	Y			SHV	380040	30	20	90
4	T & V Cleaning	Y	Y			SHV	98000	30	30	60
5	Mr. Klin	Y	Y			SHV	525030	30	20	80
6	Douglas Extreme Clean	N	Y			SHV	757520	20	30	70
7	Merlins Maids	N	N			SHV	99950	0	0	0
8	Jan Pro	Y	Y			SHV	108780	10	30	40

**Janitorial Services for HMCPL - South Branch**  
**RFP Rating Criteria Ranking**

9	S & S	Y	Y			SHV	7800 20	20	20	60
	Robbins	Y	Y			SHV	6200 20	25	25	70
				Total Points Available			40	30	30	

**Rating Criteria**

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

**Security RFP Completion Checklist**

	1	2	3	4	5	6	7	8	9	10
Signed Project Specifications & Detailed Requirements Acceptance Form (Page 8)	X	X	X	X	X	X	X	X	X	X
Signed Cost/Proposal Form (Pages 9-11)	X	X	X	X	X	X	X	X	X	X
Certificate of Liability Insurance	X	X	X	X	X	X	No	X	X	X
3 References	X	X	X	X	X	X	No	X	X	X
1 original & 1 print copy of complete proposal	X	X	X	X	X	No	No	X	X	X
1 electronic copy of proposal	X	X	X	X	X	X	X	X	X	X
Received by 2pm on Fri, Nov 1	X	X	X	X	X	X	X	X	X	X



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

I acknowledge that I will comply with the Project Specifications and Detailed Requirements listed in the RFP.

COMPANY NAME: Jani-King of Huntsville

AUTHORIZED REPRESENTATIVE: Hayden Bradford (print)

SIGNATURE: 

TITLE: Regional manager

DATE: 6/25/25

## COST/PROPOSAL FORM

## JANITORIAL SERVICES FOR SOUTH HUNTSVILLE LIBRARY

Monthly cost	\$ <u>3,800.00</u>
Optional Services:	
1 annual carpet extraction	\$ <u>2,195.00</u>
Quarterly cleaning of carpet for one meeting room	\$ <u>750.00/clean</u> <i>(\$1,000/year)</i>
1 annual strip and wax (3 coats) of all VCT tile	\$ <u>395.00</u>
1 annual cleaning of all windows, inside and outside, including dusting high ledges and window sills	\$ <u>500.00</u>

COMPANY NAME: Jani-King of HuntsvilleADDRESS: 114 Arlington DriveCITY/STATE/ZIP: Madison, AL 35758TELEPHONE #: (256) 971-3451 FAX#: (256) 971-2043AUTHORIZED REPRESENTATIVE: Hayden Bradford (print)SIGNATURE: TITLE: Regional manager DATE: 6/25/25

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



# CERTIFICATE OF LIABILITY INSURANCE

8/1/2025

DATE (MM/DD/YYYY)

7/31/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> LOCKTON COMPANIES, LLC 2100 ROSS AVENUE, SUITE 1400 DALLAS TX 75201 214-720-5563	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b>	
<b>INSURED</b> 1304142 Capable Enterprises, Inc. dba Jani-King of Huntsville 114 Arlington Drive Madison AL 35758	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> LM Insurance Corporation <b>NAIC #</b> 33600	
	<b>INSURER B:</b> Travelers Property Casualty Company of America <b>25674</b>	
	<b>INSURER C:</b> Liberty Mutual Insurance Company <b>23043</b>	
	<b>INSURER D:</b> Great American Insurance Company <b>16691</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 17057845 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	N	N	TB5-691-447236-024	8/1/2024	8/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	TB5-691-447236-024	8/1/2024	8/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	N	N	CUP-3S311948-24-NF	8/1/2024	8/1/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC2-691-447236-034	8/1/2024	8/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
A D	EMPLOYEE THEFT EMPLOYEE THEFT	N	N	TB5-691-447236-024 SAA 099-39-65-05-00	8/1/2024 8/1/2024	8/1/2025 8/1/2025	\$300,000 LIMIT PER OCCURRENCE \$300,000 LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

17057845  
EVIDENCE OF INSURANCE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# **JANI-KING OF HUNTSVILLE**

## ***CUSTOMER REFERENCES***

**Decatur Public Library**  
**504 Cherry St NE**  
**Decatur, AL 35601**  
**Phone: (256) 353-2993**  
**Contact: Phyllis Roberts**

**St. John's Catholic School**  
**1057 Hughes Rd**  
**Madison, AL 35758**  
**Phone: (256) 722-0772**  
**Contact: Sherry Lewis**

**Industrial Properties – Bradford West**  
**5021 Bradford Drive**  
**Huntsville, AL 35806**  
**Phone: (256) 461-7482**  
**Contact: Missy Martin**

**South Huntsville Library**  
**7901 Bailey Cove Rd SE**  
**Huntsville, AL 35802**  
**Phone: (256) 881-0257**  
**Contact: Patsy Ducote**

STATE OF ALABAMA

MADISON COUNTY

AGREEMENT

This Agreement is made and entered into by the Madison County Circuit Clerk (hereinafter, the "Clerk") and the Huntsville-Madison County Public Library (hereinafter, "HMCPL").

WITNESSETH

In consideration of the payment of rent as specified herein and the other terms, covenants and condition hereof, HMCPL hereby rents, and the Clerk hereby takes from the HMCPL, 6,750 square feet of space located on the third floor of the HMCPL located at 915 Monroe Street SW, Huntsville, Alabama 35801 (hereinafter the "Premises"), for a term of two years, beginning June 1, 2025.

This Agreement is made and entered into upon the conditions and covenants as follows:

Rental Payment. The Clerk shall pay as rental for the Premises the sum of \$2,181.50 per quarter. The Clerk shall pay such rent in advance on the first day of each quarter of this Agreement.

Use. The premises may be used and occupied by the Clerk and her employees, agents, volunteers, and vendors for the purpose of storing and accessing records of the Clerk. The Premises shall be kept secure by the HMCPL, as practical. Employees of the Clerk shall be provided access in the same manner as employees of HMCPL.

Utilities. HMCPL shall furnish, at its sole expense, all utility services necessary for the occupancy of the Premises, including electricity, HVAC, water, sewer, and garbage services. The Clerk shall provide janitorial services for the Premises.

Insurance and Indemnity. HMCPL shall provide insurance against loss or damage to the Premises, as defined in the applicable policy of insurance. The Clerk may provide insurance for the records and other personal property or contents of the Premises as the Clerk deems appropriate. HMCPL does not undertake to insure such items.

Notices. Any required notices shall be in writing and shall be hand-delivered, with a copy provided via certified mail addressed as follows:

To the Clerk: Debra Kizer  
Madison County Circuit Clerk  
100 North Side Square  
Huntsville, Alabama 35801


HMCPL: Connie Chow  
Interim Executive Director  
Huntsville-Madison County Public Library  
915 Monroe Street SW

Huntsville, Alabama 35801

This Agreement shall be effective on the last signature date set forth below.

MADISON COUNTY CIRCUIT CLERK

HUNTSVILLE-MADISON COUNTY  
PUBLIC LIBRARY

  
\_\_\_\_\_  
Debra Kizer  
Circuit Clerk  
Madison County, Alabama  
Date: 6-17-2025

\_\_\_\_\_  
Connie Chow  
Interim Executive Director  
Huntsville-Madison County Public Library  
Date: \_\_\_\_\_



June 30, 2025

To: Connie Chow, Interim Executive Director

Huntsville-Madison County Public Library  
P.O. Box 443  
Huntsville, Alabama 35804

The following represents our understanding of the services we will provide the Huntsville-Madison County Public Library.

You have requested that we audit the governmental activities, the discretely presented component unit and the general fund of the Huntsville-Madison County Public Library, as of September 30, 2025 and 2026, and for the years then ended and the related notes, which collectively comprise the Huntsville-Madison County Public Library's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards*, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that management's discussion and analysis (MD&A) be presented to supplement the Huntsville-Madison County Public Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1) Management's Discussion and Analysis.

### **Auditor Responsibilities**

We will conduct our audits in accordance GAAS and in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States of America as part of an audit in accordance with GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from

fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about 's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Huntsville-Madison County Public Library's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
3. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit;
  - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
4. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
6. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us



during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and

7. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
8. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
9. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
10. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

#### **Nonattest Services**

With respect to any nonattest services we perform:

- We will prepare the financial statements of in conformity with U.S. generally accepted accounting principles based on information provided by management, including assistance in reviewing adjustments proposed by management.
- We will provide general consulting on an as needed basis.
- We will assist in the preparation of entries related to the implementation of GASB 96, *Subscription-Based Information Technology Arrangements*, if applicable..
- We will update and maintain lease information in LeaseCrunch® platform, related to FASB ASC Topic 842, as needed.

We will not assume management responsibilities on behalf of the Huntsville-Madison County Public Library. However, we will provide advice and recommendations to assist management of the Huntsville-Madison County Public Library in performing its responsibilities.

Huntsville-Madison County Public Library's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards.
- This engagement is limited to the nonattest services listed above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

## **Reporting**

We will issue a written report upon completion of our audit of the Huntsville-Madison County Public Library's basic financial statements. Our report will be addressed to the Board of Directors of the Huntsville-Madison County Public Library. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards* we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

## **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

## **Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Jason Miller is the Relationship/Engagement Partner for the audit services specified in this letter. His responsibilities include supervising Anglin Reichmann Armstrong P.C.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit reports.

Our fees for the audit of the financial statements ending September 30, 2025 and 2026 will be \$26,700 and \$27,500, respectively. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use your personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

*Government Auditing Standards* require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the Board of Directors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Anglin Reichmann Armstrong P.C. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the City of Huntsville or its designee, the State of Alabama or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities, pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Anglin Reichmann Armstrong, P.C.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

To ensure that Anglin Reichmann Armstrong, P.C.'s independence is not impaired under the AICPA *Code of Professional Conduct*, management agrees to inform the Engagement Partner before entering into any substantive employment discussions with any of our personnel.

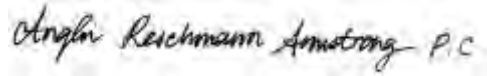
Management agrees to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Sincerely,



CERTIFIED PUBLIC ACCOUNTANTS

RESPONSE

This letter correctly sets forth the understanding of .

Acknowledged and agreed on behalf of by:

Management Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

HUNTSVILLE PUBLIC LIBRARY  
BALANCE SHEET  
AS OF 06-30-2025

						Jun 30, 25
<b>ASSETS</b>						
	<b>Current Assets</b>					
	<b>Checking/Savings</b>					
	<b>Cash and cash on hand</b>					
	<b>VISA DEBIT CARDS</b>					
	<b>VISA GIFT CARD-OUTREACH 1701</b>					330.30
	<b>Total VISA DEBIT CARDS</b>					330.30
	<b>Servis1st Bank-Master Account</b>					
	<b>Servis1st Bank-Master-Rainy Day</b>					2,224,322.00
	<b>Servis1st Bank-Master Account - Other</b>					1,489,667.40
	<b>Total Servis1st Bank-Master Account</b>					3,713,989.40
	<b>Servis1st Bank-Gifts</b>					559,144.26
	<b>Servis1st Bank-Merchant Acct</b>					19,098.26
	<b>Servis1st Bank-Payroll</b>					20,665.49
	<b>Petty cash</b>					1,695.00
	<b>TRUIST BANK CD RAINY DAY-MMA</b>					590,203.83
	<b>Total Cash and cash on hand</b>					4,905,126.54
	<b>Certificates of Deposit</b>					
	<b>UNITED COMMUNITY EME-78864</b>					191,267.74
	<b>UNITED COMMUNITY-RAINY DAY</b>					268,493.71
	<b>UNITED COMMUNITY-CUMMER</b>					104,680.79
	<b>Firstbank EME Funds</b>					95,468.14
	<b>PNC CD #391594 EME</b>					183,819.99
	<b>SERVIS 1ST CD 3140415 AEDG</b>					55,228.24
	<b>Servis1st CD Mccalin 371138</b>					29,734.64
	<b>UNITED COMMUNITY-KYSER CD</b>					56,650.70
	<b>Total Certificates of Deposit</b>					985,343.95
	<b>Investments</b>					
	<b>C. Schwab HMCPL 3703-9063</b>					909,495.92
	<b>C. Schwab M. Pruitt 4478-8529</b>					111,985.41
	<b>C.Schwab Jean Payne 7587-0478</b>					80,214.31
	<b>C. Schwab- Roberts 4311-4986</b>					22,603.69
	<b>Total Investments</b>					1,124,299.33
	<b>Total Checking/Savings</b>					7,014,769.82
	<b>Accounts Receivable</b>					
	<b>Accounts Receivable</b>					-321.30
	<b>Total Accounts Receivable</b>					-321.30
	<b>Other Current Assets</b>					
	<b>Lease Receivable - ST</b>					19,605.38
	<b>Miscellaneous Deposits</b>					18,333.15
	<b>Miscellaneous Receivables</b>					68,791.92
	<b>Prepays</b>					21,722.37
	<b>Total Other Current Assets</b>					128,452.82
	<b>Total Current Assets</b>					7,142,901.34
	<b>Fixed Assets</b>					

HUNTSVILLE PUBLIC LIBRARY  
BALANCE SHEET  
AS OF 06-30-2025

					Jun 30, 25
				<b>Library collection</b>	2,905,903.85
				<b>Miscellaneous fixed assets</b>	6,143,712.54
				<b>Donated photographs</b>	126,077.00
				<b>Acc deprec - library collection</b>	-1,983,200.15
				<b>Acc deprec - misc fixed assets</b>	-4,456,217.66
				<b>Lease Asset</b>	62,708.25
				<b>Acc Amortization - Lease</b>	-42,129.60
				<b>Total Fixed Assets</b>	2,756,854.23
				<b>Other Assets</b>	
				<b>Lease Receivable - LT</b>	15,376.64
				<b>Total Other Assets</b>	15,376.64
				<b>TOTAL ASSETS</b>	<b>9,915,132.21</b>
				<b>LIABILITIES &amp; EQUITY</b>	
				<b>Liabilities</b>	
				<b>Current Liabilities</b>	
				<b>Other Current Liabilities</b>	
				<b>Lease Liability - ST</b>	16,735.94
				<b>Accrued liabilities</b>	
				<b>Withheld Principal 457(b) Pretax</b>	-41,266.68
				<b>Withheld Principal 457(b) Roth</b>	-56,879.28
				<b>Clinic</b>	97.50
				<b>Withheld Vanguard 457(b) Roth</b>	56,041.08
				<b>Withheld Vanguard 457(b) Pretax</b>	41,749.68
				<b>Accrued Expenses</b>	7,132.76
				<b>Retirement payable</b>	42,269.34
				<b>Withheld Accident Ins(pretaxed)</b>	26.92
				<b>Withheld Critical Illness Princ</b>	-197.57
				<b>Withheld Voluntary Life Prem</b>	-808.18
				<b>Withheld Health Ins (pretaxed)</b>	-25,589.12
				<b>Withheld Health Ins (taxed)</b>	5,623.24
				<b>Withheld LTD Principal</b>	-754.55
				<b>Withheld STD Principal</b>	-484.00
				<b>Withheld Vision (pretaxed)</b>	-906.44
				<b>Withheld Vision (taxed)</b>	73.26
				<b>Total Accrued liabilities</b>	26,127.96
				<b>Deferred revenue</b>	
				<b>Deferred revenue - grants</b>	42,768.13
				<b>Total Deferred revenue</b>	42,768.13
				<b>Total Other Current Liabilities</b>	85,632.03
				<b>Total Current Liabilities</b>	85,632.03
				<b>Long Term Liabilities</b>	
				<b>Lease - Deferred Inflow of Reso</b>	33,881.17
				<b>Lease Liability - LT</b>	4,512.20
				<b>Total Long Term Liabilities</b>	38,393.37
				<b>Total Liabilities</b>	124,025.40

HUNTSVILLE PUBLIC LIBRARY  
BALANCE SHEET  
AS OF 06-30-2025

						<b>Jun 30, 25</b>
	<b>Equity</b>					
		<b>Investment in Fixed Assets</b>				2,926,306.12
		<b>Restricted Fund</b>				359,349.75
		<b>Retained Earnings</b>				3,598,126.90
		<b>UNRESTRICTED-GENERAL FUND</b>				1,755,685.55
		<b>Net Income</b>				1,151,638.49
	<b>Total Equity</b>					9,791,106.81
	<b>TOTAL LIABILITIES &amp; EQUITY</b>					<b>9,915,132.21</b>

HUNTSVILLE PUBLIC LIBRARY  
Profit Loss Budget vs. Actual  
OCTOBER 2024 - JUNE 2025

					.
					Total COH
				INCOME AND EXPENSE SHOULD BE AT 75%	Oct '24 - Jun 25Budget\$ Over Budget% of Budget
				Ordinary Income/Expense	
				Income	
				GOVERNMENT SUPPORT	4,567,043.886,089,392.00-1,522,348.1275.0%
				FRIENDS OF THE LIBRARY SUPPORT	90,364.45105,000.00-14,635.5586.06%
				FOUNDATION SUPPORT	66,818.1867,500.00-681.8298.99%
				INVESTMENT INCOME	134,890.76176,025.00-41,134.2476.63%
				FEES	92,869.0968,200.0024,669.09136.17%
				GIFTS and GRANTS	101,786.57
				MISCELLANEOUS	2,061.60
				PROGRAM REVENUES	20.00
				Total Income	5,055,854.536,506,117.00-1,450,262.4777.71%
				Gross Profit	5,055,854.536,506,117.00-1,450,262.4777.71%
				Expense	
				CAPITAL CAMPAIGN EXPENSE	1,872.92
				AUTOMATED SERVICES	80,381.68130,309.00-49,927.3261.69%
				BUILDING OPERATIONS	755,654.991,175,480.00-419,825.0164.29%
				GENERAL OPERATING	133,814.21189,000.00-55,185.7970.8%
				MATERIALS	442,152.06550,253.00-108,100.9480.35%
				SALARIES & BENEFITS	2,976,195.104,461,075.00-1,484,879.9066.72%
				GRANT EXPENSES	5,226.25
				OTHER GIFT EXPENSES	58,901.51
				MISCELLANEOUS EXPENSES	0.00
				Total Expense	4,454,198.726,506,117.00-2,051,918.2868.46%
				Net Ordinary Income	601,655.810.00601,655.81100.0%
				Net Income	601,655.810.00601,655.81100.0%



HUNTSVILLE PUBLIC LIBRARY  
Profit Loss Budget vs. Actual  
OCTOBER 2024 - JUNE 2025

[illegible]

HUNTSVILLE PUBLIC LIBRARY  
Profit Loss Budget vs. Actual  
OCTOBER 2024 - JUNE 2025

[illegible]

HUNTSVILLE PUBLIC LIBRARY  
Profit Loss Budget vs. Actual  
OCTOBER 2024 - JUNE 2025

[illegible]

HUNTSVILLE PUBLIC LIBRARY  
Profit Loss Budget vs. Actual  
OCTOBER 2024 - JUNE 2025

[illegible]

HUNTSVILLE PUBLIC LIBRARY  
Profit Loss Budget vs. Actual  
OCTOBER 2024 - JUNE 2025

[illegible]

HUNTSVILLE PUBLIC LIBRARY  
Profit Loss Budget vs. Actual  
OCTOBER 2024 - JUNE 2025

[illegible]

HUNTSVILLE PUBLIC LIBRARY  
Profit Loss Budget vs. Actual  
OCTOBER 2024 - JUNE 2025

						TOTAL		
				INCOME AND EXPENSE SHOULD BE AT 75%	Oct '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
				Income				
				GOVERNMENT SUPPORT	5,851,814.31	7,833,372.00	-1,981,557.69	74.7%
				FRIENDS OF THE LIBRARY SUPPORT	112,688.20	126,800.00	-14,111.80	88.87%
				FOUNDATION SUPPORT	75,000.00	75,000.00	0.00	100.0%
				INVESTMENT INCOME	134,890.76	176,025.00	-41,134.24	76.63%
				FEES	145,413.81	105,425.00	39,988.81	137.93%
				GIFTS and GRANTS	141,622.64	0.00	141,622.64	100.0%
				MISCELLANEOUS	2,593.58	0.00	2,593.58	100.0%
				PROGRAM REVENUES	30.00	0.00	30.00	100.0%
				Total Income	6,464,053.30	8,316,622.00	-1,852,568.70	77.73%
Gross Profit					6,464,053.30	8,316,622.00	-1,852,568.70	77.73%
				Expense				
				CAPITAL CAMPAIGN EXPENSE	1,872.92	0.00	1,872.92	100.0%
				AUTOMATED SERVICES	145,097.95	240,154.00	-95,056.05	60.42%
				BUILDING OPERATIONS	819,362.52	1,275,639.00	-456,276.48	64.23%
				GENERAL OPERATING	175,279.02	250,470.00	-75,190.98	69.98%
				MATERIALS	566,909.64	731,229.00	-164,319.36	77.53%
				SALARIES & BENEFITS	3,932,203.46	5,819,130.00	-1,886,926.54	67.57%
				GRANT EXPENSES	5,551.93	0.00	5,551.93	100.0%
				OTHER GIFT EXPENSES	81,723.38	0.00	81,723.38	100.0%
				MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.0%
				Total Expense	5,728,000.82	8,316,622.00	-2,588,621.18	68.87%
Net Ordinary Income					736,052.48	0.00	736,052.48	100.0%
Net Income					736,052.48	0.00	736,052.48	100.0%

HUNTSVILLE PUBLIC LIBRARY  
Profit Loss Budget vs. Actual  
OCT 2024 - JUN 2025

					TOTAL				
INCOME AND EXPENSE SHOULD BE AT 75%					Oct '24 - Jun 25	Budget	\$ Over Budget	% of Budget	INCOME AND EXPENSE SHOULD BE AT 75%
Ordinary Income/Expense									
	Income								
	GOVERNMENT SUPPORT				5,851,814.31	7,833,372.00	-1,981,557.69	74.7%	
	FRIENDS OF THE LIBRARY SUPPORT				112,688.20	126,800.00	-14,111.80	88.87%	
	FOUNDATION SUPPORT				75,000.00	75,000.00	0.00	100.0%	
	Total INVESTMENT INCOME				134,890.76	176,025.00	-41,134.24	76.63%	
	Total FEES				145,413.81	105,425.00	39,988.81	137.93%	FEES: Meeting Rooms, Exam Proctoring, Non-Resident, and Lost items higher than usual.
	Total GIFTS and GRANTS				141,622.64	0.00	141,622.64	100.0%	GIFT and GRANTS: Leah Bruno, Tom Butler, Olin King, Foundation Fundraising and Grants.
	Total MISCELLANEOUS				2,593.58	0.00	2,593.58	100.0%	
	Total PROGRAM REVENUES				30.00	0.00	30.00	100.0%	
	Total Income				6,464,053.30	8,316,622.00	-1,852,568.70	77.73%	
	Gross Profit				6,464,053.30	8,316,622.00	-1,852,568.70	77.73%	
	Expense								
	CAPITAL CAMPAIGN EXPENSE				1,872.92	0.00	1,872.92	100.0%	
	AUTOMATED SERVICES				145,097.95	240,154.00	-95,056.05	60.42%	AUTOMATED SERVICES: Paid Annual Bywater fee.
	BUILDING OPERATIONS				819,362.52	1,275,639.00	-456,276.48	64.23%	
	GENERAL OPERATING				175,279.02	250,470.00	-75,190.98	69.98%	
	MATERIALS				566,909.64	731,229.00	-164,319.36	77.53%	
	SALARIES & BENEFITS				3,932,203.46	5,819,130.00	-1,886,926.54	67.57%	
	GRANT EXPENSES				5,551.93	0.00	5,551.93	100.0%	
	OTHER GIFT EXPENSES				81,723.38	0.00	81,723.38	100.0%	
	MISCELLANEOUS EXPENSES				0.00	0.00	0.00	0.0%	
	Total Expense				5,728,000.82	8,316,622.00	-2,588,621.18	68.87%	
	Net Ordinary Income				736,052.48	0.00	736,052.48	100.0%	
	Net Income				736,052.48	0.00	736,052.48	100.0%	



# Privacy Policy for Careers Page

**Effective Date:** 7/15/2025

The Huntsville Madison County Public Library (HMCPL) is committed to protecting your privacy. This Privacy Policy explains how we collect, use, and share your personal information when you visit and interact with the Careers page on our website (<http://www.hmcpl.org/>) and when you submit job applications to us through Paylocity's platform.

---

## 1. Information HMCPL Collects

When you visit our Careers page or apply for a position, HMCPL may collect the following types of information:

- **Personal Identifiable Information (PII):** such as your name, email address, phone number, mailing address, and resume/CV.
  - **Professional Information:** including your work history, education, references, and qualifications.
  - **Demographic Information:** if you choose to provide it (e.g., gender, race/ethnicity), for equal opportunity monitoring purposes.
- 

## 2. How HMCPL Uses Your Information

HMCPL uses your information to:

- Process and evaluate your job application.
  - Contact you about your application or future job opportunities.
  - Verify your qualifications and references.
  - Improve our recruitment processes and Careers page.
  - Comply with legal and regulatory requirements.
- 

## 3. Sharing Your Information

HMCPL may share your information with:

- Internal personnel involved in the hiring process.
- Background check providers (with your permission).
- Governmental or regulatory agencies as required by law.
- Third-party service providers that help operate our recruitment systems (e.g., application platforms or HR software).

We do **not** sell your personal data to third parties.

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## 4. Paylocity's Role

HMCPL utilizes Paylocity's platform to manage our recruitment process. Paylocity collects and processes your personal information as part of their services. For detailed information on how Paylocity handles your data, please refer to their [Notice of Privacy Practices for Job Applicants](https://www.paylocity.com/who-we-are/protecting-our-clients/privacy-center/) <https://www.paylocity.com/who-we-are/protecting-our-clients/privacy-center/>

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## **5. Data Retention**

HMCPL retains your personal information only as long as necessary to fulfill the purposes outlined in this Privacy Policy or as required by law. If you want us to delete your data, contact us using the details below.

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## **6. Your Rights**

Depending on your jurisdiction, you may have rights regarding your personal data, including:

- The right to access the information we hold about you.
- The right to correct or delete your data.
- The right to object to or restrict certain data processing activities.

Please contact us at [hmcpl-hr@hmcpl.org](mailto:hmcpl-hr@hmcpl.org) to exercise your rights.

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## **7. Security**

HMCPL implements appropriate technical and organizational security measures to protect your information from unauthorized access, loss, misuse, or alteration.

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## **8. International Transfers**

If you are located outside of the United States of America, your information may be transferred to and processed in the United States of America, where data protection laws may differ from those in your jurisdiction.

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## **9. Changes to This Privacy Policy**

HMCPL may update this Privacy Policy from time to time. Changes will be posted on this page with an updated effective date.

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## **10. Contact Us**

If you have any questions about this Privacy Policy or how HMCPL handles your data, please contact us at:

Huntsville Madison County Public Library  
Human Resources Department  
256-532-5950  
[hmcpl-hr@hmcpl.org](mailto:hmcpl-hr@hmcpl.org)  
915 Monroe Street SW  
Huntsville, AL 35801

# **Proposed Makerspace Policies**

## **Purpose**

The Huntsville-Madison County Public Library (HMCPL) offers makerspace equipment and services to further the library's mission and meet the informational, cultural, and recreational needs of the community. Library makerspaces are free and open to use by any library cardholder.

## **General Rules**

Prior to using any library makerspace, individuals must sign a waiver indicating they have been informed of makerspace policy and agree to the policies and rules of use. Patrons under 19 years of age require a parent or guardian to sign the waiver.

Individuals using the makerspace agree to follow staff directives for safe and appropriate use of supplies and equipment. Individuals not following the Makerspace Studio Safety Guide & Expectations or in violation of Rules of Conduct may be removed from the space and their makerspace privileges revoked.

In order to provide equal access for users, the library may set time limits for makerspace usage and require user sign-up or reservations. Due to high demand for equipment use, if space allows, more than one library user may be scheduled in the studio at the same time if utilizing different equipment. The library may institute cancellation or no-show rules for the best utilization of staff time and library resources.

Equipment in the makerspace shall be used only for lawful purposes. The public will not be permitted to use equipment to create material that is:

- Prohibited by local, state, or federal law.
- Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others.
- Obscene or otherwise inappropriate for the library environment.
- In violation of another's intellectual property rights.

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

Users under the age of 13 are to be accompanied by a parent or guardian at all times for appointments and walk-in hours.

## **3D Printing Policy**

Anyone requesting use of 3D printers must have a library card or a Guest Patron Card. All 3D projects will be approved and printed or assisted by a trained library staff member.

In order to provide equitable access, users may be asked to limit the number of print requests they make per month. Fees may be assessed for large or oversized prints or for additional requests.

No guarantee of completion time will be made and objects will not be reprinted except in the case of mechanical failure of the printing equipment.

The Library reserves the right to refuse the production of any content at any time at the discretion of the Library staff. Examples of objects that will not be produced include, but are not limited to:

- Objects that are prohibited by local, state, or federal law.
- Objects that are illegal or harmful to minors or that may be used as weapons.
- Any object that is unlawful, threatening, abusive, tortuous, obscene, and racially, ethnically, or otherwise objectionable.
- Objects that may be constructed as having an intent to harm or capability of harming others in any way.
- Objects, whole or in part, that are subject to copyright, patent, or trademark protection.

### **Penalty for Violation of Policy**

Any user who fails to comply with this policy or [Rules of Conduct](#) will receive a warning and may forfeit the remainder of their reservation time. After the first warning, users continuing to violate makerspace rules and policies may be issued a 90-day suspension from all HMCPL makerspace facilities and programs. Trespass warnings exceeding six months may be appealed to the Library Board by submitting an appeal in writing to the Executive Director.



Agreement of Release and Waiver of Liability for the Makerspace  
Huntsville-Madison County Public Library

I, \_\_\_\_\_, hereby agree to the following:

- 1) That I am participating in the Makerspace at the Huntsville-Madison County Public Library during which I will use makerspace equipment. I recognize that the makerspace may cause physical injury and that I am fully aware of the risks and hazards involved.
- 2) I understand that it is my responsibility to consult with staff regarding any participation in the makerspace and review the Safety and Procedures Guide & Expectations regarding Makerspace equipment, materials, and everything involved therein. Prior to independent use of the Makerspace, adult patrons must have a signed waiver with the library and will receive a copy of the Safety and Procedures Guide. Patrons under 19 years old must have a waiver signed by a parent or guardian and review the Safety and Procedures Guide. Studio rules require all makers under the age of 13 to be accompanied by a parent or guardian at all times for appointments and walk-in hours.
- 3) In consideration of being permitted to participate in the Makerspace, I agree to assume full responsibility for any risks, injury or damages, known or unknown, which I might incur as a result of participating in the programs.
- 4) In further consideration of being permitted to participate in the Makerspace, I knowingly, voluntarily and expressly waive any claim that I may have against Huntsville-Madison County Public Library or staff for injury or death that I may sustain as a result of participating in the programs.
- 5) I, my heirs, or legal representative, forever release, waive, discharge and covenant not to pursue legal action against Huntsville-Madison County Public Library or any staff for any injury or death caused by my negligence or other acts. I have read the above release and waiver of liability and fully understand its contents. I voluntarily agree to the terms and conditions stated above.
- 6) The maker agrees that the Huntsville Madison County Public Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
- 7) Items used in the makerspace or borrowed are to be returned in the same condition as they were issued, barring normal wear and tear. The maker agrees to pay for the loss or damage to any items and further agrees to accept the library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
- 8) I agree to abide by and comply with the Huntsville-Madison County Public Library Rules of Conduct and all applicable library policies. I understand that my failure to comply with the Rules of Conduct and library use policies will result in loss of privilege of use of the Makerspace. The Rules can be found at <http://hmcpl.org/policies>

All parties intend each provision to be severable and separate and apart from one another. If a court of law construes that any part of this release is invalid, such construction shall not invalidate the remainder of this release.

I have read this release, have no questions about its meaning, and voluntarily accept the terms of this release by signing my name below.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Any maker under 19 must also obtain the following consent and release before using the Makerspace.**

I \_\_\_\_\_ (print name), am the parent or guardian of \_\_\_\_\_ (print name). I consent to this and state that I have read the above release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Contact Information

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

# Makerspace Studio Safety Guide & Expectations

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## Focus

Becoming distracted is the biggest risk to safety. Do not distract others or allow yourself to be distracted while using tools and equipment.

## Keep Staff Informed

Please tell staff right away if you are experiencing a problem, need help, or if a tool isn't working correctly. Follow staff directions for safely using equipment.

## Safe Work Area

All makers and staff must work together to maintain a safe working environment. This includes:

- Returning tools to their proper place when not in use.
- Leaving equipment in the condition you found it in.
- Keep workspaces tidy while working – clean up when you are done.
- Clean up spills and accidents immediately. Cleaning supplies are available, please ask staff for assistance.
- When using bladed tools, always close or cover blade when not in use.

## Keep Hands, Fingers, Hair, & Clothing Secured

- Be aware of sharp blades and other moving parts of equipment.
- Be mindful of the hot elements of the 3D Printers.
- Persons with long hair may be asked to tie their hair back.
- Patrons with dangling jewelry or clothing may be asked to remove these items or change.
- Close toed shoes are highly encouraged, but not required.

## Food & Drink

Eating is not allowed in the Studio. Beverages must be in lidded containers.

## Young Makers

Studio rules require all makers under the age of 13 to be accompanied by a parent or guardian at all times for appointments and walk-in hours.

## Loss of Privileges

All persons who are causing an unsafe environment or in violation of the Rules of Conduct will be removed and Studio privileges may be revoked.

## On Demand 3D Printing

- Design your project using a 3D modeling/CAD software such as Tinkercad or download pre-designed files from Thingiverse.
- Submit your 3D project files to the Library for printing using the online form.
- Upon review and approval, the project will be printed using one of our 3D printers at a library branch.
- When your project is complete, you will be notified with pickup details.
- All 3D printing projects must adhere to our guidelines and restrictions.
- We ask that you limit your print requests to no more than two designs per month.
- Projects may take longer than usual to complete and staff will provide the project's print status throughout the process.

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**To ensure safe and effective operation of our 3D printer equipment, please read the following 3D Printing Guidelines and Restrictions before submitting a 3D print request**

All 3D projects will be printed by a trained Library staff member

### 3D Printing Guidelines

- Anyone requesting use of 3d printers must have a library card or a [PC User](#)[Guest Patron](#) [Card](#).
- 2 regular print jobs or one large print job (over 75g) per individual per calendar month.
- Currently while supplies last, there is no cost for 3D filament printing. Any oversized items (larger than 75g) will be charged \$0.03 per gram over 75g.
- All 3D filament printing jobs will be printed in PLA.
- 3D files must be saved with the 'STL' (.stl) extension formats under 15MB.
- Projects exceeding [4-8](#) hours may not be printed. Anything longer than that will be scaled down or altered to fit in the print duration limits.
- Projects will be added to the print queue as they are received and reviewed. You will be notified when your file is received and if your file needs modification.
- Please allow up to [5-7](#) days for your project to be completed. No guarantee of completion time will be made.
- Printed items will be held for [7-30](#) days before becoming the property of the Library.



- Objects will not be reprinted except in the case of mechanical failure of the printing equipment.
- Due to limited inventory, projects will be printed in one color; color specifications are not available at this time.

### **3D Printing Restrictions**

The Library reserves the right to refuse the production of any content at any time at the discretion of the Library staff.

Examples of objects that will not be produced include, but are not limited to:

- Objects that are prohibited by local, state, or federal law.
- Objects that are illegal or harmful to minors or that may be used as weapons.
- Any object that is unlawful, threatening, abusive, tortuous, obscene, and racially, ethnically, or otherwise objectionable.
- Objects that may be constructed as having an intent to harm or capability of harming others in any way.
- Objects, whole or in part, that are subject to copyright, patent, or trademark protection.

# Statement of Concern

**BOARD APPROVED July 16, 2024**

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

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

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

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

***The patron submitting the request must be a resident of Madison County or live within the city limits of Huntsville or Madison and hold a valid Resident borrower's card in good standing. (fees under \$15 and unexpired card).-***

Because of the extensive time involved in addressing a Statement of Concern, each patron may file no more than three (3) Statements of Concern in a calendar year. Please note if the title of concern is the only copy in the library catalog and is checked out at the time of the statement of concern, the timeline for review will be impacted until the item is available for review. During the review process the title of concern will remain available in the collection.

Digital materials may be provided through a content aggregator. As such, the inclusion or exclusion of specific titles in the collections are made by the vendor and the Library's ability to make changes for a digital title may be limited.

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

- The Executive Director will appoint a committee comprised of library staff and/or library foundation board members to study the request and determine if the material meets the Library's selection criteria. The committee will prepare a written recommendation of its findings.
- The Executive Director will consider the committee's recommendation and will respond in writing to the person who submitted the request.
- In the event the person who initiated the statement of concern is not satisfied with the decision of the committee, he/she may request in writing within five (5) working days of receipt of the decision that the matter be forwarded to the Library Board for final review.

- The Executive Director will present the statement of concern to the Library Board at its next regularly scheduled meeting. Based on the information presented, the Library Board will make a final determination of the matter.
- The Executive Director will send a written response detailing the Board's decision to the person who submitted the request.

If materials are challenged pursuant to this policy, no additional Statements of Concern will be considered for the same materials for a period of three (3) years.

*Updated 7/16/2024*

## Statement of Concern Form

Please read our [Statement of Concern Policy](#) prior to submitting this form. Response to requests may take up to 60 days.

Fields marked with \* are required.

Are you a Madison County Resident *or live within the city limits of Huntsville or Madison?* \*

☐ Yes

☐ No

~~In order to submit a Statement of Concern, you must be a resident of Madison County.~~

Do you have a Resident Borrower Card in good standing (fees under \$15 and unexpired card)? \*

Yes

No

Title: \*

Type of Library Material: \*

Author (Composer / Director): \*

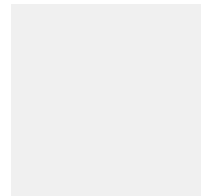
Publisher / Producer \*

Copyright: \*

Month

Day

Year



Patron's Name: \*

Patron's Address: \*

Street, City, State, ZipCode

Patron's phone number: \*

Patron's Email: \*

Patron's library card / member number: \*

What are your objections to this library material? \*

What harm do you feel this material might cause? \*

Did you complete the entire item? \*

☐ Yes

☐ No

Is there anything worthwhile in this material? \*

Have you read any professional reviews of this item? \*

☐ Yes

☐ No

What do you believe are the main ideas of this material? \*

What do you think was the writer's/composer's/director's intention in creating this work? \*

What material with a similar purpose would you suggest as a replacement for this item? \*

Additional comments:

#### CAPTCHA

This question is to ensure that we only accept submissions from human visitors and thus prevent automated spam submissions.



What code is in the image? \*

Enter the characters shown in the image.

# Young Reader Access Levels

The below guide outlines the general placement of materials in the Juvenile and Young Adult sections of the HMCPL Youth Services collection. This is designed to give guarantors a description of the content that is accessible with each Young Readers Level.

## Young Readers Level 1 –

- Items in the Juvenile (JUV) section including fiction and nonfiction board books, picture books, chapter books, easy reader, audiobooks, music CDs, and videos with intended audiences ages birth to 12 years old.
- Video ratings: G, TV-Y, TV-Y7, & TV-G where youth are the intended audience
- Items in this tier will meet the Selection Criteria for Young Adult and Juvenile Collections in the Collection Development Policy.
- No digital access on this card. No laptop check-out. Requires guarantor.

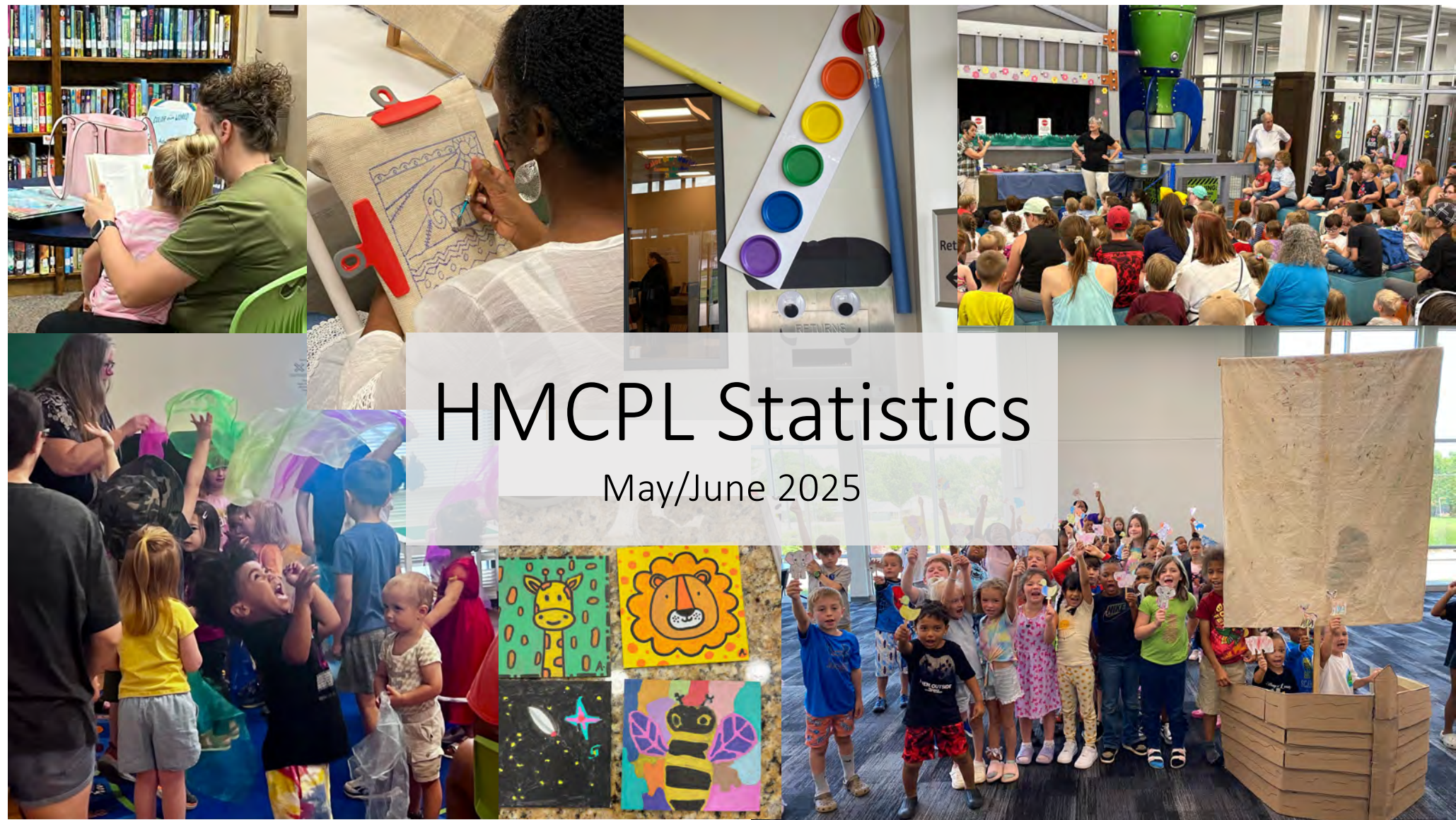
## Young Readers Level 2 – (includes access to Level 1 materials)

- Items in the Young Adult (YA) section including fiction and nonfiction books, audiobooks, and videos with intended audiences ages 13 to 17 years old. Parental guidance may be needed for some material.
- Video ratings: PG movies, PG-13 movies, TV-PG where youth are the intended audience
- Items in this tier will meet the Selection Criteria for Young Adult and Juvenile Collections in the Collection Development Policy.
- Includes access to Level 1 materials. No digital access on this card. No laptop check-out. Requires guarantor.

## Young Readers Level 3 – (includes access to Level 1 & 2 materials)

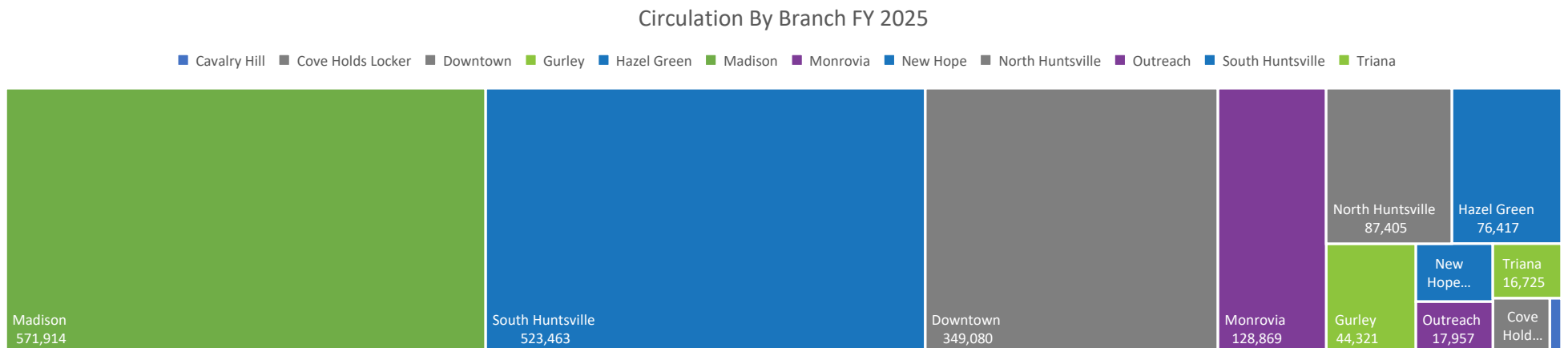
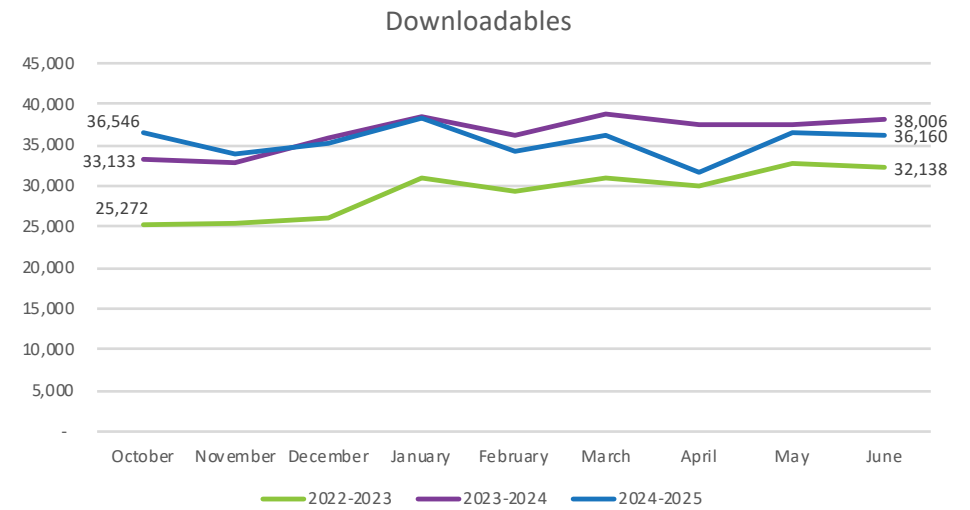
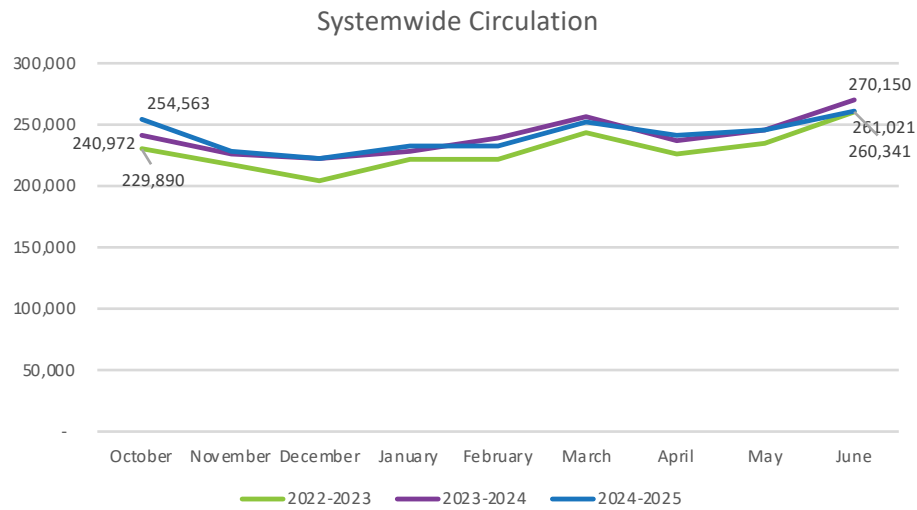
- Items in the Adult section including fiction and nonfiction books, audiobooks, music CDs, and videos with intended audiences ages 18 years and older.
- Video ratings: PG, PG-13, and TV-PG where adults are the intended audience, R rated movies, TV-14, TV-MA
- Includes access to Level 1 & 2 materials and digital resources. ~~No laptop check-out.~~ Requires guarantor.



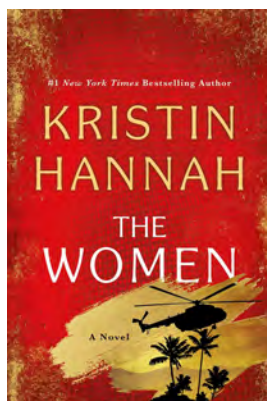


# HMCPL Statistics

May/June 2025





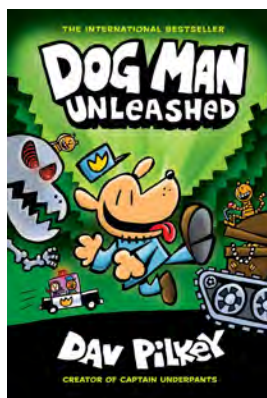


Top circulating adult book (print):  
The Women, by Kristin Hannah  
189 Checkouts

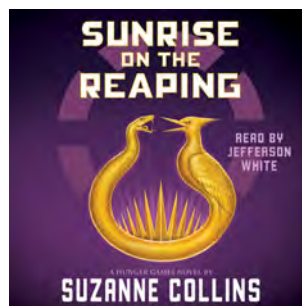


Highest demand book (print):  
Great Big Beautiful Life  
by Emily Henry, 141 Holds

## Books We Loved in May and June



Top circulating juvenile book (print):  
Dog Man: Unleashed  
by Dav Pilkey, 140 Checkouts



Top circulating book (digital audiobook):  
Sunrise on the Reaping  
by Suzanne Collins, 363 Checkouts

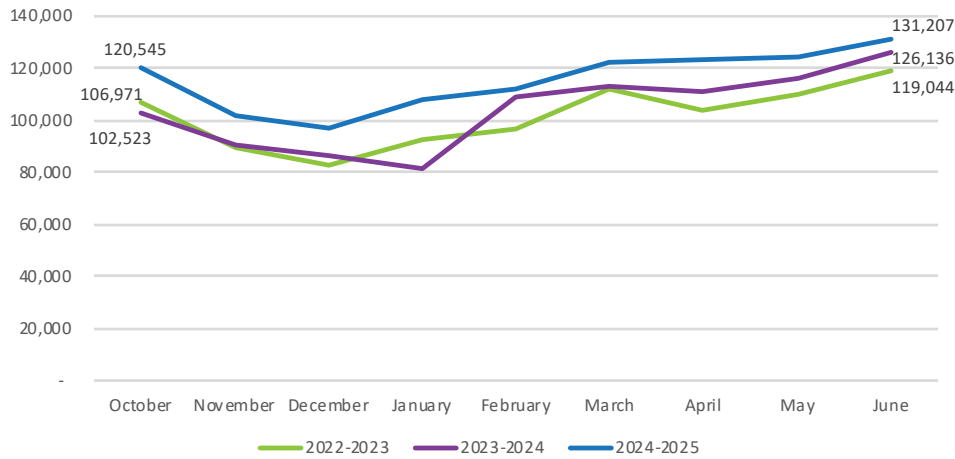


Top circulating YA book (print):  
Catching Fire, by Suzanne Collins  
110 Checkouts

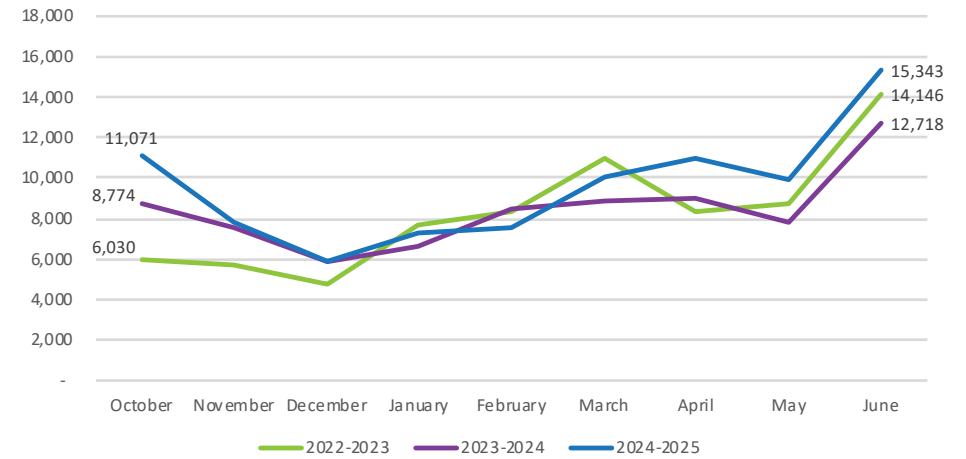


Top circulating book (ebook):  
Pretty Girls, by Karin Slaughter  
57 Checkouts

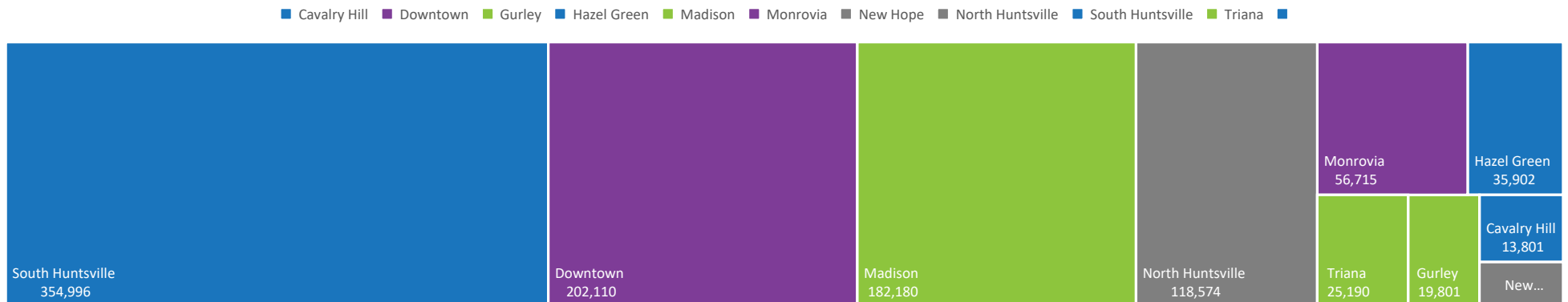
### Systemwide Visitors



### Program Attendance



### Visitors By Branch FY 2025

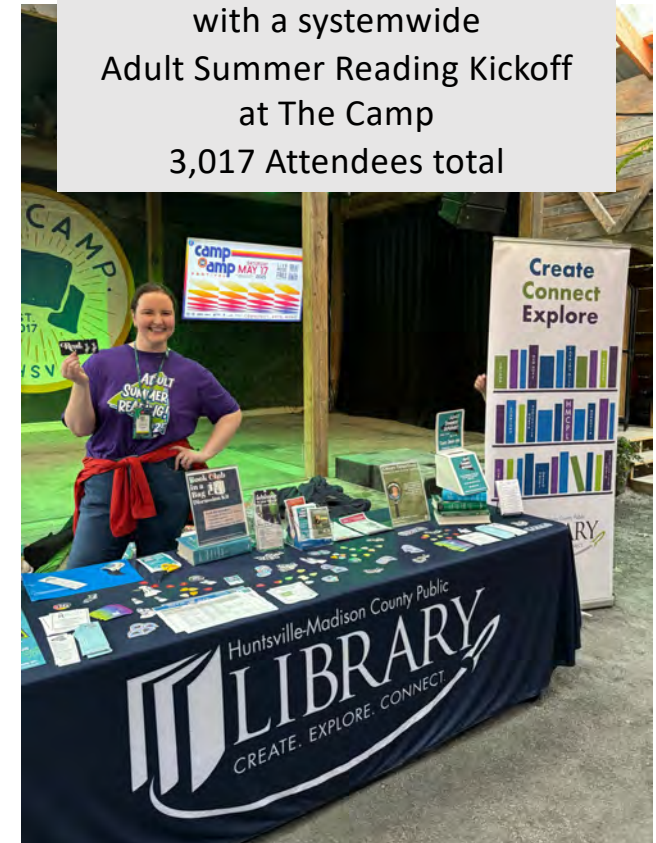


# Program Highlights

Highest attended program:  
It's All Groovy with Eric Litwin  
Madison Public Library  
1,971 Attendees



8 Summer Reading Kickoff Parties  
7 Branches  
with a systemwide  
Adult Summer Reading Kickoff  
at The Camp  
3,017 Attendees total



## June 2025 HMCPL Statistics

Systemwide Circulation				
	FY2023	FY2024	FY2025	% +/-
October	229,890	240,972	254,563	5.64%
November	216,726	225,955	228,833	1.27%
December	204,267	222,394	222,409	0.01%
January	221,404	228,175	232,744	2.00%
February	222,813	238,653	232,769	-2.47%
March	243,603	255,940	251,114	-1.89%
April	226,808	238,005	241,256	1.37%
May	234,908	246,220	246,439	0.09%
June	260,341	270,150	261,021	-3.38%
July	273,639	284,311		
August	263,583	271,744		
September	244,473	258,523		
Year	2,842,455	2,981,042	2,171,148	-27.17%

Systemwide totals include downloadables.

hmcpl.org				
	FY2023	FY2024	FY2025	% +/-
October	167,241	980,175	1,302,802	32.92%
November	378,277	571,206	1,154,788	102.17%
December	402,487	1,375,626	740,217	-46.19%
January	452,723	762,577	1,092,199	43.22%
February	896,224	1,106,513	3,173,713	186.82%
March	948,515	769,715	1,806,841	134.74%
April	614,184	857,334	1,757,554	105.00%
May	675,837	805,616	2,147,226	166.53%
June	768,632	748,271	624,764	-16.51%
July	350,479	876,127		
August	48,518	813,124		
September	212,672	931,270		
Year	5,915,789	10,597,554	13,800,104	30.22%

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

\*August 2023 missing public catalog numbers.

Downloadables				
	FY2023	FY2024	FY2025	% +/-
October	25,272	33,133	36,546	10.30%
November	25,337	32,852	33,914	3.23%
December	26,010	36,014	35,331	-1.90%
January	30,848	38,408	38,294	-0.30%
February	29,241	36,349	34,091	-6.21%
March	30,849	38,798	36,169	-6.78%
April	30,127	37,494	31,673	-15.53%
May	32,759	37,557	36,566	-2.64%
June	32,138	38,006	36,160	-4.86%
July	33,495	39,699		
August	34,718	39,948		
September	33,450	39,436		
Year	364,244	447,694	318,744	-28.80%

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

Music Downloadables				
	FY2023	FY2024	FY2025	% +/-
October	594	544	620	13.97%
November	680	546	503	-7.88%
December	1,235	3,722	1,327	-64.35%
January	786	1,522	1,419	-6.77%
February	1,042	1,094	879	-19.65%
March	694	1,467	1,290	-12.07%
April	712	1,201	1,373	14.32%
May	1,166	965	1,154	19.59%
June	579	505	1,229	143.37%
July	560	937		
August	580	582		
September	1,059	778		
Year	9,687	13,863	9,794	-29.35%

\*Music Downloadables includes Blast and Hoopla (music)

Wi-Fi # of Logins				
	FY2023	FY2024	FY2025	% +/-
October	17,940	18,432	21,588	17.12%
November	15,806	16,301	18,100	11.04%
December	13,375	15,031	17,326	15.27%
January	16,035	13,109	17,766	35.53%
February	17,271	24,324	18,723	-23.03%
March	19,318	18,740	20,077	7.13%
April	18,157	19,378	21,061	8.69%
May	18,119	20,990	20,778	-1.01%
June	18,944	18,562	20,229	8.98%
July	17,661	21,625		
August	20,385	20,965		
September	18,468	20,422		
Year	211,479	227,879	175,648	-22.92%

\*February 2024 had an unexplained one day increase in wifi logins

Public Computer Use				
	FY2023	FY2024	FY2025	% +/-
October	5,959	6,201	6,044	-2.53%
November	4,629	5,294	4,925	-6.97%
December	4,577	4,912	5,079	3.40%
January	5,948	4,590	5,681	23.77%
February	6,058	6,585	5,832	-11.44%
March	6,717	6,313	6,178	-2.14%
April	5,931	5,909	5,699	-3.55%
May	5,979	6,044	5,768	-4.57%
June	6,601	6,308	6,097	-3.34%
July	6,365	7,080		
August	6,876	6,576		
September	6,153	5,991		
Year	71,793	71,803	51,303	-28.55%

Reference Questions				
	FY2023	FY2024	FY2025	% +/-
October	7,974	10,066	11,930	18.52%
November	7,668	8,870	14,005	57.89%
December	7,981	9,628	12,366	28.44%
January	9,748	10,396	16,385	57.61%
February	8,667	10,387	15,296	47.26%
March	10,167	11,347	13,695	20.69%
April	9,934	11,322	12,318	8.80%
May	14,886	10,922	12,378	13.33%
June	11,876	10,394	11,733	12.88%
July	9,871	11,397		
August	9,920	10,454		
September	9,554	14,330		
Year	118,246	129,513	120,106	-7.26%

Online Database Use				
	FY2023	FY2024	FY2025	% +/-
October	29,776	32,487	42,205	29.91%
November	23,160	34,795	34,783	-0.03%
December	25,602	35,511	30,511	-14.08%
January	45,512	29,284	69,861	138.56%
February	70,713	40,203	67,281	67.35%
March	37,509	53,113	50,900	-4.17%
April	25,823	39,090	56,268	43.94%
May	21,893	40,574	18,970	-53.25%
June	448,651	25,536	23,262	-8.91%
July	18,950	66,117		
August	36,955	24,118		
September	40,536	166,299		
Year	825,080	587,127	394,041	-32.89%

\*December 2024 missing Britannica and EBSCO

Curbside Transactions				
	FY2023	FY2024	FY2025	% +/-
October	89	22	32	45.45%
November	87	21	15	-28.57%
December	60	15	5	-66.67%
January	63	15	-	-100.00%
February	35	8	9	12.50%
March	31	11	4	-63.64%
April	20	15	15	0.00%
May	35	9	21	133.33%
June	23	36	16	-55.56%
July	7	16		
August	14	29		
September	24	5		
Year	488	202	117	-42.08%

Program Attendance				
	FY2023	FY2024	FY2025	% +/-
October	6,030	8,774	11,071	26.18%
November	5,712	7,545	7,828	3.75%
December	4,762	5,875	5,893	0.31%
January	7,691	6,688	7,348	9.87%
February	8,344	8,444	7,554	-10.54%
March	10,947	8,909	10,059	12.91%
April	8,363	8,968	10,987	22.51%
May	8,713	7,847	9,892	26.06%
June	14,146	12,718	15,343	20.64%
July	10,320	11,811		
August	6,075	8,154		
September	8,624	7,752		
Year	99,727	103,485	85,975	-16.92%

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

Cavalry Hill Circulation				
	FY2023	FY2024	FY2025	% +/-
October	637	574	342	-40.42%
November	509	556	384	-30.94%
December	558	445	426	-4.27%
January	554	487	262	-46.20%
February	525	479	263	-45.09%
March	369	659	245	-62.82%
April	441	775	283	-63.48%
May	428	714	305	-57.28%
June	748	735	388	-47.21%
July	849	572		
August	738	516		
September	700	470		
Year	7,056	6,982	2,898	-58.49%

Cove Holds Locker Circulation				
	FY2023	FY2024	FY2025	% +/-
October	240	797	1,475	85.07%
November	561	716	1,576	120.11%
December	585	756	1,404	85.71%
January	667	972	1,762	81.28%
February	875	1,164	1,856	59.45%
March	928	1,083	1,624	49.95%
April	732	1,057	1,472	39.26%
May	647	1,403	1,540	9.76%
June	661	1,632	1,567	-3.98%
July	758	1,654		
August	1,001	1,689		
September	938	1,641		
Year	8,593	14,564	14,276	-1.98%

\*Cove Holds Locker Opened October 7, 2022

Downtown Circulation				
	FY2023	FY2024	FY2025	% +/-
October	37,867	36,729	40,163	9.35%
November	34,603	34,489	36,445	5.67%
December	33,024	33,948	34,833	2.61%
January	34,160	32,793	34,088	3.95%
February	34,810	36,142	39,739	9.95%
March	38,446	38,860	43,458	11.83%
April	35,205	36,840	40,909	11.05%
May	36,252	37,557	38,255	1.86%
June	39,876	41,176	41,190	0.03%
July	43,761	44,389		
August	40,062	41,959		
September	36,066	41,136		
Year	444,132	456,018	349,080	-23.45%

Gurley Circulation				
	FY2023	FY2024	FY2025	% +/-
October	5,042	6,514	5,223	-19.82%
November	5,084	6,894	4,975	-27.84%
December	4,348	7,474	4,870	-34.84%
January	3,992	4,206	4,961	17.95%
February	4,129	4,623	4,554	-1.49%
March	4,520	5,312	4,762	-10.35%
April	3,962	4,875	5,031	3.20%
May	5,416	4,717	4,785	1.44%
June	4,897	4,987	5,160	3.47%
July	4,868	5,591		
August	6,569	5,593		
September	6,298	5,656		
Year	59,125	66,442	44,321	-33.29%

Hazel Green Circulation				
	FY2023	FY2024	FY2025	% +/-
October	7,693	9,130	9,149	0.21%
November	7,366	7,907	7,434	-5.98%
December	7,068	7,884	7,458	-5.40%
January	8,259	7,512	7,695	2.44%
February	8,735	7,974	7,998	0.30%
March	9,005	8,820	8,812	-0.09%
April	8,532	7,570	8,876	17.25%
May	8,617	8,167	9,089	11.29%
June	9,971	9,496	9,906	4.32%
July	10,397	10,148		
August	10,221	9,208		
September	9,071	9,110		
Year	104,935	102,926	76,417	-25.76%

Madison Circulation				
	FY2023	FY2024	FY2025	% +/-
October	66,131	66,672	67,866	1.79%
November	60,949	59,189	59,793	1.02%
December	57,371	57,796	57,948	0.26%
January	60,682	60,209	61,846	2.72%
February	61,005	63,796	59,040	-7.46%
March	68,389	68,117	66,288	-2.69%
April	63,255	63,480	63,116	-0.57%
May	64,320	65,800	65,011	-1.20%
June	73,247	74,462	71,006	-4.64%
July	78,112	77,592		
August	73,138	73,510		
September	67,382	68,681		
Year	793,981	799,304	571,914	-28.45%

Monrovia Circulation				
	FY2023	FY2024	FY2025	% +/-
October	14,825	14,423	15,313	6.17%
November	13,458	13,702	14,665	7.03%
December	12,175	12,959	13,522	4.34%
January	13,498	13,546	13,492	-0.40%
February	13,647	14,343	13,316	-7.16%
March	15,062	14,741	13,981	-5.16%
April	14,099	13,652	14,122	3.44%
May	14,407	14,636	15,104	3.20%
June	15,289	15,530	15,354	-1.13%
July	16,031	15,947		
August	15,932	16,010		
September	14,860	14,763		
Year	173,283	174,252	128,869	-26.04%

New Hope Circulation				
	FY2023	FY2024	FY2025	% +/-
October	-	1,904	2,641	38.71%
November	277	1,952	2,242	14.86%
December	950	1,941	2,049	5.56%
January	1,338	1,880	1,974	5.00%
February	1,594	2,021	1,950	-3.51%
March	1,684	2,300	2,161	-6.04%
April	1,482	2,235	2,197	-1.70%
May	2,134	2,500	2,283	-8.68%
June	2,129	3,153	2,582	-18.11%
July	2,438	3,549		
August	2,037	3,069		
September	1,756	2,587		
Year	17,819	29,091	20,079	-30.98%

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

North Huntsville Circulation				
	FY2023	FY2024	FY2025	% +/-
October	12,175	11,629	11,090	-4.63%
November	10,583	10,253	9,853	-3.90%
December	9,911	9,017	8,557	-5.10%
January	10,194	8,593	8,689	1.12%
February	11,083	9,410	9,263	-1.56%
March	11,718	9,974	10,031	0.57%
April	11,167	9,381	10,110	7.77%
May	10,979	10,278	9,792	-4.73%
June	12,780	11,312	10,020	-11.42%
July	12,017	11,155		
August	11,349	10,410		
September	11,439	10,190		
Year	135,395	121,602	87,405	-28.12%

Outreach Circulation				
	FY2023	FY2024	FY2025	% +/-
October	1,317	496	2,873	479.23%
November	3,120	2,447	1,294	-47.12%
December	2,737	326	2,913	793.56%
January	4,134	2,749	2,763	0.51%
February	2,120	986	1,928	95.54%
March	2,418	2,107	1,597	-24.21%
April	1,499	1,440	2,102	45.97%
May	760	940	956	1.70%
June	1,743	1,697	1,531	-9.78%
July	679	833		
August	2,434	2,252		
September	2,204	2,384		
Year	25,165	18,657	17,957	-3.75%

South Huntsville Circulation				
	FY2023	FY2024	FY2025	% +/-
October	56,999	57,571	60,006	4.23%
November	53,535	53,693	54,952	2.34%
December	48,412	52,450	51,888	-1.07%
January	52,037	55,579	55,389	-0.34%
February	53,892	59,855	57,048	-4.69%
March	58,787	63,456	60,016	-5.42%
April	55,093	57,795	59,258	2.53%
May	56,840	60,699	60,869	0.28%
June	64,769	66,113	64,037	-3.14%
July	68,263	71,340		
August	63,703	65,938		
September	58,751	60,762		
Year	691,081	725,251	523,463	-27.82%

Triana Circulation				
	FY2023	FY2024	FY2025	% +/-
October	1,692	1,400	1,876	34.00%
November	1,344	1,305	1,306	0.08%
December	1,118	1,384	1,210	-12.57%
January	1,041	1,241	1,529	23.21%
February	1,157	1,511	1,723	14.03%
March	1,428	1,713	1,970	15.00%
April	1,214	1,411	2,107	49.33%
May	1,349	1,644	1,884	14.60%
June	2,093	1,851	2,120	14.53%
July	1,971	1,842		
August	1,681	1,642		
September	1,558	1,707		
Year	17,646	18,651	15,725	-15.69%



Number of Library Visitors by Branch									
	Cavalry Hill			Downtown			Gurley		
	FY2023	FY2024	FY2025	FY2023	FY2024	FY2025	FY2023	FY2024	FY2025
October	1,787	1,827	1,818	28,782	26,454	28,369	1,232	1,417	1,217
November	1,496	1,755	1,301	21,575	21,831	22,716	710	681	1,019
December	1,689	1,852	1,245	20,038	20,051	21,780	1,054	627	1,910
January	1,929	1,343	1,398	23,800	19,544	23,850	1,034	922	2,332
February	1,660	1,904	1,336	24,645	26,254	25,468	1,167	1,022	2,292
March	1,854	2,157	1,655	26,518	25,932	25,851	1,397	1,044	2,292
April	1,538	2,298	1,638	24,541	25,957	25,022	1,442	1,157	2,959
May	1,722	2,361	1,617	27,158	26,159	25,626	1,221	1,194	2,746
June	2,228	2,795	1,782	27,725	26,583	26,492	1,557	1,346	3,034
July	1,807	3,259		26,679	29,176		1,578	1,584	
August	1,964	2,624		28,778	29,144		1,690	1,569	
September	1,654	1,731		26,087	24,176		1,392	1,255	
Year	21,328	25,906	13,790	306,326	301,261	225,174	15,474	13,818	19,801

	Hazel Green			Madison			Monrovia		
	FY2023	FY2024	FY2025	FY2023	FY2024	FY2025	FY2023	FY2024	FY2025
October	2,806	2,271	2,963	23,514	20,358	22,865	3,322	4,223	4,581
November	2,608	2,958	2,324	19,973	16,753	19,330	3,332	3,672	4,157
December	2,538	2,093	3,195	16,940	16,030	17,274	3,034	3,440	5,420
January	3,039	2,177	3,845	17,214	15,642	17,970	3,809	3,587	6,447
February	2,900	2,690	4,262	18,724	21,868	16,615	3,899	4,253	6,507
March	2,916	2,859	4,595	22,509	22,139	20,694	4,478	4,294	6,719
April	2,606	2,554	4,308	19,933	19,619	20,761	3,927	4,570	6,965
May	2,810	2,927	5,008	23,022	22,177	23,745	4,663	4,911	7,827
June	3,230	3,123	5,402	23,805	25,384	22,926	5,023	4,924	8,092
July	2,609	3,190		22,371	25,198		4,275	4,894	
August	2,762	2,682		24,679	24,544		4,753	3,932	
September	2,422	2,636		19,823	22,923		4,362	4,699	
Year	33,246	32,160	35,902	252,507	252,635	182,180	48,877	51,399	56,715

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

	New Hope			North Huntsville			South Huntsville		
	FY2023	FY2024	FY2025	FY2023	FY2024	FY2025	FY2023	FY2024	FY2025
October	-	1,171	1,100	13,394	12,287	15,106	29,164	30,915	40,441
November	1,097	982	893	10,006	11,465	12,079	25,699	29,385	36,623
December	920	901	869	9,889	10,546	10,768	25,740	29,789	32,573
January	894	877	941	10,902	7,864	11,532	29,030	28,769	37,642
February	995	1,077	968	12,769	12,676	12,415	30,164	35,116	38,996
March	1,189	1,158	1,082	14,581	13,414	14,455	33,716	37,000	41,518
April	1,166	1,085	1,047	15,264	14,828	14,776	30,971	36,681	42,267
May	1,077	1,205	1,172	13,850	14,610	12,563	31,638	37,785	41,056
June	1,337	1,306	1,226	14,423	15,695	14,880	35,733	41,126	43,880
July	1,189	1,359		11,532	15,412		33,533	45,460	
August	1,123	1,162		12,923	15,572		35,753	43,749	
September	1,091	1,025		12,929	14,828		33,717	40,756	
Year	12,078	13,308	9,298	151,562	159,197	118,574	374,858	436,531	354,996

	Triana		
	FY2023	FY2024	FY2025
October	2,970	1,600	2,085
November	2,583	898	1,638
December	1,817	1,555	1,960
January	983	719	2,429
February	186	2,067	3,445
March	3,001	2,644	3,590
April	2,976	2,224	3,388
May	2,680	2,834	3,162
June	3,983	3,854	3,493
July	4,316	3,968	
August	3,098	1,871	
September	2,535	1,953	
Year	31,128	26,187	25,190

\*Triana's people counter malfunctioned in February 2023

\*Triana's people counter malfunctioned in November 2023

Total Number of Library Visitors-HMCPL			
	FY2023	FY2024	FY2025
October	106,971	102,523	120,545
November	89,079	90,380	102,080
December	82,759	86,884	96,994
January	92,634	81,444	108,386
February	97,109	108,927	112,304
March	112,159	112,641	122,451
April	104,364	110,973	123,131
May	109,841	116,163	124,522
June	119,044	126,136	131,207
July	109,889	133,500	0
August	117,523	126,849	0
September	106,012	115,982	0
Year	1,247,384	1,312,402	1,041,620

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

## Building Maintenance

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## Huntsville-Madison County Public Library Building Maintenance

[illegible]

### 2026 Library Closings Schedule

<b>2026</b>	
Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King Jr. Day
Sunday, April 5	Easter
Monday, May 25	Memorial Day
Friday, June 19	Juneteenth
Saturday, July 4	Independence Day
Monday, September 7	Labor Day
Monday, October 12	Staff Appreciation Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Day after Thanksgiving
Thursday, December 24	Christmas Eve
Friday, December 25	Christmas Day
<b>2027</b>	
Friday, January 1	New Year's Day

Eligible employees must take the earned holiday for July 4, by September 30, 2026.

The Library will close at 5:00 p.m. on Wednesday, November 25, 2026, the day before Thanksgiving.

The Library will close at 5:00 p.m. on Thursday, December 31, 2026, on New Year's Eve.

## 2024 Statement of Concern Submissions

Submitted	Title	Author	Format	Status	Decision	Completion Date
3/28/2024	All Boys Aren't Blue	George M. Johnson	Book	Completed	Appealed; Library Board voted to remain in Young Adult (YA) Nonfiction 7/16/2024; Reevaluted with updated Collection Development Policy to move to Adult Nonfiction for sexually explicit content	1/21/2025
3/29/2024	Let's Talk About It: The Teen's Guide to Sex, Relationships, and Being a Human	Erika Moen	Book	Completed	Moved from YA Nonfiction to Adult Nonfiction for sexually explicit content	5/28/2024
4/21/2024	Sex Plus : Learning, Loving, and Enjoying Your Body	Laci Green	Book	Completed	Moved from YA Nonfiction to Adult Nonfiction for sexually explicit content	5/28/2024
6/3/2024	Tricks	Ellen Hopkins	Book	Completed	Appealed; Reevaluated with updated Collection Development Policy to move to Adult Fiction for sexually explicit content	10/24/2024
6/16/2024	It Feels Good to be Yourself: A Book about Gender Identity	Theresa Thorn	Book	Completed	Moved to Adult Nonfiction - Parenting due to need for parental guidance to discuss terms and vocabulary	8/15/2024
6/20/2024	Worm Loves Worm	J.J. Austrian	Book	Completed	Appealed; Library Board voted to remain in Juvenile Easy Fiction	11/19/2024
6/22/2024	Identical	Ellen Hopkins	Book	Completed	Moved to Adult Fiction for sexually explicit content	8/21/2024
6/26/2024	The Big Bath House	Kyo Maclear	Book	Completed	Reevaluated with updated Collection Development Policy to move to International Media Center Adult Fiction for nudity	11/15/2024
6/27/2024	Fine: A Comic About Gender	Rhea Ewing	Book	Completed	Moved to Adult Graphic for nudity	9/17/2024
6/29/2024	Sex is a Funny Word: A Book about Bodies, Feelings, and YOU	Cory Silverberg	Book	Completed	Only available via Hoopla and digital resource changes are limited by vendor	7/18/2024
6/29/2024	A Family Is a Family Is a Family	Sara O'Leary	Book	Inactive	Patron did not complete Statement of Concern requirements	
7/1/2024	Sex Education: A Guide to Life	Jordan Paramor	Book	Completed	Appealed; Reevaluated with updated Collection Development Policy to move to Adult Nonfiction for sexually explicit content	10/24/2024
7/8/2024	It's Perfectly Normal (Copyright 2021)	Robie Harris	Book	Completed	Appealed; Reevaluated with updated Collection Development Policy to move to Adult Nonfiction for sexually explicit content	10/31/2024
7/8/2024	Naked: Not Your Average Sex Encyclopedia	Myriam Daguzan Bernier	Book	Completed	Moved to Adult Nonfiction for sexually explicit content	8/29/2024
7/13/2024	Welcome to St. Hell	Lewis Hancox	Book	Completed	Appealed; Reevaluated with updated Collection Development Policy to move to Adult Graphic for nudity and sexually explicit content	10/24/2024
8/7/2024	All Boys Aren't Blue	George M. Johnson	Audiobook	Completed	Only available via Libby and digital resource changes are limited by vendor	8/8/2024
8/14/2024	Crank	Ellen Hopkins	Book	Completed	Moved from YA Fiction to Adult Fiction for sexually explicit content	10/11/2024
9/6/2024	Melissa	Alex Gino	Book	Completed	Place in YA Fiction for non-sexual nudity; Letter mailed (returned); Emailed letter 1/8/25	1/8/2025
9/20/2024	This Book is Gay	Juno Dawson	Book	Completed	Moved to Adult Nonfiction for sexually explicit content; Reviewed copy recommended for discard due to physical condition; Replacement copy (new edition) available	11/19/2024
9/24/2024	Being You: A First Conversation About Gender	Megan Madison, Jessica Ralli, & Anne/Andy Passchier	Book	Completed	Moved to Adult Nonfiction - Parenting due to need for parental guidance to discuss terms and vocabulary	11/20/2024
12/28/2024	Damsel	Elana Arnold	Book	Completed	Moved from YA Fiction to Adult Fiction for sexually explicit content	2/27/2025

## 2025 Statement of Concern Submissions

Submitted	Title	Author	Format	Status	Decision	Completion Date
1/12/2025	The End of the Fxxing World	Charles Forsman	Book	Completed	Moved from YA Graphic to Adult Graphic for adult themes and content	3/7/2025
2/4/2025	The Boys' Guide to Growing Up	Terri Couwenhoven	Book	Completed	Moved from Juv Nonfiction to Adult Nonfiction for sexually explicit content	4/21/2025
2/5/2025	A Small Thing but Big	Tony Johnston	Book	Completed	Committee recommended to keep book in collection with no changes in placement; Certified letter returned 4/30/25; Letter emailed 5/6/25	5/6/2025

2/12/2025	The Perks of Being a Wallflower	Stephen Chbosky	Book	Completed	Moved from YA Fiction to Adult Fiction for sexually explicit content	4/14/2025
2/24/2025	Thirteen Reasons Why	Jay Asher	Book	Completed	Moved to Adult Ficiton for sexually explicit content. Certified letter delivery attempt 5/6/25 & 5/11/25; Certified letter returned 5/30/25 but not received by sender; Letter emailed 7/7/25.	7/7/2025
5/29/2025	Together: A First Conversation about Love	Megan Madison, Jessica Ralli, & Anne/Andy Passchier	Book	In Process		
6/18/2025	A Friend Like You	Frank Murphy & Charnaie Gordon	Book	In Process		