

HUNTSVILLE MADISON COUNTY PUBLIC LIBRARY  
Board of Directors Meeting  
Tuesday, May 20, 2025 @ 4:00 pm  
**Meeting Site: Downtown Huntsville Library, 2<sup>nd</sup> Floor Meeting Room**

**AGENDA**

Call to Order	G.W. Boon, Chair
Approval of Agenda.....	<i>Page 1</i>
Approval of Minutes .....	<i>Page 2</i>
Library Foundation Report	Brooke Rawlins
Finance Committee Report	G.W. Boon, Chair
Request RFP for South Huntsville Library Cleaning Services (VOTE)	
Approve Investment Policy (VOTE).....	<i>Page 7</i>
Approve rainy day funds for North Huntsville Library (VOTE).....	<i>Page 11</i>
Financial Report .....	<i>Page 18</i>
 Governance Committee Report	 Doug Martinson, Vice Chair
Membership and Circulation Policy (VOTE).....	<i>Page 30</i>
Public Records Access Policy (VOTE) .....	<i>Page 32</i>
Social Media Policy (VOTE).....	<i>Page 35</i>
Grace Club Memorandum of Understanding (VOTE) .....	<i>Page 37</i>
United Women of Color Memorandum of Understanding (VOTE) ...	<i>Page 40</i>
Calhoun Community College Memorandum of Agreement (VOTE).....	<i>Page 43</i>
 Executive Director's Report	 Connie Chow
Activity Report .....	<i>Page 46</i>
 Public Comments	
Jackie Bellamy	Dr. Marisa Allison
Susan Stewart	Melanie Kolowski

Next Meeting Date:                      July 15, 2025 @ 4:00 pm  
  Location: North Huntsville Library, Community Meeting  
  Room

Huntsville-Madison County Public Library  
Board of Directors Meeting  
MINUTES  
March 18<sup>th</sup>, 2025

The meeting was called to order by the Chairperson.

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

In Attendance:

Carissa Callan	Tonia Stulting
Susan Stewart	Rachel Homolak
Dr. Marisa Allison	Melanie Kolowski
Julia Harrison	Maggie Minsk

### **Approval of Agenda**

Mr. Gray called for any changes to the agenda. There were no changes to the agenda. The agenda was deemed approved.

### **Approval of Minutes**

Mr. Gray called for any additions or corrections to the minutes from the last meeting. There were no requests for changes to the minutes. Ms. Thompson made the motion to approve the minutes, and Mr. Martinson seconded the motion. The minutes were deemed approved.

### **Library Foundation Report**

Ms. Rawlins reported the Library Foundation raised \$12,600 during February for the Love Your Library month. The Library Foundation Board approved \$22,000 in branch grants which will support summer reading, arts programs, STEM programs and Makerspace needs as well.

## **Finance Committee Report**

Mr. Garland presented the finance committee report and the annual audit. The audit was completed by Anglin Reichmann Armstrong, PC. Finance committee recommends approval of the audit. All board members were in favor, and the financial audit was approved.

## **Governance Committee Report**

### Proposal of Officers and Committee Chairs

Ms. Thompson reviewed the proposed officers and board committee appointments for vote.

#### **2025 Officers**

Chair: G.W. Boon III

Vice-Chair: Doug Martinson

#### **2025 Committee Chairs/Vice-Chairs**

##### **Finance**

Chair: Brad Garland

Vice-Chair: Carla Clift

##### **Governance**

Chair: Doug Martinson

Vice-Chair: Ranae Bartlett

##### **Governmental Relations**

Chair: Kevin Gray

Vice-Chair: Melissa Thompson

Mr. Boon as Chair of the Board will be an advisor to all committees. The proposal of officers and committee chairs was recommended from the governance committee. All board members were in favor of the slate of officers and committee chairs. The officers and committee chairs were approved.

## **Executive Director's Report**

### Activity Report

There has been an estimated 2.5% decrease in system circulation since the beginning of February. There has also been a 6% decrease in downloadables which is likely due to the change

in the Hoopla price cap. The highest circulation among branches at this time is Madison, South Huntsville, Downtown, and Monrovia. There was an increase in visitors by 26,000 in January, and an increase February of 3,000. The most visitors by branches include South Huntsville, Downtown, Madison, and North Huntsville.

The Downtown Huntsville Public Library hosted a Community Resource Fair, which included 32 agencies and had over 130 attendees. The highest attended program was the Mother Goose Story Time at South Huntsville with 214 attendees. Triana has a homeschool art education program that included 7 sessions. The program highlighted 7 artists and total art projects was 215 over the 7 sessions.

HMCPL has been working on the collection review project and working on updating the collection due to recent policy changes. The young reader cards have a 3-tier system, with Tier 1 at 197 cards (13%), Tier 2 at 287 cards (19%), and Tier 3 at 994 (67%), which totals 1,478 waivers that have been completed. There are 10,570 juvenile cards that are active and there are 22,000 juvenile cards in the system as a whole. Book titles reviewed at this time are 3,005 with total copies to include 12,555 book titles overall. Staff hours spent on this project is over 2,200 hours and an estimated cost over \$59,000.

### **Public Comments**

Before starting public comments, Mr. Gray informed those signed up to speak to direct their comments to the board and to not direct comments to anyone in the audience.

#### Carissa Callan

Ms. Callan thanked the library for complying with APLS Code. Ms. Callan questioned the staff's reasonings and methods for reviewing materials. Ms. Callan questions why "Looking for Alaska," "Me and Earl and the Dying Girl," and "The Perks of Being a Wallflower" are still in the young adult sections. Ms. Callan states that there has been an increase of books in the collection that promote transgenderism in minors, but no increase of books that are in opposition to transgenderism. Ms. Callan highlighted several book titles in her comments, such as "Understanding Transgender," "Together – A First Conversation about Love" as currently being the collection, while books like "She is She" do not appear to be added to the collection. Ms. Callan highlighted President Trump's Executive Order regarding transgender ideology.

#### Tonia Stulting

Ms. Stulting thanked the library for moving sexually explicit material. Ms. Stulting questions why "The Perks of Being a Wallflower" and "Melissa" are still in the young adult section due to the drug use, sexual content, and transgender ideology in the books.

Susan Stewart

Ms. Stewart states that the changes to the code by the APLS board have a disproportionate negative affect on lower income individuals. Ms. Stewart hopes that HMCPL will lessen the negative impact on children and teens who have limited access to resources, such as laptops and other devices. Ms. Stewart stated that the local Moms for Liberty group is using the “What is a Woman Bill” and President Trump’s Executive Order to have transgender books removed from libraries. Ms. Stewart also states that with President Trump calling for the elimination of the Institute for Museum and Library Services, libraries in Alabama could lose access to \$3 million dollars in funding. Ms. Stewart states that libraries need to think about how they will continue to operate in spite of loss of funding like this in the future.

Rachel Homolak

Ms. Homolak states that transgender ideology is dangerous and deadly. Ms. Homolak discussed a suicide study on individuals with gender dysphoria and she states that the data showed that individuals in the study had high suicide rates 8 to 10 years after their transition. Ms. Homolak also discussed a recent study conducted by the University of Texas that stated individuals who transitioned were more suicidal after their transition. Ms. Homolak also highlighted President Trump’s Executive Order 14168 and that all materials on transgender ideology need to be removed from the library. Ms. Homolak also talked about the story of John Money and David Rimer.

Dr. Marisa Allison

Dr. Allison is a Friend of the Library member and a member of the LGBTQ+ community. She states that the book banning crowd has shifted their focus from moving sexually explicit books out of the children’s sections to now calling for banning books. Dr. Allison stated that Moms for Liberty has started a campaign against transgenderism and removing materials on transgenderism from libraries. Dr. Allison asks the board to develop a plan to protect the right to read, and to develop a plan to move away from state and federal funding.

Melanie Kolowski

Ms. Kolowski states that diversity needs to be celebrated. Ms. Kolowski discussed the book “We Are All Welcome Here.” She states that hateful people are not owed unity.

Julia Harrison

Ms. Harrison talked about her experience taking her niece to the Downtown Huntsville Library. She stated her niece would look to her for reassurance before picking up a book. Ms. Harrison also expressed the hope that her niece would be able to explore a world of other cultures, religions, and lifestyles without being afraid.

Maggie Minsk

Ms. Harrison read the statement provided by Ms. Minsk since she was absent due to sickness. Ms. Minsk wrote about the funeral for the right to read held at Big Spring Park on March 2<sup>nd</sup>. Ms. Minsk's teenagers wanted to attend, but were prevented from attending at the last minute. She states that book banning is designed to silence different viewpoints. Ms. Minsk states that 35% of LGBTQ youth considered suicide last year and 41% of transgender teenagers considered suicide in the past year. Ms. Minsk states that a library should be a place where every child, every teenager, and every reader is safe and is able to find themselves in a book on the shelves.

**Next Meeting Date**

The next meeting will be held Tuesday, May 20<sup>th</sup>, 2025 at the Downtown Huntsville Public Library.

There being no further business, the meeting adjourned.

Submitted by:

Approved:

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Dietrich Schaefer

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Kevin Gray, Chair

Huntsville Public Library

dba Huntsville Madison County Public Library

## **Investment Policy**

The members of the Huntsville Madison County Public Library Board of Directors are the fiscal body of the Library. The members serve without compensation. The members of the Library Board have among their duties the responsibility for establishing and adopting the Investment Policy to guide and direct Library employees on the handling and investment of cash and investments received or held by the Library. This Investment Policy is the statement of policy by the Board for those purposes.

1. Policy Statement and Scope

- This document will govern the investment activities of the Huntsville Madison County Public Library. It is the policy of the Library to invest funds in a manner that will maximize the security of the principal while satisfying cash flow demands using approved methods that will provide the highest possible return. All investments will conform to applicable laws and regulations of the State of Alabama.

2. Delegation of Authority

- Management responsibility for the Library's investment program is delegated to the Executive Director who is considered the Library's chief financial officer.
- The Executive Director shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Executive Director.

3. Investment Objective

The primary objectives of the Library's financial investments are (in priority order):

- Preservation of capital – The preservation of capital is the foremost objective of the investment program. At no time should the safety of the portfolio's principal investment be impaired or jeopardized. All investments shall be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives.
- Liquidity – The Library's investment portfolio is to remain sufficiently liquid to enable the Library to meet those operating requirements that might be reasonably anticipated.
- Return on investments (Yield) – The Library's investments should generate the highest available return without sacrificing the first two objectives.
- Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence might exercise in the management of fiduciary funds entrusted to their care for the benefit of others.

4. Authorized and Suitable Investments

- The following investments are deemed to be suitable for inclusion in the Library's investment program. The Executive Director is authorized to invest Library funds only in those investments specifically delineated below:
  - U.S. Treasury Bills and Notes, for which the full faith and credit of the United States Government is pledged for the repayment of principal and interest;
  - Bonds, notes and other obligations issued by any federal government agency or instrumentality; but expressly excluding investments in government sponsored enterprises such as the Federal National Mortgage Association (Fannie Mae), the Federal Home Loan Bank (Freddie Mac) or other similarly situated businesses.
  - Demand deposit accounts (such as checking accounts) established at local financial institutions, and properly insured through the Federal Deposit Insurance Corporation (FDIC) or suitable collateralization such as Alabama's SAFE Program.
  - Certificates of Deposit (CDs) issued by local financial institutions, and properly insured through the FDIC or suitable collateralization such as Alabama's SAFE Program.
  - Certificates of Deposit (CDs) issued by banks located in the United States and properly insured through the FDIC or suitable collateralization such as Alabama's SAFE Program.

#### 5. Prohibited Investments

- The Executive Director may not purchase securities on margin or open a securities margin account for the investment of Library funds.

#### 6. Internal Controls

- The Executive Director is responsible for establishing and maintaining internal controls to insure that the assets of the Library are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points
  - Separation of transaction records from accounting data;
  - Custodial safekeeping;
  - Written confirmation of telephone transactions for investments and wire transfers.
  - On a quarterly basis, the Executive Director and the Deputy Director will review the investment analysis worksheet prepared by the bookkeeper.

#### 7. Maturity of Investments

- No investment shall have a maturity date of more than seven years from its date of purchase by the Library, unless an investment is matched to a specific obligation of the Library.

#### 8. Diversification of Investments

- The Library shall diversify its investments to the best of its ability based on the type of funds invested and cash flow needs of those funds. Diversification can be achieved by the type of investment, number of institutions, and the length of maturity.
- The Executive Director will use the following guidelines in administering the Library's investment policy:
  - The Library's total (100%) portfolio may be invested in securities guaranteed by the United States, or those securities for which the full faith of the United States is pledged for the payment of principal and interest.
  - The Library's total (100%) portfolio may be invested in certificates of deposit, savings, or deposit accounts that have FDIC insurance coverage of the entire principal amount or have been fully collateralized.
    - No more than 35% of the total portfolio may be invested in securities issued by any federal government agency or instrumentality.
- The Library's portfolio of all funds shall be deposited with more than one financial institution. Not more than 66% shall be deposited in any one financial institution for a period exceeding 3 consecutive months.

#### 9. Deposit Requirements

- The Library's Board of Directors shall designate as its public depositories any eligible institution that has offices within Madison County Alabama and is recognized as a Qualified Public Depository by the Alabama SAFE Program.
- The Board will also designate qualified investment firms for the establishment of Library brokerage and investment accounts. Eligible institutions are firms that are covered by SIPC federal insurance protection and have offices within Madison County Alabama.

#### 10. Library Funds

The Library Board may establish funds for money and securities of the Library. All monies from whatever source derived will be receipted into funds established by the Library Board under authority of law. The currently authorized funds are as follows:

- Library Operating Account – all money collected from local government, state government, fines and fees shall be deposited into the Library Operating Account

- Payroll Account – a zero balance account with funds transferred from the operating account as needed to cover payroll and payroll expenses
- Gift Account – including restricted and unrestricted money accepted and secured by the Library Board as a gift, grant, donation and endowment, bequest or trust some of which may be set aside in a separate fund or funds.
- Merchant Account – fines and fees accepted through credit or debit card transaction are held in the Merchant account and then flow into the Library Operating Account
- Library Reserve Fund – Unspent funds from the prior year’s operating funds may be accumulated in the Library Reserve Fund for the purpose of anticipating emergencies or future capital expenditures. Funds used for temporary cash flow emergencies do not require approval of the Library Board. Other expenditures must be approved in advance.
- Capital Campaign Account - Funds received from government sources, pledges from individuals or companies, individual contributions for the purpose of funding capital expenditures for new Libraries.

#### 11. Gifts of Stock Certificates

- Gifts of stock certificates should be made to the Huntsville Library Foundation whenever possible. If that is not appropriate, the stock should be sold as soon as practical and the funds placed in the Gift Account. It is the policy of the Library to sell all gifts of stock and other investments not meeting this Investment Policy as soon as practicable. An exception to the Policy requires Board approval.

#### 12. Professional Guidance

- Whenever required or deemed necessary by the Board, professional advice and guidance will be requested of licensed and experienced professionals in the investment field.

#### 13. Deviation from Policy

- Any deviation from this policy shall require the approval of the Library Board.

#### 14. Policy Review and Approval

- This policy shall be reviewed and approved annually by the Library Board.



# Automatic Swing Door Solutions

Huntsville Public Library North - Operator - Huntsville, AL

01154533  
Huntsville Public Library North  
Glenn Britton



Glenn Britton  
Huntsville Public Library North  
3011 Sparkman Dr  
Huntsville 35810

Apr 23 2025

Dear Glenn

**RE: Huntsville Public Library North - Operator - Huntsville, AL**

We appreciate the opportunity to submit our entrance systems proposal for your consideration. At dormakaba, we believe the customer comes first. Our solutions-guided team carefully assess your individual objectives and considers customer feedback vital to the successful completion of any project. Our purpose is to be your trusted partner throughout the product lifecycle and make access in life smart and secure.

Our corporate values underscore our brand promise;

- Customer First
- Performance
- Curiosity
- Courage
- Trust

As the world leader in holistic people flow control and access management systems, dormakaba builds trust one project at a time. Our products set the standard for lasting performance, quality, breadth and aesthetics. We provide seamless access solutions and services that not only make facilities smarter and more secure, but also give you the confidence of knowing we understand the complexity and challenges of designing welcoming entrances that provide a high degree of security.

With more than 16,000 employees worldwide and a consummate reputation spanning 150 years, dormakaba has established itself as a Tier 1 manufacturer with a complete product portfolio of sliding, swinging, and revolving doors and physical access systems.

From design consultation and specifications to installation and scheduled maintenance, smart access begins at dormakaba.

Yours sincerely,

Jerri Durazo  
jerri.durazo@dormakaba.com

We are pleased to provide our quotation for the furnish and install of the following products:

Product Family	Product	Quantity
ED100	ED100 - Narrow 4" x 6" Header Surface Applied Single	1.00
Miscellaneous	Miscellaneous	
Labor - Installation	Hours-Birmingham, AL L	
ED Operator	SURCHARGE-ED Operator	1.00
Subtotal		3,207.64
TOTAL (US Dollars)		\$ 3,207.64

dormakaba Proposal for Automatic Swing Door Operators:

Dormakaba products will be subject to a tariff surcharge effective for all quotes issued on or after March 19, 2025 until further notice. This will be listed above as a surcharge line item.

Terms: Furnish and Install

- Quantity: One (1) Single
- Operation: Automatic Swing Door
- Model: ED100 Low Energy
- Handing: Left Hand - Pull
- Header Length: 36"
- Finish: Clear Anodized
- Activation: Utilizing Existing Actuators on Site

Features

- Three Position Program Switch w/ connecting harness
- Microprocessor w/ 4 Quadrant Motor & Digital Encoder
- Indefinite Power Hold Close Ability

General Notes

- Electrical power to headers provided by customer.
- Performed During Normal Business Hours Monday - Friday 8:00AM - 5:00PM.
- Any patch work or paint on wall repair will be excluded.

Exclusions

- 110VAC wiring, routing of and final terminations excluded
- Security, card access and fire alarm wiring, routing of and final terminations excluded
- Preparations of walls, ceiling, or floor surfaces to accommodate proposed equipment including but not limited to proper opening bracing, junction box installation and low voltage raceways from activating devices to devices locations to header mounting locations excluded
- Performance bonds, permits and or fees are not included on this quote
- This quotation is calculated on one continuous installation engagement based on acceptable site conditions

Warranty: 2 Year Material and 1 Year Labor

Estimated Lead Time

- Factory Lead Time: 3-5 Weeks
- Shipping: 7-10 Business Days

Freight: Included

*Supply chain disruptions: Global trade is experiencing delays at all factories and brands at this time. All brands are subject to short notice price increases and long lead times. This is beyond our control and therefore dormakaba and its manufacturing partners are not responsible for any delays or back charges due to project delays caused by the global shipping crisis, and raw materials shortage. Regardless of any Force Majeure or liquidated damages provisions, lead times at this time are estimated and not guaranteed. Should you have questions or concerns, please contact your local sales representative.*

**The following exclusions apply to all work performed by dormakaba unless specifically noted in our offering**

- Sales tax is excluded
- Above described products are being offered & priced in good faith based upon provided information at the time of the proposal
- Labor for installation of above equipment shall occur weekdays during normal business hours
- Certified payroll, union labor or prevailing wage labor rates
- Unless otherwise indicated payment, terms are net 30 days based on an approved credit application
- This proposal is valid for 30 days from the quotation date

**Prior to installation:**

- Structural calculations, test reports or local authority building permits
- Signed & stamped drawings by Certified Professional Engineer
- Payment Bond or Performance Bond
- Removal & disposal of existing doors
- Demolition and rough opening preparation, ceiling and floor work
- Transom framing above door opening
- 110VAC or 220VAC electrical power supply to operator

**During installation & logistics:**

- Any hardware not specifically included in quote
- Low iron, Low E, security level & or non- standard glass
- Travel and labor will be billed at standard rates in instances when a customer confirms install readiness, but site is found not to be ready
- Temporary security, barricades, signage or board-up
- Offloading, craning & lifting of equipment to opening

**Connections:**

- Electrical wiring, conduit or power supply to the operator
- Installation and connection of any materials furnished by others including but not limited to access control, fire or smoke alarms
- Low voltage wiring, conduit or wire mold to push plate, card reader or other access activation
- All security key cylinders

**Surrounding Area:**

- Perimeter caulking or sealants
- Trim work, ceiling or dry-wall materials or finishing shopfront work adjacent to opening

**After Installation:**

- Cleaning of site, disposal of crates & packing materials
- Protection of the opening after installation, onsite materials or temporary board-up
- Painting, repairing or replacing of floors, cracked tiles, walls, and ceilings
- Weatherproofing
- Maintenance Services & Extended Warranties

**Acceptance of Quotation**

By signing below, the Purchaser represents personally (i) they have read, understands, and agrees with the terms herein including the before mentioned exclusions, (ii) is holding themselves to be authorized agent to agree on behalf of their company or organization to the terms herein, (iii) and their company or organization is of sound financial standing so as to fully comply with the payment terms herein expressed.

Quote Name: Huntsville Public Library North - Operator - Huntsville, Al

Quote Number: 01154533

Account: Huntsville Public Library North

Total: \$ 3,207.64

**Purchaser:**

Accepted by: \_\_\_\_\_

Print name: \_\_\_\_\_

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



 <p>Electronic hotel locks</p>	 <p>Mobile access solutions</p>
 <p>Access management software</p>	 <p>Key systems</p>
 <p>Perimeter access control</p>	 <p>Interior glass systems</p>
 <p>Entrance systems</p>	 <p>Doors and door hardware</p>

## Terms and Conditions

These Terms and Conditions, including all writings attached hereto and writings incorporated herein by reference, if any, is intended by Buyer and dormakaba as the final, complete and exclusive statement of all of the terms of their agreement respecting the services provided under the Contract.

### 1. Conditions of Services

- a. All lead times will begin after receiving complete approvals of submittals, shop drawings, affecting change orders, and from approved credit application or receipt of agreed upon deposit amount.
- b. Please read proposal carefully as we will only perform work and/or provide materials contained therein.
- c. No provisions have been made for Union or Davis Bacon/Prevailing wages unless explicitly noted.
- d. All existing equipment removed by dormakaba shall be exclusive property of dormakaba.
- e. dormakaba will be responsible for scope housekeeping only. Composite clean-up crews will not be provided.
- f. We do not assume responsibility for faulty installation or broken glass by others.
- g. Clerical errors subject to correction.

### 2. Compensation

- a. **Payment:** Full payment is due upon completion unless credit is pre-established. For any work requiring materials purchase or scheduling, a 50% deposit is due at time of proposal acceptance. Twenty percent (20%) of the Contract value may be billed after job award. Joint check agreements may be requested at the discretion of dormakaba. If payment is outstanding for any one account, work may be stopped, and outstanding orders cancelled until account is restored. Should dormakaba require the use of collection, attorney's fees, or fees for insufficient funds, Buyer agrees that these funds will be repaid to dormakaba. dormakaba retains the right to file a lien against all or part of the property being improved. dormakaba reserves the right to add a 2.5% charge if invoice becomes delinquent beyond terms. Buyer agrees to pay a service charge of one and one-half percent (1½%) per month, commencing thirty (30) days following invoice.
- b. **Price & Tax:** Quoted price is valid for 30 days. Please validate pricing after this period of time. dormakaba reserves the right to revise quotations after 30 days. Tax is excluded unless specifically stated on proposal. This price is firm for dormakaba dimensional & design standards only.
- c. **Back-Charges:** Under no circumstances will dormakaba approve back-charges unless granted in writing by an authorized party of the company.

3. **Cancellation:** In the event an order is cancelled, it will be subject to standard 20% restocking fees, cancellation fees, engineering fees, materials & freight costs incurred, and administrative fees. Standard cancellation is 20% of order as long as no materials have been ordered. Should Buyer release material orders, Buyer will be liable for that portion of the job and 20% of the remaining amount of work unperformed/unordered.

4. **Performance & Delivery:** dormakaba shall not be liable for delays in schedule, liquidated damage, or additional costs incurred due to issues beyond dormakaba's reasonable control. Buyer shall accept a mutually acceptable secondary plan of expedited costs, substitutions, or materials purchased at additional expense. dormakaba assumes no responsibility for materials replacement if materials were previously received, inspected, and accepted by Buyer.

5. **Freight:** Lead times are based on standard requirements by factory to provide materials proposed. Ship dates will be provided as estimate only once order is placed with the factory. Adequate packaging will be provided for any normal shipping circumstance such that materials will be protected and labelled as required. Special packaging may be provided for an additional expense. Shipping will be cost effective unless expedited fees are accepted by Buyer. If materials are to be provided to job site or Buyer location, dormakaba will make an informed decision as to the best instruction to provide the shipping company. If materials are not required to have direct delivery, materials will be brought to branch for pickup by Buyer. All freight terms shall be FOB. Any claims for damage in transit or lost freight, receiving, and inspection of materials is the responsibility of Buyer. It is a requirement of Buyer to inspect and review all materials prior to accepting shipment.

6. **Site Requirements for Installation:** Our quotation is contingent upon all work being performed during normal business hours unless otherwise negotiated and a mutually agreeable schedule. This quotation is calculated on one continuous installation engagement based on acceptable site conditions where other dependent scopes have completed preparation for proposed materials (i.e. electrical work, floor work, adjacent construction). When Buyer has given authorization for work to begin, no other scopes may impede our ability to complete installation in agreed upon area. dormakaba reserves the right to invoice for costs that are incurred due to unacceptable site conditions or delays by others resulting in additional installation visits.

7. **Storage:** dormakaba reserves the right to implement a storage fee if delivery is delayed after agreed upon date. Should project timeline require storage of materials, dormakaba reserves the right to bill for those materials at the time they have been received at a dormakaba location, Buyer location, or at job site. Certificate of insurance for stored materials can be provided to buyer upon request.

8. **Submittals:** Signed acceptance by Buyer of shop drawings and/or submittals shall be interpreted as acceptance that proposed scope is the correct interpretation of construction documents. Any field verification and/or work required by others as detailed in the submittal will be provided and coordinated by Buyer.

9. **Timelines & Commencement of Work:** Work shall not begin, nor shall orders be placed for any projects until all shop drawings and submittals have been approved in writing by Buyer. Prerequisite to commencement of work is the approval of any cost changes and related scope information which have affected scheduling of work or ordering of materials. Approved credit application or receipt of agreed upon deposit amount must be received prior to commencement of work or ordering of materials. Prices are subject to undetermined escalation costs after thirty (30) days. Ship dates are approximate and subject to change.

10. **Warranty:** dormakaba will provide one (1) year warranty on materials to be free from manufacturer defects and on installation labor performed. Extended warranties are available for an additional cost. dormakaba is not responsible for defects or damages caused by wear and tear, consumable materials, vandalism, fires, storms, floods, acts of God, misuse, abuse or alteration on by any company other than dormakaba. No credit will be provided for any work completed by others during warranty term. dormakaba reserves the right to withhold the performance of warranty work if Buyer payments have become past due. Warranty work will be performed during normal business hours with our standard response times. Any warranty work taking place beyond normal business hours or with expedited response time may be billable. In the event that Buyer, its agents, employees, successors, and/or assigns tampers with, misuses, removes any parts, or adds any parts or equipment, Buyer agrees to indemnify, save and hold harmless dormakaba, its agents, employees, successors, and/or assigns, from any and all liability, damages, or losses, including reasonable attorney's fees, arising out of, or incidental to, the aforementioned conduct. dormakaba warrants that all goods manufactured by dormakaba and all services provided by dormakaba hereunder will be free from defects in workmanship and materials for twelve (12) months from the date of Delivery to the carrier, unless sold as "With All Faults", "Shop", "As Is", "As They Stand" or other similar designation. Products repaired or replaced under the warranty are warranted only through the remainder of the original warranty period.

11. **Insurance:** Insurance certificates will be provided upon request. Coverage is limited to the types and amounts that will be detailed on dormakaba's certificate. Cost for special insurance requirements such as OCIP, CCIP, is excluded from proposal.

12. **Limitation of Liability:** The statute of limitations application to all claims arising under these Terms and Conditions or otherwise shall be 180 days from the date the claim occurs. dormakaba shall not be liable for any loss, damage or injury resulting from delay in delivery or installation of the products or for any failure to perform which is due to circumstances beyond our control. The maximum liability, if any, of dormakaba for all damages, including without limitation contract damages and damages for injuries to persons or property, whether arising from dormakaba's breach of these Terms and Conditions, breach of warranty, negligence, strict liability, or other tort, with respect to the product(s) or any services in connection with the product(s), is limited to an amount not to exceed the purchase price of the product(s). In no event shall seller be liable to Buyer for any incidental, consequential, or special damages, including without limitation, lost revenues and profits even if the dormakaba has been advised of the possibility of such damages. The right to recover damages within the limitations specified is Buyer's exclusive alternative remedy in the event that any other contractual remedy fails its essential purpose.

13. **THE CONTRACT:** Signature by the Buyer of the Proposal or Contract shall initiate acceptance of a binding contract subject to the terms and conditions set forth herein. It is incumbent upon the Buyer to review these terms and conditions and warrants by signature that the signor is a competent representative of their company. dormakaba recognizes that Buyer may desire to utilize its own form of acknowledgment or acceptance of the Proposal. However, the use of any such form shall be for convenience only. No modification of these terms shall be affected by the acknowledgment or acceptance of purchase order, shipping instruction forms, bills of lading or any other document containing terms or conditions at variance with or in addition to those set forth herein, all such varying or additional terms being hereby objected to and rejected by dormakaba and deemed to be waived by Buyer. BY ORDERING ANY SERVICES OR PRODUCTS UNDER THIS CONTRACT, BUYER AGREES TO ALL THE TERMS CONTAINED HEREIN.

Huntsville Public Library  
FINANCIAL ANALYSIS  
OCT 24 APR 25

[illegible]

# Huntsville Public Library

## Balance Sheet

As of April 30, 2025

	Apr 30, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash and cash on hand	
VISA DEBIT CARDS	
VISA GIFT CARD-OUTREACH 1701	330.30
Total VISA DEBIT CARDS	330.30
Servis1st Bank-Master Account	
Servis1st Bank-Master-Rainy Day	2,224,322.00
Servis1st Bank-Master Account - Other	2,396,461.16
Total Servis1st Bank-Master Account	4,620,783.16
Servis1st Bank-Gifts	540,325.15
Servis1st Bank-Merchant Acct	18,447.15
Servis1st Bank-Payroll	20,522.91
Petty cash	1,695.00
TRUIST BANK CD RAINY DAY-MMA	590,203.83
Cash and cash on hand - Other	1.00
Total Cash and cash on hand	5,792,308.50
<b>Certificates of Deposit</b>	
UNITED COMMUNITY EME-78864	191,267.74
UNITED COMMUNITY-RAINY DAY	268,493.71
UNITED COMMUNITY-CUMMER	104,680.79
Firstbank EME Funds	95,468.14
PNC CD #391594 EME	183,282.95
SERVIS 1ST CD 3140415 AEDG	55,228.24
Servis1st CD Mccalin 371138	29,734.64
UNITED COMMUNITY-KYSER CD	56,650.70
Total Certificates of Deposit	984,806.91
<b>Investments</b>	
C. Schwab HMCPL 3703-9063	909,495.92
C. Schwab M. Pruitt 4478-8529	111,985.41
C.Schwab Jean Payne 7587-0478	80,214.31
C. Schwab- Roberts 4311-4986	22,603.69
Total Investments	1,124,299.33
Total Checking/Savings	7,901,414.74
<b>Accounts Receivable</b>	
Accounts Receivable	-321.30
Total Accounts Receivable	-321.30
<b>Other Current Assets</b>	
Lease Receivable - ST	19,605.38
Miscellaneous Deposits	18,333.15
Miscellaneous Receivables	68,791.92
Prepays	21,722.37
Undeposited Funds	4,200.00
Total Other Current Assets	132,652.82
<b>Total Current Assets</b>	8,033,746.26

# Huntsville Public Library

## Balance Sheet

As of April 30, 2025

	Apr 30, 25
<b>Fixed Assets</b>	
Library collection	2,905,903.85
Miscellaneous fixed assets	6,143,712.54
Donated photographs	126,077.00
Acc deprec - library collection	-1,983,200.15
Acc deprec - misc fixed assets	-4,456,217.66
Lease Asset	62,708.25
Acc Amortization - Lease	-42,129.60
<b>Total Fixed Assets</b>	<b>2,756,854.23</b>
<b>Other Assets</b>	
Lease Receivable - LT	15,376.64
<b>Total Other Assets</b>	<b>15,376.64</b>
<b>TOTAL ASSETS</b>	<b>10,805,977.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Lease Liability - ST	16,735.94
Accrued liabilities	
Withheld Principal 457(b) Pretax	-33,344.32
Withheld Principal 457(b) Roth	-44,785.13
Clinic	162.50
Withheld Vanguard 457(b) Roth	44,429.93
Withheld Vanguard 457(b) Pretax	33,344.32
Accrued Expenses	7,132.76
Retirement payable	41,897.34
Withheld Accident Ins(pretaxed)	26.92
Withheld Critical Illness Princ	-231.83
Withheld Voluntary Life Prem	-1,018.59
Withheld Health Ins (pretaxed)	-25,073.69
Withheld Health Ins (taxed)	4,236.68
Withheld LTD Principal	-757.14
Withheld STD Principal	-455.62
Withheld Vision (pretaxed)	-876.85
Withheld Vision (taxed)	52.34
<b>Total Accrued liabilities</b>	<b>24,739.62</b>
Deferred revenue	
Deferred revenue - grants	42,768.13
<b>Total Deferred revenue</b>	<b>42,768.13</b>
<b>Total Other Current Liabilities</b>	<b>84,243.69</b>
<b>Total Current Liabilities</b>	<b>84,243.69</b>
<b>Long Term Liabilities</b>	
Lease - Deferred Inflow of Reso	33,881.17
Lease Liability - LT	4,512.20
<b>Total Long Term Liabilities</b>	<b>38,393.37</b>
<b>Total Liabilities</b>	<b>122,637.06</b>

# Huntsville Public Library

## Balance Sheet

As of April 30, 2025

	Apr 30, 25
<b>Equity</b>	
Investment in Fixed Assets	2,926,306.12
Restricted Fund	359,349.75
Retained Earnings	3,598,126.90
<b>UNRESTRICTED-GENERAL FUND</b>	1,755,685.55
Net Income	2,043,871.75
<b>Total Equity</b>	10,683,340.07
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,805,977.13</b>

Huntsville Public Library  
Profit /Loss Budget vs. Actual  
OCT 24-APR 25

										Total COH			
INCOME and EXPENSE SHOULD BE AT 58.3%										Oct '24 - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense													
Income													
Total GOVERNMENT SUPPORT										4,568,773.54	6,089,392.00	-1,520,618.46	75.03%
FRIENDS OF THE LIBRARY SUPPORT										61,336.79	105,000.00	-43,663.21	58.42%
FOUNDATION SUPPORT										66,818.18	67,500.00	-681.82	98.99%
Total INVESTMENT INCOME										104,489.03	176,025.00	-71,535.97	59.36%
Total FEES										71,402.70	68,200.00	3,202.70	104.7%
Total GIFTS and GRANTS										85,562.89			
Total MISCELLANEOUS										1,270.50			
Total PROGRAM REVENUES										0.00			
Total Income										4,959,653.63	6,506,117.00	-1,546,463.37	76.23%
Gross Profit										4,959,653.63	6,506,117.00	-1,546,463.37	76.23%
Expense													
CAPITAL CAMPAIGN EXPENSE										1,872.92			
Total AUTOMATED SERVICES										70,979.13	130,309.00	-59,329.87	54.47%
Total BUILDING OPERATIONS										616,586.42	1,175,480.00	-558,893.58	52.45%
Total GENERAL OPERATING										110,116.07	189,000.00	-78,883.93	58.26%
Total MATERIALS										378,569.73	550,253.00	-171,683.27	68.8%
Total SALARIES & BENEFITS										2,351,402.79	4,461,075.00	-2,109,672.21	52.71%
Total GRANT EXPENSES										2,020.79			
Total OTHER GIFT EXPENSES										50,887.99			
MISCELLANEOUS EXPENSES										0.00			
Total Expense										3,582,435.84	6,506,117.00	-2,923,681.16	55.06%
Net Ordinary Income										1,377,217.79	0.00	1,377,217.79	100.0%
Net Income										1,377,217.79	0.00	1,377,217.79	100.0%

Huntsville Public Library  
Profit /Loss Budget vs. Actual  
OCT 24-APR 25

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Huntsville Public Library  
Profit /Loss Budget vs. Actual  
OCT 24-APR 25

										Total Hazel Green			
INCOME and EXPENSE SHOULD BE AT 58.3%										Oct '24 - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense													
Income													
Total GOVERNMENT SUPPORT										118,196.25	147,595.00	-29,398.75	80.08%
FRIENDS OF THE LIBRARY SUPPORT										164.50			
FOUNDATION SUPPORT										1,363.64	1,250.00	113.64	109.09%
Total INVESTMENT INCOME										0.00			
Total FEES										4,004.15	4,560.00	-555.85	87.81%
Total GIFTS and GRANTS										1,092.72			
Total MISCELLANEOUS										0.00			
Total PROGRAM REVENUES										10.00			
Total Income										124,831.26	153,405.00	-28,573.74	81.37%
Gross Profit										124,831.26	153,405.00	-28,573.74	81.37%
Expense													
CAPITAL CAMPAIGN EXPENSE										0.00			
Total AUTOMATED SERVICES										4,279.14	14,610.00	-10,330.86	29.29%
Total BUILDING OPERATIONS										4,617.00	8,636.00	-4,019.00	53.46%
Total GENERAL OPERATING										2,494.34	5,637.00	-3,142.66	44.25%
Total MATERIALS										7,303.73	12,239.00	-4,935.27	59.68%
Total SALARIES & BENEFITS										62,629.52	112,283.00	-49,653.48	55.78%
Total GRANT EXPENSES										0.00			
Total OTHER GIFT EXPENSES										1,270.70			
MISCELLANEOUS EXPENSES										0.00			
Total Expense										82,594.43	153,405.00	-70,810.57	53.84%
Net Ordinary Income										42,236.83	0.00	42,236.83	100.0%
Net Income										42,236.83	0.00	42,236.83	100.0%

Huntsville Public Library  
Profit /Loss Budget vs. Actual  
OCT 24-APR 25

[illegible]

Huntsville Public Library  
Profit /Loss Budget vs. Actual  
OCT 24-APR 25

										Total Monrovia			
INCOME and EXPENSE SHOULD BE AT 58.3%										Oct '24 - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense													
Income													
Total GOVERNMENT SUPPORT										174,240.00	211,820.00	-37,580.00	82.26%
FRIENDS OF THE LIBRARY SUPPORT										2,000.00	2,000.00	0.00	100.0%
FOUNDATION SUPPORT										1,363.63	1,250.00	113.63	109.09%
Total INVESTMENT INCOME										0.00			
Total FEES										5,244.21	4,590.00	654.21	114.25%
Total GIFTS and GRANTS										11,486.51			
Total MISCELLANEOUS										0.00			
Total PROGRAM REVENUES										0.00			
Total Income										194,334.35	219,660.00	-25,325.65	88.47%
Gross Profit										194,334.35	219,660.00	-25,325.65	88.47%
Expense													
CAPITAL CAMPAIGN EXPENSE										0.00			
Total AUTOMATED SERVICES										7,860.33	15,606.00	-7,745.67	50.37%
Total BUILDING OPERATIONS										4,173.53	7,697.00	-3,523.47	54.22%
Total GENERAL OPERATING										4,688.73	8,434.00	-3,745.27	55.59%
Total MATERIALS										9,296.54	15,347.00	-6,050.46	60.58%
Total SALARIES & BENEFITS										88,142.26	172,576.00	-84,433.74	51.07%
Total GRANT EXPENSES										0.00			
Total OTHER GIFT EXPENSES										1,294.92			
MISCELLANEOUS EXPENSES										0.00			
Total Expense										115,456.31	219,660.00	-104,203.69	52.56%
Net Ordinary Income										78,878.04	0.00	78,878.04	100.0%
Net Income										78,878.04	0.00	78,878.04	100.0%

Huntsville Public Library  
Profit /Loss Budget vs. Actual  
OCT 24-APR 25

										Total New Hope			
INCOME and EXPENSE SHOULD BE AT 58.3%										Oct '24 - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense													
Income													
Total GOVERNMENT SUPPORT										72,520.41	109,179.00	-36,658.59	66.42%
FRIENDS OF THE LIBRARY SUPPORT										38.50	1,800.00	-1,761.50	2.14%
FOUNDATION SUPPORT										1,363.64	1,250.00	113.64	109.09%
Total INVESTMENT INCOME										0.00			
Total FEES										990.52	590.00	400.52	167.89%
Total GIFTS and GRANTS										5,100.00			
Total MISCELLANEOUS										0.00			
Total PROGRAM REVENUES										0.00			
Total Income										80,013.07	112,819.00	-32,805.93	70.92%
Gross Profit										80,013.07	112,819.00	-32,805.93	70.92%
Expense													
CAPITAL CAMPAIGN EXPENSE										0.00			
Total AUTOMATED SERVICES										999.35	3,563.00	-2,563.65	28.05%
Total BUILDING OPERATIONS										3,523.61	5,487.00	-1,963.39	64.22%
Total GENERAL OPERATING										1,730.28	4,378.00	-2,647.72	39.52%
Total MATERIALS										3,137.89	5,407.00	-2,269.11	58.03%
Total SALARIES & BENEFITS										58,839.24	93,984.00	-35,144.76	62.61%
Total GRANT EXPENSES										0.00			
Total OTHER GIFT EXPENSES										395.81			
MISCELLANEOUS EXPENSES										0.00			
Total Expense										68,626.18	112,819.00	-44,192.82	60.83%
Net Ordinary Income										11,386.89	0.00	11,386.89	100.0%
Net Income										11,386.89	0.00	11,386.89	100.0%

Huntsville Public Library  
Profit /Loss Budget vs. Actual  
OCT 24-APR 25

										Total Triana			
INCOME and EXPENSE SHOULD BE AT 58.3%										Oct '24 - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense													
Income													
Total GOVERNMENT SUPPORT										63,210.00	91,480.00	-28,270.00	69.1%
FRIENDS OF THE LIBRARY SUPPORT										0.00			
FOUNDATION SUPPORT										1,363.64	1,250.00	113.64	109.09%
Total INVESTMENT INCOME										0.00			
Total FEES										1,038.48	770.00	268.48	134.87%
Total GIFTS and GRANTS										1,100.00			
Total MISCELLANEOUS										0.00			
Total PROGRAM REVENUES										0.00			
Total Income										66,712.12	93,500.00	-26,787.88	71.35%
Gross Profit										66,712.12	93,500.00	-26,787.88	71.35%
Expense													
CAPITAL CAMPAIGN EXPENSE										0.00			
Total AUTOMATED SERVICES										710.63	2,699.00	-1,988.37	26.33%
Total BUILDING OPERATIONS										1,434.24	2,270.00	-835.76	63.18%
Total GENERAL OPERATING										1,774.35	3,049.00	-1,274.65	58.19%
Total MATERIALS										4,067.03	7,142.00	-3,074.97	56.95%
Total SALARIES & BENEFITS										43,860.41	78,340.00	-34,479.59	55.99%
Total GRANT EXPENSES										0.00			
Total OTHER GIFT EXPENSES										2,092.84			
MISCELLANEOUS EXPENSES										0.00			
Total Expense										53,939.50	93,500.00	-39,560.50	57.69%
Net Ordinary Income										12,772.62	0.00	12,772.62	100.0%
Net Income										12,772.62	0.00	12,772.62	100.0%

Huntsville Public Library  
Profit /Loss Budget vs. Actual  
OCT 24-APR 25

						TOTAL			
INCOME and EXPENSE SHOULD BE AT 58.3%						Oct '24 - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense									
Income									
Total GOVERNMENT SUPPORT						5,683,098.93	7,833,372.00	-2,150,273.07	72.55%
FRIENDS OF THE LIBRARY SUPPORT						83,569.79	126,800.00	-43,230.21	65.91%
FOUNDATION SUPPORT						75,000.00	75,000.00	0.00	100.0%
Total INVESTMENT INCOME						104,489.03	176,025.00	-71,535.97	59.36%
Total FEES						112,479.55	105,425.00	7,054.55	106.69%
Total GIFTS and GRANTS						121,118.82	0.00	121,118.82	100.0%
Total MISCELLANEOUS						1,503.86	0.00	1,503.86	100.0%
Total PROGRAM REVENUES						10.00	0.00	10.00	100.0%
Total Income						6,181,269.98	8,316,622.00	-2,135,352.02	74.32%
Gross Profit						6,181,269.98	8,316,622.00	-2,135,352.02	74.32%
Expense									
CAPITAL CAMPAIGN EXPENSE						1,872.92	0.00	1,872.92	100.0%
Total AUTOMATED SERVICES						128,246.56	240,154.00	-111,907.44	53.4%
Total BUILDING OPERATIONS						668,844.18	1,275,639.00	-606,794.82	52.43%
Total GENERAL OPERATING						143,032.94	250,470.00	-107,437.06	57.11%
Total MATERIALS						457,011.18	731,229.00	-274,217.82	62.5%
Total SALARIES & BENEFITS						3,087,594.57	5,819,130.00	-2,731,535.43	53.06%
Total GRANT EXPENSES						2,346.47	0.00	2,346.47	100.0%
Total OTHER GIFT EXPENSES						64,073.38	0.00	64,073.38	100.0%
MISCELLANEOUS EXPENSES						0.00	0.00	0.00	0.0%
Total Expense						4,553,022.20	8,316,622.00	-3,763,599.80	54.75%
Net Ordinary Income						1,628,247.78	0.00	1,628,247.78	100.0%
Net Income						1,628,247.78	0.00	1,628,247.78	100.0%

# Membership and Circulation

## Borrowers Cards

*Resident:* Issued free to all Huntsville and Madison County residents ages 18 and older. Residents of Limestone County that live within the city limits of Madison and Huntsville are also eligible. Valid at all branches and bookmobile. Identification with correct name and permanent address required. A government-issued photo ID is required, such as a driver's license, passport or student school card. ID can be out of area driver's license combined with a lease, utilities bill, or imprint on a check or deposit slip.

*Non-Resident:* \$20.00 annual fee for individual. \$35.00 annual fee for families. Family cards are for individuals sharing a physical address in the same household. A government-issued photo ID with correct name and address is required. The fee is non-refundable and non-transferable.

Only Resident and Non-Resident cards for ages 18 and older will have access to request Interlibrary Loan materials.

*Young Readers:* Issued to youth ages 17 and younger. Parent or guardian must also have a Resident or Non-Resident card and sign a waiver for their child to setup a card. At card setup, the parent or guardian must select the level of access for the Young Reader card. Parent or guardian must be a resident of Madison County or a Limestone County resident living within the city limits of Madison or Huntsville, and must agree to be responsible for all items borrowed by the child(ren). Identification for the adult is required as detailed in the Resident section listed above. Changing the level of access for a Young Reader Card requires the parent or guardian to sign a new waiver.

Young Reader Cards have three levels of access.

- *Level 1 Young Reader:* Individual may check out from only the physical juvenile collection. No digital downloads access is available. This is the default level of access unless specified otherwise by a parent or guardian on the waiver.
- *Level 2 Young Reader:* Individual may check out from the physical juvenile and young adult collections. No digital downloads access is available.
- *Level 3 Young Reader:* Individual may checkout from the physical juvenile, young adult, and adult collections. Digital downloads access is available.

### *Guest Patron Card:*

Issued free to adults ages 18 and older for in-house computer use or room reservation only. Guest patrons may change to a fully-privileged Resident or Non-Resident card when they meet the registration requirements. Upon registration, guest patrons must provide a form of identification as well as the following information: legal name, address, zip code, date of birth, and phone number.

Non-Resident cards expire after one year and will be renewed annually after payment of the out of county fee. Resident cards expire every three years and will be renewed after confirmation of current contact information.

## Card Limits

*Adult Card* – up to 50 items

*Young Readers Level 1 -3 Cards* - up to 50 items.

*Guest Patron Card* - No items may be borrowed with a Guest Patron Card.

## Check Out Period

All items can be borrowed for a period of two (2) weeks with four (4) renewals unless the item is on hold.

## Holds

Holds are made for books, DVDs, CDs, and audiobooks with a 50-item limit. Holds may not be placed on magazines, comics, or kits.

Access levels described in the Borrower Cards section will also limit the items that may be placed on hold by a patron. An item may not be renewed if a hold has been placed on it. Patrons will receive notification that their held item is available through email or text.

Materials are held for 7 days.

**Updated: 3/3/25**

# Public Records Access

## Purpose

To define responsibilities and procedures for handling outside request for information regarding employees, Board minutes, library policies and/or records.

## Procedure

1. Individual ~~contacts Huntsville-Madison County Public Library requesting access to information regarding employees, Board minutes, library policies and/or records-completes the City of Huntsville's Public Records Request form:~~ <https://huntsvilleal.justfoia.com/publicportal/home/track>
2. Director of Human Resources is hereby designated as the officer of the Huntsville-Madison County Public Library that is to receive all requests ~~from any individual that may request for~~ public information of Huntsville-Madison County Public Library.
3. ~~The Director of Human Resources will furnish the approved form, as attached hereto, and request that Requester complete all portions of the form, together with signature.~~
- 4.3. The Director of Human Resources will have the authority to determine whether the requested information should be provided, taking into consideration privacy, security, critical infrastructure, reasons for request (including whether request is speculative or out of mere curiosity), and whether such requests will unduly interfere or hinder the discharge of duties and operations of the Huntsville-Madison County Public Library.
- 5.4. The Director of Human Resources will determine within a reasonable time as to:
  1. Whether the information or any portions thereof will be furnished.
  2. The reasonable cost of compiling, preparing and copying the requested materials.
- 6.5. The Director of Human Resources, or his designated representative, will reply, in writing, as to whether the information or records requested will or will not be made available, and if records and materials will be made available, will inform the Requester of the reasonable cost of compiling, preparing and copying the information as requested. Requester will be informed that, prior to the information being furnished, the cost, if any, are required to be paid. If the costs are required to be paid in advance, and if payment is other than cash or bank check, then funds will be required to be cleared before records and information are copied, produced or otherwise assimilated.
- 7.6. If the Requester desires merely to inspect records, the Director of Human Resources shall designate a time and place during business hours to examine the records. At the time of viewing and inspecting, employees of Huntsville-Madison County Public Library shall be present.
- 8.7. If the information consists of copying, compiling and preparing records, then after payment of costs, the records or information will be furnished to Requester at a time and place designated by the Director of Human Resources.

9.8. Any questions concerning the time, manner and place of providing documents under this policy shall be directed to the Director of Human Resources.

**~~HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY~~**

**~~REQUEST FOR INFORMATION FORM~~**

*~~Please Print~~*

-

-

~~Date of Request:~~ \_\_\_\_\_

-

~~Name of Person making request:~~ \_\_\_\_\_

-

~~Address/Telephone Number:~~ \_\_\_\_\_

-

~~Information Requested (please be specific):~~

-

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**Purpose of Request (what the information will be used for):**

-

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-

**Signature:** \_\_\_\_\_

## **Social Media Policy**

This policy establishes guidelines for the use of The Huntsville-Madison County Public Library (HMCPL) social media sites as a means of engaging with patrons, promoting events and services, and showcasing the Library. The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited forum for discussion of Library-related information.

### **Definition of Social Media:**

For the purposes of this policy, "social media" is understood to be electronic communication through which users create or interact in online spaces to share information, ideas, personal messages, and other content. Social media includes any webpage or app through which HMCPL has an account and interacts with other users.

Examples of social media include, but are not limited to, Facebook, Instagram, X (formerly Twitter), YouTube, LinkedIn, and Flickr. For the purposes of this policy, "comments" include information, articles, pictures, videos, or any other form of communicative content posted on an HMCPL social media site.

Posted comments and images do not necessarily represent the views of HMCPL. External, non-HMCPL links on a social media page do not constitute official endorsement on behalf of HMCPL. While we encourage the sharing of thoughts and opinions on the HMCPL's social media pages, we expect that this will be done in a respectful manner. Please note: a "like," "comment," or "share" does not equal an endorsement on behalf of HMCPL. HMCPL does not agree with or endorse every comment that individuals post on our pages. Our goal is to share information and ideas with as many individuals as possible, and our policy is to accept the majority of comments made to our profile. Therefore, a comment may be hidden or deleted if it contains:

- Hate speech
- Profanity, obscenity, or vulgarity
- Nudity in profile pictures
- Defamation to a person or people
- Name calling and/or personal attacks
- Comments whose main purpose is to sell a product
- Comments that infringe on copyrights
- Spam comments, such as the same comment posted repeatedly on a profile

- Comments unrelated to content in the post
- Other comments that HMCPL deems inappropriate

We understand that social media is a 24/7 medium; however, our moderation capabilities are not. We may not see every inappropriate comment right away, and we trust in the maturity of our community to ignore personal attacks and negative speech or respond politely. In case of an emergency, please dial 911 and contact the appropriate emergency personnel. Please contact [feedback@hmcpl.org](mailto:feedback@hmcpl.org) if you have any questions.

# MEMORANDUM OF UNDERSTANDING



5/1/2025

Huntsville-Madison County Public Library

Memorandum of Understanding with the Grace Club of Huntsville

# Memorandum of Understanding

## HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY

### Introduction

The Grace Club of Huntsville (GCH), is an organization formed to support civic and charitable organizations through fundraising events and other projects. GCH is requesting that their Grace Award plaque, a 2ft x 1ft metal sign with removal metal name plates, be placed for public viewing at the Downtown Huntsville Library. Huntsville-Madison County Public Library (HMCPL) is offering temporary placement of the Grace Award plaque.

### Statement of Benefits

#### **What HMCPL offers GCH:**

1. HMCPL will provide display space for the Grace Award plaque in the Special Collections Department, on the second floor of the Downtown Huntsville Library.
2. HMCPL will allow for the biennial update of the plaque, which will be conducted by GCH and may warrant the removal of a metal name plate from the plaque.

#### **What GCH offers HMCPL:**

1. Provide a letter written and signed by the Grace Club Key Contact for the biennial removal of the metal plate for update of the plaque. Letter to be given to the HMCPL Key Contact.
2. Provide a letter written and signed by the Grace Club Key Contact for the removal of the plaque upon termination of agreement. Letter to be given to the HMCPL Key Contact.

### Terms of Agreement

1. This MOU is in effect until HMCPL's building renovations require the plaque's removal for storage by the GCH. Due to renovation unknowns, HMCPL cannot guarantee it will have the same display policies or display space post-renovation.
2. The HMCPL Key Contact will be HMCPL's Special Collections manager.
3. HMCPL will determine where within the Special Collections Department the plaque will be displayed, and will provide notice if it needs to be moved.
4. GCH will be responsible for the removal and restoration of metal name plates, including any alterations to the plates.
5. GCH and HMCPL must provide 30 days' notice in the event that the terms of loan are to be changed or discontinued.

### Summary

The partnership with the Grace Club of Huntsville offers an opportunity for HMCPL to support its strategic plan goal to "Build strong relationships with new and existing partners in our community to deliver better services." It also offers the opportunity for GCH to prominently highlight the work they do in the community.

**Signatures:**

A handwritten signature in black ink that reads "Elizabeth Fleming". The script is cursive and fluid, with the first letter of each word being capitalized and prominent.

Elizabeth Fleming, Award Committee Chairman

Grace Club of Huntsville

Connie Chow, Interim Executive Director

Huntsville-Madison County Public Library

# MEMORANDUM OF UNDERSTANDING



5/1/25

## Huntsville-Madison County Public Library

Memorandum of Understanding with  
United Women of Color

# Memorandum of Understanding

## HUNTSVILLE ADISON COUNTY PUBLIC LIBRARY

### **Introduction**

United Women of Color empowers girls, women, and their communities by uniting people across ethnicities to address civic and educational gaps for advancement. They help build and shape the culture of communities through educational programs, civic engagement, and advocacy. They offer Grow with Google scholarships to their clients who are interested in pursuing a career in a technology-based field.

### **Statement of Benefits**

#### **What HMCPL can offer:**

- The space and desktop computers for Grow with Google clients.
- Client referrals from HMCPL's workforce development staff.
- Publicity opportunities through HMCPL tools and programs in relation to the Grow with Google program.
- Potential partnerships in seeking grants promoting workforce development and career skills.
- Potential partnerships to create and execute specialized programming for adults.

#### **What United Women of Color can offer:**

- Access to Grow with Google for HMCPL's service population.
- Potential partnerships in seeking grants promoting workforce development and career skills.
- Potential partnerships to create and execute specialized programming for adults.
- Attendance statistics for lab usage when working in partnership with the library.

**Lab Usage Schedule:**

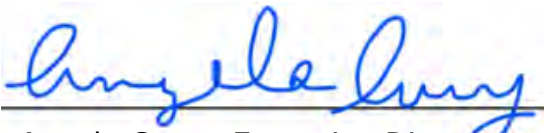
1. United Women of Color will have access to the Downtown Huntsville Library's "Open Lab" every Friday from 10:00 AM to 3:00 PM

**Terms of Agreement**

1. This MOU is a 1-year agreement to be re-evaluated by both parties in June 2026.
2. UWOC will work directly with the Downtown Huntsville Library's Information and Business Center Manager to reserve computer room access and plan setup needs (noting that library programs and classes have priority).
3. UWOC must obtain and maintain a valid Organizational Library Card and have a member trained in use of the HMCPL A-V equipment, in lieu of Library Staff support.
4. Sixty days' notice will be given by either party to terminate agreement.

**Summary**

The partnership with United Women of Color provides career training and opportunities to the community and expands the reach of HMCPL's workforce development initiatives to underserved populations who may not be using the library for employment support. The partnership also offers an opportunity for HMCPL to support its strategic goal to "Build strong relationships with new and existing partners in our community to deliver better services."

**Signatures:**


Angela Curry, Executive Director

United Women of Color

Connie Chow, Interim Executive Director  
Huntsville-Madison County Public Library

# MEMORANDUM OF AGREEMENT



5/1/2025

Huntsville-Madison County Public Library

Memorandum of Agreement with the Calhoun Community College,  
Huntsville, AL location

# Memorandum of Agreement

## HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY

### Introduction

Calhoun Community College (Calhoun) is an open-admission, community-based, state-supported, coeducation, comprehensive community college. Calhoun's Huntsville/Cummings Research Park campus is offering to transfer its Waymon Burke Political Collection (WBPC) to the custody and ownership of Huntsville-Madison County Public Library (HMCPL).

### Statement of Benefits

Transfer of custody and ownership of WBPC from Calhoun to HMCPL will be a multi-step process involving the digitization of the full collection onsite at Calhoun, before its physical removal to HMCPL.

#### **What HMCPL offers Calhoun:**

1. Provide 1 flatbed scanner for indefinite loan, which may be subject to additional loan paperwork through HMCPL Special Collections.
2. Provide graduate intern(s) for specific tasks of WBPC workflow.
3. Provide transport for physical records to HMCPL.

#### **What Calhoun offers HMCPL:**

1. Provide a completed and signed Deed of Gift and any other paperwork deemed applicable by HMCPL Special Collections.
2. Provide access and workspace for a graduate intern (see below terms).
3. Provide a copy of all digitized records.

### Terms of Agreement

1. This MOA is a 1-year agreement to be re-evaluated by both parties in May 2026.
2. HMCPL and Calhoun staff will work together to determine workflow for digitization and transfer of physical collection.
3. HMCPL staff will determine which aspects of WBPC can and cannot be transferred to HMCPL custody/ownership, according to HMCPL Special Collections space and resources.
4. Calhoun staff will conduct all digitization work, with exception of tasks assigned to HMCPL graduate intern(s).
5. HMCPL staff will train Calhoun staff on digital best practices, workflow, scanning software, and scanner mechanics.
6. HMCPL will hire and fund graduate intern(s), as well as provide any archival training and general oversight.
7. Calhoun will allow intern access to WBPC, according to their staffing and schedule availability, as well as provide onsite oversight.

8. Calhoun and HMCPL must provide 30 days' notice in the event that the terms of the MOA are to be changed or discontinued.

### **Summary**

The partnership with Calhoun Community College Huntsville campus offers an opportunity for HMCPL to support its strategic goal to "Build strong relationships with new and existing partners in our community to deliver better services." It also offers the opportunity for Calhoun to share archival records previously unavailable for public research.

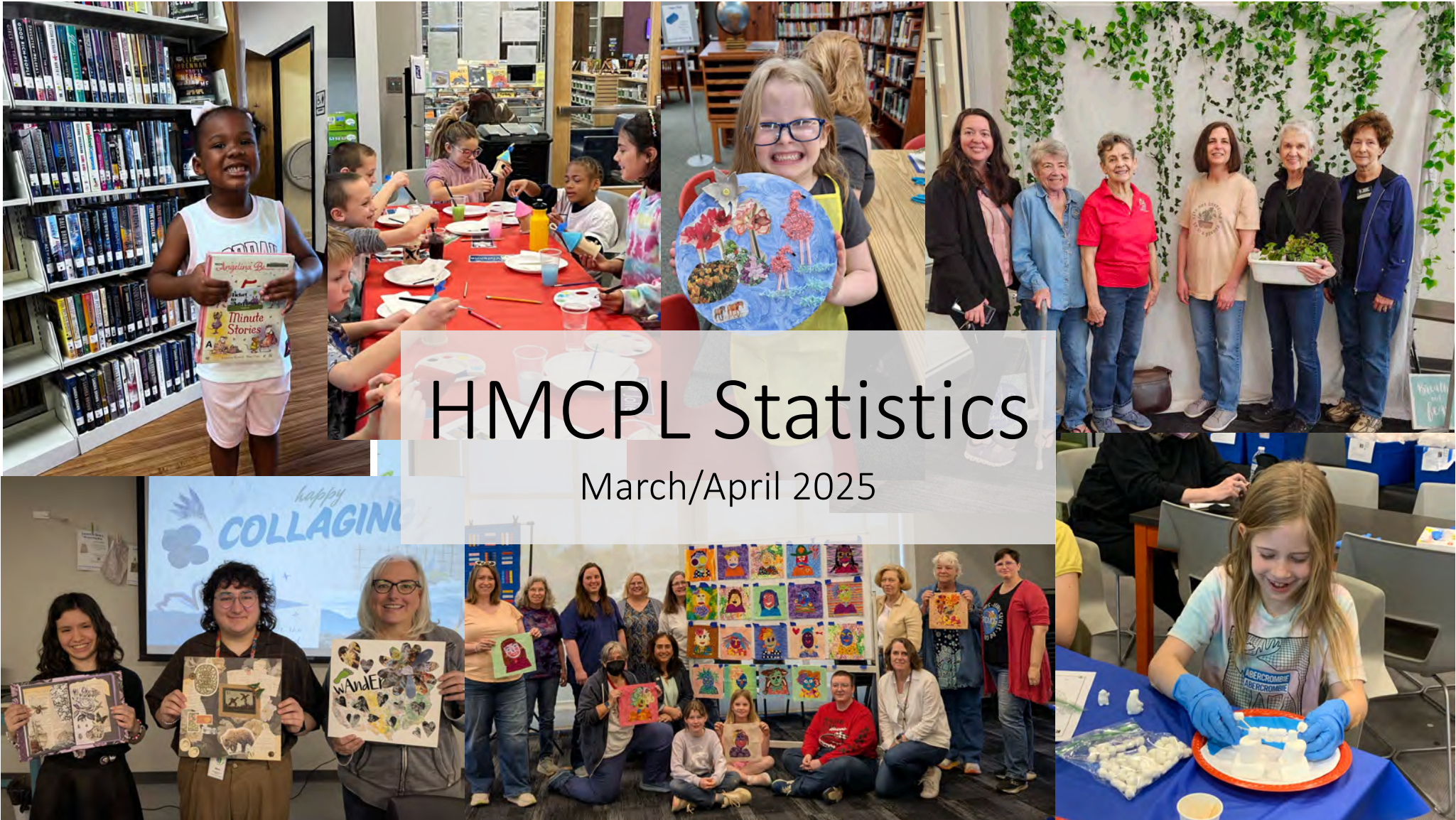
### **Signatures:**

Board of Directors

Calhoun Community College, Huntsville Campus

Connie Chow, Interim Executive Director

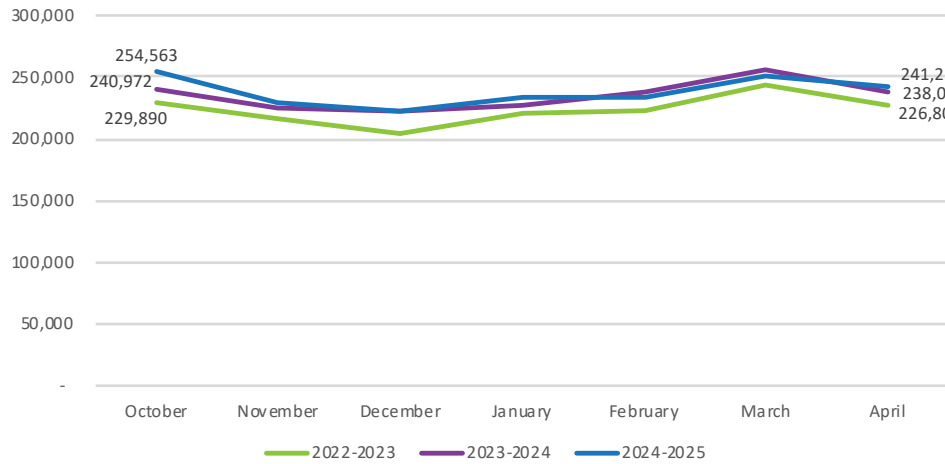
Huntsville-Madison County Public Library



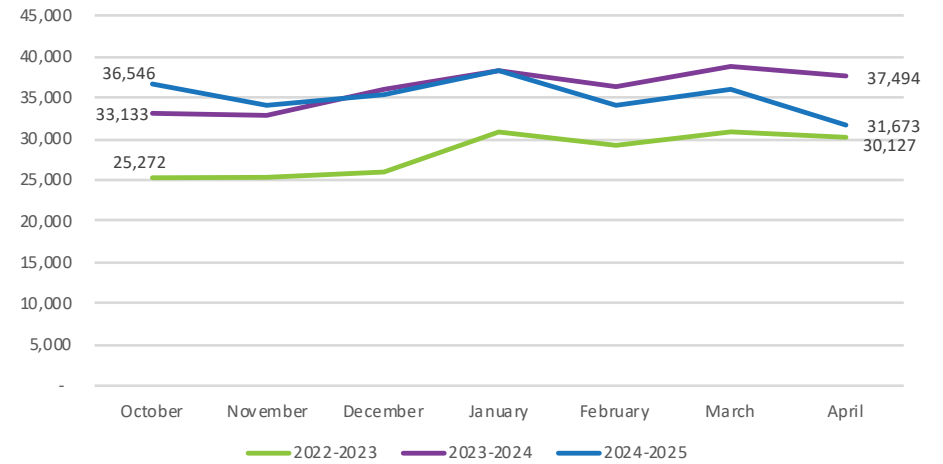
# HMCPL Statistics

March/April 2025

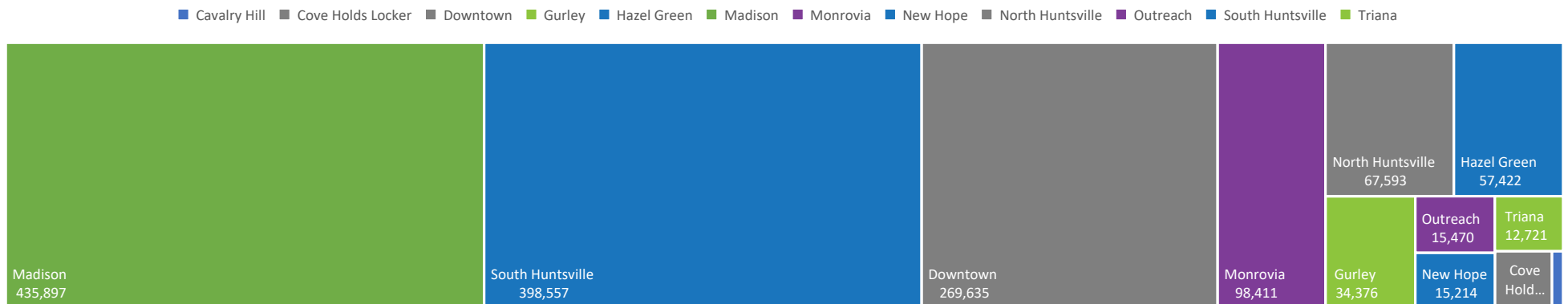
### Systemwide Circulation



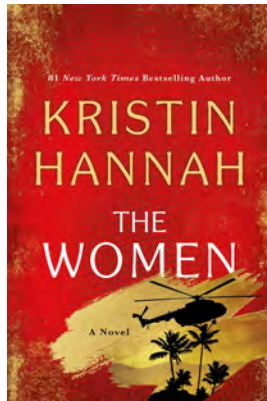
### Downloadables



### Circulation By Branch FY 2025



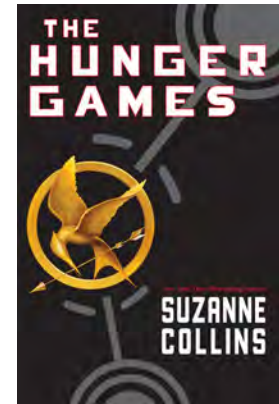
## Books We Loved in March and April



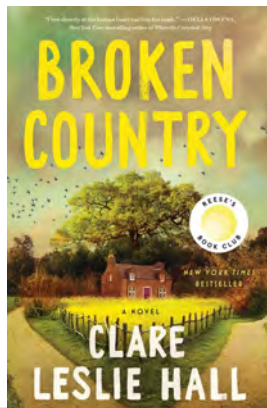
Top circulating adult book (print):  
The Women, by Kristin Hannah  
162 Checkouts



Top circulating juvenile book (print):  
Dog Man: Lord of the Fleas  
by Dav Pilkey, 131 Checkouts



Top circulating YA book (print):  
The Hunger Games  
by Suzanne Collins, 97 Checkouts



Highest demand book (print):  
Broken Country, by Clare Leslie Hall  
118 Holds

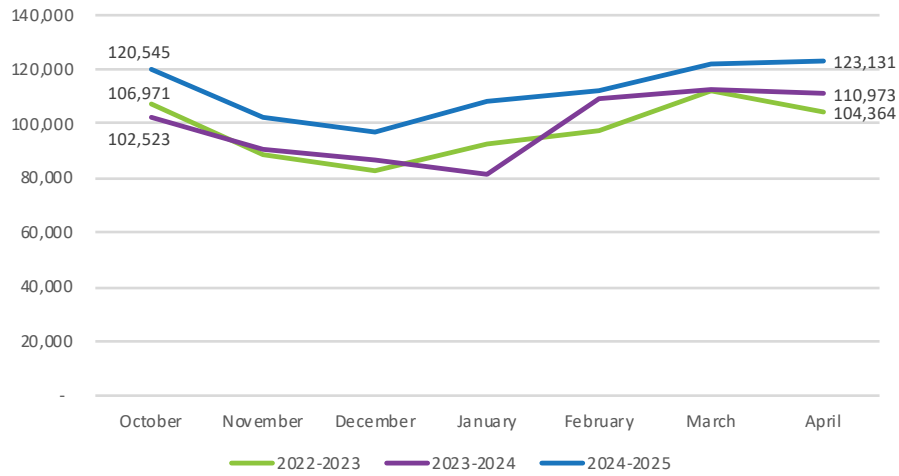


Top circulating book (digital audiobook):  
Sunrise on the Reaping  
by Suzanne Collins, 634 Checkouts

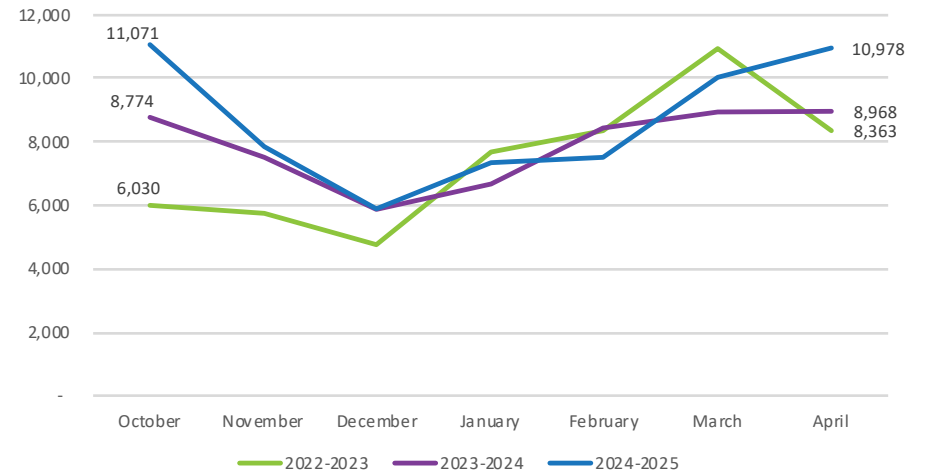


Top circulating book (ebook):  
The Ballad of Songbirds and Snakes  
by Suzanne Collins, 69 Checkouts

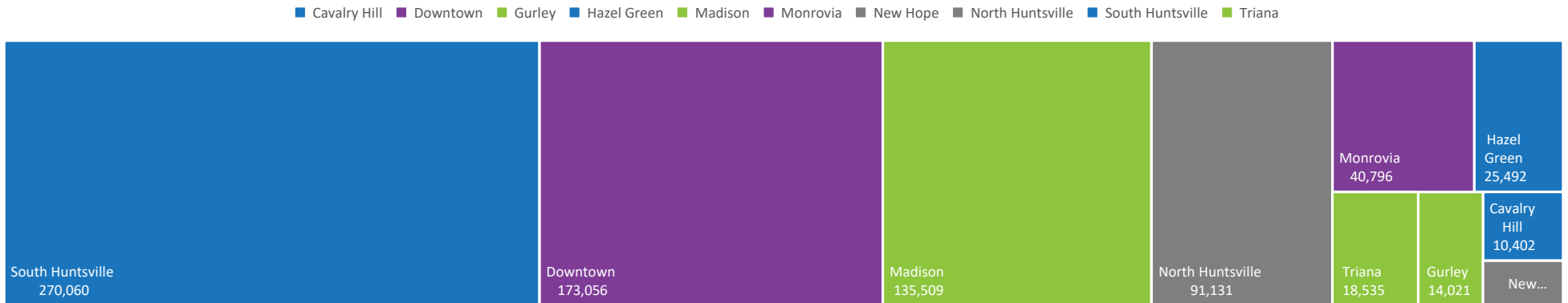
### Systemwide Visitors



### Program Attendance



### Visitors By Branch FY 2025



# Program Highlights



## April 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		
June	260,341	270,150		
July	273,639	284,311		
August	263,583	271,744		
September	244,473	258,523		
Year	2,842,455	2,981,042	1,663,688	-44.19%

Systemwide totals include downloadables.

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		
June	32,138	38,006		
July	33,495	39,699		
August	34,718	39,948		
September	33,450	39,436		
Year	364,244	447,694	246,018	-45.05%

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

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		
June	768,632	748,271		
July	350,479	876,127		
August	48,518	813,124		
September	212,672	931,270		
Year	5,915,789	10,597,554	11,028,114	4.06%

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

\*Debuted new catalog on October 25, 2022

\*August 2023 missing public catalog numbers.

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		
June	579	505		
July	560	937		
August	580	582		
September	1,059	778		
Year	9,687	13,863	7,411	-46.54%

\*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		
June	18,944	18,562		
July	17,661	21,625		
August	20,385	20,965		
September	18,468	20,422		
Year	211,479	227,879	134,641	-40.92%

\*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		
June	6,601	6,308		
July	6,365	7,080		
August	6,876	6,576		
September	6,153	5,991		
Year	71,793	71,803	39,438	-45.07%

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		
June	11,876	10,394		
July	9,871	11,397		
August	9,920	10,454		
September	9,554	14,330		
Year	118,246	129,513	95,995	-25.88%

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		
June	448,651	25,536		
July	18,950	66,117		
August	36,955	24,118		
September	40,536	166,299		
Year	825,080	587,127	351,809	-40.08%

\*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		
June	23	36		
July	7	16		
August	14	29		
September	24	5		
Year	488	202	80	-60.40%

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		
June	14,146	12,718		
July	10,320	11,811		
August	6,075	8,154		
September	8,624	7,752		
Year	99,727	103,485	60,740	-41.31%

\*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		
June	748	735		
July	849	572		
August	738	516		
September	700	470		
Year	7,056	6,982	2,205	-68.42%

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		
June	661	1,632		
July	758	1,654		
August	1,001	1,689		
September	938	1,641		
Year	8,593	14,564	11,169	-23.31%

\*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		
June	39,876	41,176		
July	43,761	44,389		
August	40,062	41,959		
September	36,066	41,136		
Year	444,132	456,018	269,635	-40.87%

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		
June	4,897	4,987		
July	4,868	5,591		
August	6,569	5,593		
September	6,298	5,656		
Year	59,125	66,442	34,376	-48.26%

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		
June	9,971	9,496		
July	10,397	10,148		
August	10,221	9,208		
September	9,071	9,110		
Year	104,935	102,926	57,422	-44.21%

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		
June	73,247	74,462		
July	78,112	77,592		
August	73,138	73,510		
September	67,382	68,681		
Year	793,981	799,304	435,897	-45.47%

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		
June	15,289	15,530		
July	16,031	15,947		
August	15,932	16,010		
September	14,860	14,763		
Year	173,283	174,252	98,411	-43.52%

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		
June	2,129	3,153		
July	2,438	3,549		
August	2,037	3,069		
September	1,756	2,587		
Year	17,819	29,091	15,214	-47.70%

\*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		
June	12,780	11,312		
July	12,017	11,155		
August	11,349	10,410		
September	11,439	10,190		
Year	135,395	121,602	67,593	-44.41%

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		
June	1,743	1,697		
July	679	833		
August	2,434	2,252		
September	2,204	2,384		
Year	25,165	18,657	15,470	-17.08%

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		
June	64,769	66,113		
July	68,263	71,340		
August	63,703	65,938		
September	58,751	60,762		
Year	691,081	725,251	398,557	-45.05%

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		
June	2,093	1,851		
July	1,971	1,842		
August	1,681	1,642		
September	1,558	1,707		
Year	17,646	18,651	11,721	-37.16%

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		27,158	26,159		1,221	1,194	
June	2,228	2,795		27,725	26,583		1,557	1,346	
July	1,807	3,259		26,679	29,176		1,578	1,584	
August	1,964	2,624		28,778	29,144		1,690	1,569	
September	1,654	1,731		26,087	24,176		1,392	1,255	
Year	21,328	25,906	10,391	306,326	301,261	173,056	15,474	13,818	14,021

	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		23,022	22,177		4,663	4,911	
June	3,230	3,123		23,805	25,384		5,023	4,924	
July	2,609	3,190		22,371	25,198		4,275	4,894	
August	2,762	2,682		24,679	24,544		4,753	3,932	
September	2,422	2,636		19,823	22,923		4,362	4,699	
Year	33,246	32,160	25,492	252,507	252,635	135,509	48,877	51,399	40,796

\*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	8,989	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		13,850	14,610		31,638	37,785	
June	1,337	1,306		14,423	15,695		35,733	41,126	
July	1,189	1,359		11,532	15,412		33,533	45,460	
August	1,123	1,162		12,923	15,572		35,753	43,749	
September	1,091	1,025		12,929	14,828		33,717	40,756	
Year	12,078	13,308	6,900	151,562	159,197	91,131	374,858	436,531	270,060

	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	
June	3,983	3,854	
July	4,316	3,968	
August	3,098	1,871	
September	2,535	1,953	
Year	31,128	26,187	18,535

\*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	0
June	119,044	126,136	0
July	109,889	133,500	0
August	117,523	126,849	0
September	106,012	115,982	0
Year	1,247,384	1,312,402	785,891

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

## Building Maintenance

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## Building Maintenance

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## 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	In Process	Certified letter delivery attempt 5/6/25 & 5/11/25	