



**Vestavia Hills
Library Board of Trustees Agenda
December 3, 2025
4:00 PM**

Meeting Items

1. Call to Order - April Jackson MacLennan, Chair
2. Approval Of The Agenda
3. Approval Of September 24, 2025 Minutes
4. Director's Report - Taneisha Tucker

Library Board Packet Items

5. News Articles and Correspondence
6. Marketing Report
7. Monthly Statistical Report September 2025
8. Monthly Statistical Report October 2025
9. September 2025 Budget
10. October 2025 Budget
11. Funds 12 and 13 Balance Sheets September 2025
12. Funds 12 and 13 Balance Sheets October 2025

Unfinished Business

13. Collection Development and Request for Reconsideration of Materials Policies

New Business

14. Presentation to Lawrence Cochran

Committee Reports

Friends Report - Elise Bodenheimer, Chair

Foundation Report - Ann Hamiter, Chair

Informational Items

15. JCLC Annual Statistical Report
16. JCLC Annual Agreement Regarding State Aid Distribution and Contract Fees 2025
17. JCLC Member Library Contract 2025
18. JCLC Statement Certifying Library Board Meetings 2024-2025
19. APLS Statement of Fiscal Responsibility 2025
20. APLS Annual Report 2025

Taneisha Tucker
Director’s Report to the Library Board of Trustees
September, October and November 2025
November 26, 2025

News and Correspondence

News Articles

- October 29, 2025** **‘Coercion from on high:’ Book authors targeted by Alabama bans condemn new state policies**
Alabama Reflector | Ralph Chapoco

- November 20, 2025** Alabama board votes to remove books about being transgender from public library youth sections
www.wvtm13.com | Associated Press

- November 21, 2025** Alabama library board bans ‘gender ideology;’ punts on Fairhope funding
Alabama Reflector | Ralph Chapoco

- November 21, 2025** APLS bans transgender depictions in youth books, delays Fairhope funding
Alabama Political Reporter | Jacob Holmes

Statistics and Programming Overview

Please review reports for details.

	September 2025	October 2025
Total Visits	41,934	40,353
Active Programs	87	94
Program Attendance	1,671	1649
Outreach Opportunities	5	3
Outreach Attendance	2,017	3075
Passive Programs	4	2
Passive Participation	705	366
Total Circulation	38,500	36,942

Budgets and Balance Sheets

Budget Reports as of September 30, 2025

General Fund 01 Balance: \$237,755.26

Fund 12 / State Aid Balance: \$17,192.28

Fund 13 / Donations Balance: \$71,874.36

Balance Sheets as of September 30, 2025

Fund 12 / State Aid Balance: \$6,498.60 (no update)

Fund 13 / Donations Balance \$602,614.45

Budget Reports as of October 31, 2025

General Fund 01 Balance: \$2,815,569.32

Fund 12 / State Aid Balance: \$34,174.00

Fund 13 / Donations Balance: \$233,406

Balance Sheets as of October 31, 2025

Fund 12 / State Aid Balance: \$6,498.60 (no update)

Fund 13 / Donations Balance \$612,271.26

Director's Notes

APLS November 2025 Board Meeting

- Articles are included in the packet.
- The OTM Librarians discussed how administrative code changes and tiered cards would impact the system.

Library Staff

- Tara Vines, Circulation Assistant, was awarded the Para-librarian of the Year Award by the Jefferson County Public Library Association. This is a tremendous achievement as Tara was chosen for this honor by her peers. Tara also presented two programs at JCPLA Staff Day, The Aggressive Passive Programmer and Circulation Forum.
- Rick Moody, the Technology Department Head, will retire on February 01, 2026. Working with Rick has been a genuine pleasure. For twelve years, he has ensured that the library's technology is relevant and reliable. Rick has always been a dependable and trustworthy team player. I truly appreciate his numerous contributions to the library and will miss him. The job description is posted, and we hope to have someone in place by the beginning of January 2026.
- Aaron Langston, Assistant Circulation Manager, is doing a fine job as head cataloger and page supervisor.
- Jacqueline Hunter has joined the staff as the part-time custodian.

Library Happenings

- **United Way of Central Alabama** – This year, as part of the City’s annual campaign, the staff contributed \$2740. For the past three years, we have continued to increase our donations.
- **Toys for Tots** – Giving has already begun, and we are excited. So far, we have received several bags of new toys for children of all ages. The drive will continue through early December.

Building and Technology Updates

BUILDING

- TK Elevator repaired the elevator on October 29, 2025.
- RTR Lighting updated lighting in the Children and Teen department. Following, LED Solutions changed lights due to their inconsistent coloring.
- Polar Bear HVAC cleaned all air ducts and carpet cleaning was done in the Electronic Classroom by Stanely Steamer.
- Chiller maintenance was completed in October.
- B&B Roofing completed roof repairs above the janitor’s closet.
- The library’s sump pumps will be replaced on December 4, 2025, while the library is closed for staff day. Staff will meet at the Civic Center while Meeks and Hemphill work on the project.
- Earlier this year, Hemphill made repairs to stop rattling pipes. The pipes are rattling again, and Hemphill is making another diagnosis.
- Comfort Systems installed an electrical board in the Electronic Classroom and repaired one of the new boilers that recently malfunctioned.
- Alscan replaced one of the panic bars on the front doors. Technicians also identified a faulty hinge on the trailhead doors. We are consistently making repairs to the front and trailhead doors because the technology is more than 15 years old. We should consider replacing these doors next fiscal year.
- HydroWorx pressure washed the front of the facility which included all the stonework in parking lot. stonework. The rear of the building will be subcontracted because HydroWorx is not equipped to clean the space.

Director’s Meetings, Events Schedule included:

- CORE Forum – Denver Colorado
- Library Directors’ Summit – Opelika, AL
- City Council Investiture
- City Council Work Session – Library in the Park discussion
- Haunt the Hills – Library Outreach
- Christmas Tree Lighting – Library Outreach

- Library Foundation
- Friends with Delores Hydock
- Library Staff
- Library Department Heads (2)
- Alabama Standards Committee
- APLS Board – code changes (2)
- City Department Heads (3)
- JCLC Library Directors
- Donor Celebration Committee
- City Wellness Screening
- City’s Chili Cookoff
- Councilor Kimberly Cook – City Liaison Orientation
- Charlene Newman – former Library Board Chair
- Eva Robertson – Library Foundation
- April MacLennan – Library Board Chair
- Pam Parson – budgets and purchases
- Rick Moody - evaluation
- Jeff Downes – monthly check-in (2)
- April Moon – programming concerns, staff evaluations
- Billy Conner – building maintenance
- Over the Mountain Library Directors
- Julie Reynolds – PALS Chair
- Julie Reynolds with Sonya Holcomb – PALS transition
- Ann Martha Corley and Courtney Moorehouse – fundraising (2)
- Rick Moody – retirement and succession planning
- Todd Richardson – fall outreach programs, social media strategy
- Daniel Tackett – facilities, library happenings, personnel updates, Employee Handbook
- Todd Richardson – marketing, publications, Friends, Foundation, strategic planning
- Daniel Tackett and Terri Leslie – library policies and updates
- Bobby Horton – Donor Celebration
- Ann Hamiter, Todd Richardson, Daniel Tackett – donor strategy

Alabama board votes to remove books about being transgender from public library youth sections

<https://www.wvmt13.com/article/alabama-library-board-transgender-books/69504607>

AP

Updated: 11:25 PM CST Nov 20, 2025

[Editorial Standards](#) ⓘ

The Associated Press MONTGOMERY, Ala. —

The board overseeing Alabama public libraries on Thursday voted to remove books that discuss being transgender from the teen and children’s sections of all public libraries in the state.

The Alabama action is the latest salvo in the [national fight](#) over library content that has frequently centered on titles with LGBTQ+ themes and characters. The Alabama Public Library Service Board of Directors approved a rule that materials that discuss “transgender procedures, gender ideology or the concept of more than two biological genders” are inappropriate for sections of the library aimed at children and youth. The books must be housed in the adult sections.

Board Chairman John Wahl, who is also chairman of the Alabama Republican Party, called the action “a major step forward in putting parents back in control in what their children are exposed to.”

“We want to put Alabama families in charge. We want them to make the decision what is best for their families,” Wahl said.

The state board vote came after a heated [public hearing](#) last month. Opponents on Thursday called it an attempt at censorship and the erasure of trans people.

The decision affects more than 200 local libraries and will take effect in 2026 after a required publication period. The language is being added to existing rules that youth sections must be free of material that is “sexually explicit or

other material deemed inappropriate.” The new language also includes a directive that “all material containing such content must be weeded out of the library’s collection or relocated to an adult section.”

Mack Reynolds held a sign outside the building stating that “positive representation” is not the same as sexually explicit material. He noted that the vote was taking place on [Transgender Day of Remembrance](#), a day that focuses on trans people who have lost their lives because of violence.

Reynolds, who is transgender, said books are the best way for people to learn about people who are different from them.

“What I hope is that other children can approach my daughter with curiosity and compassion. And if they don’t know, then there is so much more room for angst, fear and frustration,” Reynolds said.

The scope of the new rule is not entirely clear. During a public hearing, some proponents had objected to books that teach children about pronouns or describe a child’s experience being transgender. It is less clear if any book with a transgender character would be removed.

“Most of the people of Alabama have not asked for this latest library-fixated assault on the LGBTQ community because it’s their children and children of friends and relatives you’re attacking with this misguided proposal before you,” Jim Vickery told the board during a public comment period.

Board member Amy Minton said most comments that they received during a public comment period were in favor of the change.

“This is what the majority of people of Alabama want,” Minton said.

Supporters of the proposal said parents who want their children to read the books can get them in other places, including the adult sections of libraries.

Angie Hayden, a co-founder of Read Freely Alabama, said she is concerned the aim is to completely remove the books. She said state regulations do not allow the purchase of books aimed at children if state regulations also deem the book inappropriate for children.

“So long term they are banning these books, slowly removing these books from your public library,” Hayden said.

The board also tightened restrictions on youth library cards, stating that the “standard library card” for minors cannot access books in adult collections. Libraries can issue an all-access card only with the written permission of parents.

Board members also had sharp disagreements over restoring funding to the [Fairhope Public Library](#). The board had moved to withhold funding because of some titles in the teen section.

Board members rejected a proposal to restore funding immediately. Wahl said he wanted to wait until they had reviewed Fairhope’s actions.

“John, are you becoming the censor-in-chief for Alabama?” board member Ronald A. Snider asked Wahl.

Snider said the state board is acting like a “board of censorship” when they “second guess” the decisions of professional librarians and local library boards.

“You can call it second-guessing or you can call it accountability,” Wahl replied.

Alabama library board bans 'gender ideology;' punts on Fairhope funding

The new language adopted by the Alabama Public Library Service board does not define gender ideology.

BY: **RALPH CHAPOCO** - NOVEMBER 21, 2025 6:01 AM



Alabama Public Library Service Chair John Wahl, left, and board member Ron Snider have a conversation before the APLS meeting on Thursday, Nov. 20, 2025. Board members voted to restrict library materials for minors referring to transgender people and "gender ideology," which the board did not define. (Ralph Chapoco/Alabama Reflector)

The Alabama Public Library Service Thursday voted to restrict books for minors that address “transgender procedures, gender ideology, or the concept of more than two biological genders.”

The changes — which do not define what “gender ideology” is — group any books that discuss transgender individuals with items considered obscene, sexually explicit or any material deemed inappropriate.

“I think today was an incredible day for the people of Alabama, because it took a major step forward in putting parents back in control of what their children are exposed to,” said John Wahl, chair of the APLS Board and Alabama Republican Party. “And at the end of the day, that is what the APLS priority is. We want to put Alabama families in charge. We want them to make the decisions for what is best for their families.”

In a joint statement, groups including Read Freely Alabama; PEN America; Every Library and the Alabama Transgender Rights Action Coalition criticized the changes, saying they were pushed by right-wing and anti-LGBTQ+ groups.

“This broad language will likely result in any books with trans representation—regardless of their age-relevance—moved to adult sections of public libraries in Alabama,” the statement said. “The language in the code change does not define “gender ideology,” a vague, undefined term often used as an anti-LGBTQ+ dogwhistle.”

Wahl also introduced other amendments that the APLS Board adopted to require local libraries that the library cards they issue to minors prohibit them from having access to books and other materials in the adult section unless they have explicit permission from their parents or legal guardian.

The board also approved adding language to the code that requires libraries “recognize and comply with all state code, rules, and definitions adopted by the APLS executive board.”

The changes were more expansive than the original proposal made in March by [Amy Minton](#), an APLS board member, that would have only prohibited positive depictions of gender ideology and transgender procedures in library materials for minors.

Wahl argued that removing the word “positive” would also limit material critical of transgender people.

“I don’t think that was ever the intent that we should be allowing negative content and not positive content,” he said.

Thursday marked the second time in three years that the APLS voted to update its administrative code in three years. Board members enacted the first set of changes that dealt with materials in the children’s section of libraries. In the [summer of 2024](#), the board required libraries to adopt policies to prevent minors from having access to materials that are considered obscene, sexually explicit or otherwise considered inappropriate.

Several groups, including the Alabama Library Association, have criticized the process that led to the vote as unfair and lacked transparency.

“This was all a mechanism for which they could have the end result that they already predetermined,” said Angie Hayden, one of the founding members of Read Freely Alabama. “I think that there has been a conflict of interest in Wahl’s role as ALGOP chair and APLS chair. I think he used one to influence the other.”

It is an accusation that Wahl denied.

“I also want to highlight to those who have tried to make the statement that this is already done, the wording was done and finished before this happened, that is not true,” Wahl said. “And you can see it based on the edits, the amendments based on the public comment.”

Fairhope

While the APLS Board voted to modify its administrative code, members delayed a vote on Fairhope Public Library’s compliance with the administrative code, which would reinstate its state funding.

“I know I have been working very hard to review the material, the books that they submitted,” Wahl said.

In March, Minton requested that the APLS Board vote to suspend state aid to the Fairhope Public Library after a handful of residents spoke during the public comment period that they found several books in the teens’ section of the library that violated the APLS administrative code enacted in 2024.



Fairhope Public Library Director Robert Gourlay, left, and Fairhope Public Library Board Chair Randal Wright wait for the APLS meeting on Thursday, Nov, 20 2025 to begin. The APLS Board voted to delay its decision to reinstate the library’s state funding. (Ralph Chapoco/Alabama Reflector)

The Board voted to suspend the library's funding. The Fairhope Library Board then reviewed the 17 books that parents challenged. They eventually reshelved seven of the books but retained the remaining titles in the teens section.

During the meeting in September, the Board **decided to wait** until it had reviewed the books that parents challenged themselves. Thus far, Wahl is the only member of the board who said he plans on reviewing the books and will report his findings to the rest of the APLS Board who will then take a vote on the fate of the funding for the Fairhope Public Library.

“Are you becoming the censor in chief for Alabama, that you are reading these books?” said Ron Snider at the Thursday meeting, one of the APLS board members. Snider moved to have the Fairhope Public Library's funding reinstated, but his request failed to get the necessary support.

Even prior to the discussion, Snider requested that Wahl apologize to the Fairhope Public Library after the library was **forced to forfeit** all its remaining state aid for 2025 that totaled about \$22,000.

“The action of the board, in postponing a decision until you were going to review some books, clearly implied to them that their remaining funding, the \$20,000, was going to be available to them subject to approval,” he said at the meeting Thursday. “When we found out that was not, in fact, the case, we owe them an apology.”

Wahl said the rule was already in place and that libraries, including the Fairhope Public Library, knew of the rule, and that other libraries had their state aid withheld. However, only the Fairhope Public Library had its funding suspended because of the administrative code pertaining to inappropriate books located in a section dedicated to minors.

“I am sorry for any misinformation or for people’s misunderstanding, and that is genuine,” Wahl said, but did not apologize for the rule that forced the Fairhope Public Library to forfeit its remaining state aid.

APLS bans transgender depictions in youth books, delays Fairhope funding

The board also voted to require all libraries to offer youth library cards with restricted access.

By **JACOB HOLMES**



ooks that depict transgender procedures, gender ideology or the concept of more than two genders must be now moved to the adult section of Alabama libraries or removed completely.

The Alabama Public Library Service voted to adopt the change to the agency's administrative code on Thursday after a public comment period on the changes over the past few months. About 80 percent of respondents favored the changes, although opponents criticized APLS Chairman John Wahl, who also chairs the Alabama Republican Party, for soliciting and receiving votes through the party's platform. Wahl

said that even before the final day of comments, 70 percent of letters supported the code change.

The vote took place on the Transgender Day of Remembrance, which honors lives lost due to transphobia.

The amendment had originally set out to ban specifically “positive depictions” of transgender procedures, but Wahl suggested removing that phrasing and suggesting it evidenced his commitment other than hearing out both sides. Murmurs throughout the building suggested the change more likely to avoid a lawsuit.

Wahl also added to the amendment to address youth library cards after complaints from the chair of the North Shelby Library board, of which Shelby County Republicans took control last year, that other libraries in the area were not sufficiently offering youth library cards that restricted access to only youth materials.

That change could be cost-prohibitive for some lower-income libraries, which Wahl said left him torn; however, he emphasized that certain “bad actors” had left him the agency no choice but to ensure all libraries offer restricted cards. Board member Angela Stokes challenged Wahl on calling librarians bad actors, suggesting instead that the code changes are complicated and libraries are doing their best to comply. Wahl doubled down, saying his conversations with some of the librarians is why he views them as bad actors.

“There is something very wrong here at the APLS,” said Angie Hayden, cofounder of Read Freely Alabama. “This board has inflicted chaos on Alabama libraries since the appointment of the chairman.”

Every speaker during Thursday’s public comment session spoke out against the changes.

“Most of the people of Alabama have not asked for this latest library-fixated assault on the LGBTQ Community, because it’s their children and children of friends and relatives you’re attacking with the misguided proposal before you,” said Dr. Jim Vickrey. “Ask them and your teens and the teens of others if they favor this kind of irrational public policy. Poll the state, as the Governor this week suggested that the APT Commission should do before it takes precipitous action. This proposal results only from the mischief of a few zealots and is as unlawful as it is wrong. Do you dare defend the rights of all Alabamians, Mr.Chairman?”

The new APLS code change, like the one before it, requires libraries to have policies in place to keep these books out of youth sections. The prior code change dealt with “Sexually explicit” material. How the board handles perceived compliance with those codes played out next as the board considered whether to consider the Fairhope Public Library back in compliance after cutting \$20,000 in funding to the library last year.

Wahl suggested, and was the decisive vote, to once again delay any action on reinstating Fairhope’s compliance. He noted that it would not affect Fairhope’s ability to recoup all monies for the current fiscal year as long as the board rules the library in compliance before June 30, 2026.

The 10 challenged books that remain in the youth section despite complaints from some local patrons that they contain sexually explicit content are now being read through by Wahl. He insisted that he is doing that in response to comments from Fairhope Library Board chair Randal Wright that her board had read the books and he would probably not do the same. Wright, watching from the overflow room, shook her head and laughed at the statement.

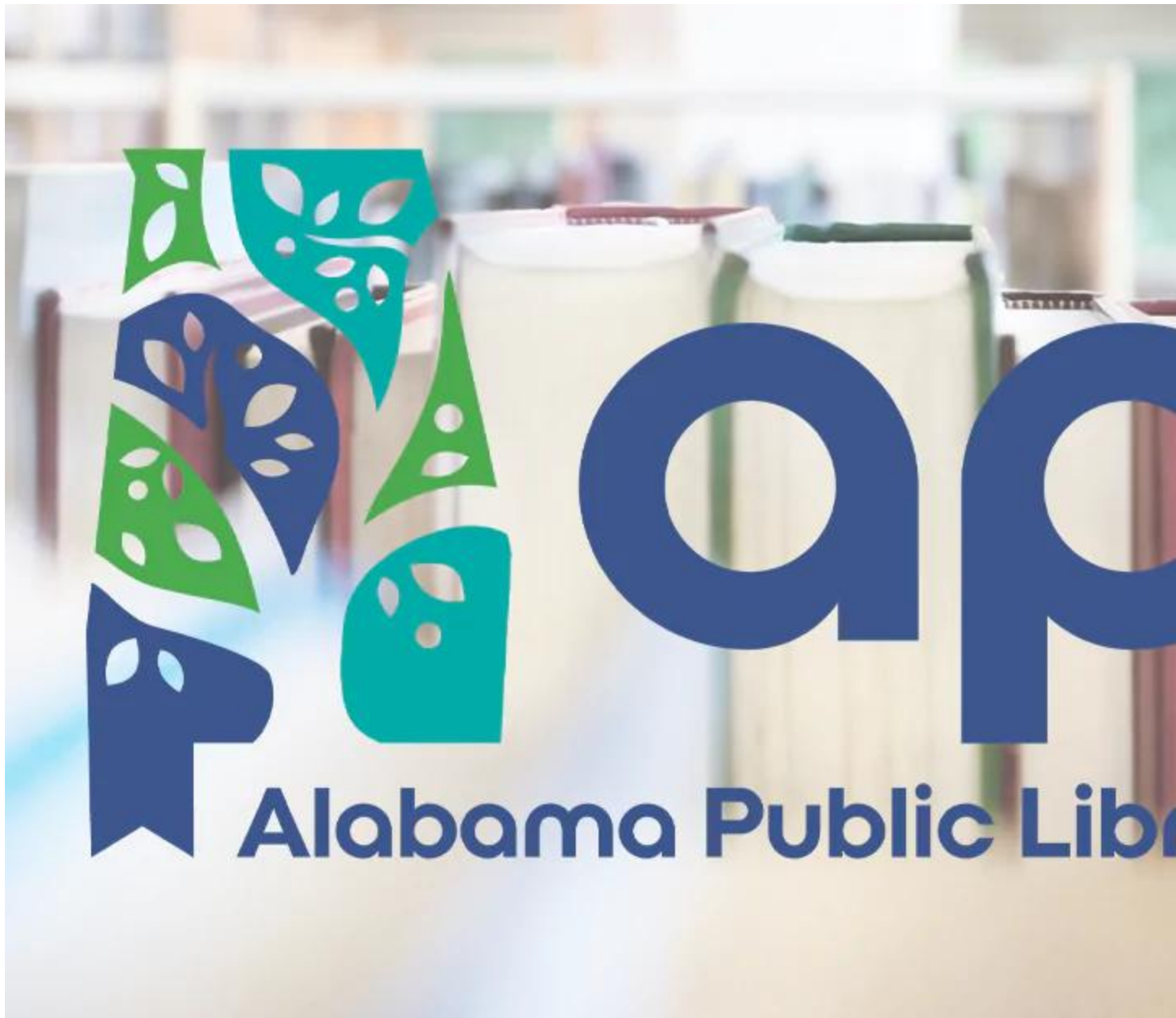
But board member Ron Snider once again pressed his claim that Wahl is turning the APLS into a board of censors.

“Are you becoming the censor-in-chief for Alabama,” Snider asked Wahl.

Board member Kassandra Stevens pressed Wahl for how these issues would be resolved as to whether the books are actually sexually explicit, arguing the need for consistency among libraries.

Snider and Stokes voted to restore Fairhope’s funding, while Stevens and Jerria Martin abstained. Amy Minton and Debbie Windsor voted against restoring the funding, leaving the vote at a 2-2-2 tie. Wahl cast the tie-breaking vote to restore Fairhope’s funding. The next opportunity to vote will be Jan. 15

Published on November 21, 2025 at 8:00 am CST



‘Coercion from on high:’ Book authors targeted by Alabama bans condemn new state policies

BY: **RALPH CHAPOCO**—OCTOBER 29, 2025 7:01 AM



A row of library books. Two authors whose books have been targeted by Alabama book bans criticized proposed state guidelines restricting content on library shelves. (Getty)

The authors of two books targeted by activists trying to restrict access to books with LGBTQ+ themes for youth in libraries have criticized new state policies to move their books to adult sections.

Patricia McCormick, the author of “Sold,” a novel about human trafficking and child sexual exploitation, and Megan Pamela Ruth Madison, one of the writers of “Yes! No!: A First Conversation of Consent,” said the restrictions approved by the Alabama Public Library Service (APLS) Board starting in the summer of 2024 deprive children and teenagers of the ability to learn about issues affecting them and the world.

“All the books in our series talk about issues that many adults in the United States find difficult to talk about, and particularly difficult to talk about with young children,” Madison said. “In large part because they are not conversations that grownups have with us, with newer kids.”

McCormick said in a statement sent in early October that the APLS proposal “amounts to censorship.”

“It represents coercion from on high — and it tells young people, especially those who already feel unwelcome and underrepresented, that their stories do not belong,” the statement said.

For the past two years, a cadre of individuals appointed to the APLS Board have enacted policy changes to further restrict access to library materials. The board has required libraries [to remove library materials](#) deemed sexually explicit, obscene or inappropriate, or lose funding.

Critics have said the policy is being used to remove any content with any LGBTQ+ characters or themes. In the coming weeks, board members are expected to approve a policy to restrict minors from having access to library materials with positive depictions transgender individuals or “[gender ideology](#),” a term the board has not defined.

The [Fairhope Public Library](#) is the lone library thus far that has its funding suspended.

Review process

Their actions stem from some in the community who repeatedly attended local library and APLS board meetings and read passages to prove the books are inappropriate to be part of the library’s collection.

The updated state administrative code bypasses processes and rules that local libraries had established for years. The process for local libraries begins with library staff reading publications that review potential books they may want to purchase. This includes the recommended age range for the book.

The reviewers of the books typically have credentials in library science or academic qualifications.

“We had a staff member years ago who reviewed adult nonfiction, and he had been a professor and had at least two master’s degrees,” said Mary Campbell, president-elect of the Alabama Library Association (ALLA). “He did nonfiction, historical, because that was what his concentration was in. He is currently an archivist with NASA (National Aeronautics and Space Administration).”

When the book is received, staff conduct their own review, at least for the more sensitive materials.

“When some of those books come in, they bring them to me and say, ‘Hey, I made a mistake, this really belongs, not in the kids’ section but somewhere else,’” said Craig Scott, past president of the Alabama Library Association. “So we do our own self-policing.”

“It is not on a whim,” Campbell said. “We do not just go on Amazon and purchase what is selling great on Amazon, although that might be one place that we look to see what is popular, but we do a lot of work beforehand to make sure we are getting the right books.”

‘Her confusion, her bewilderment, and her physical pain’

“Sold,” first published in 2006, is about a 13-year-old girl in Nepal sold into sexual slavery by her stepfather and her attempts to survive life in a brothel in India. McCormick said in the interview last week that she wanted the book to

shed light on child trafficking and that she wanted to “be a part of the solution.”

“The scene is essential to the book, but it is written from the point of view of a 13-year-old girl. There isn’t any graphic language. It basically describes her confusion, her bewilderment, and her physical pain. I am very aware that when I am writing, I am writing for other people’s children. And I have no desire to brutalize the readers by using brutal language. I tried to use language that was appropriate to the 13-year-old narrator,” McCormick said in an interview last week.

McCormick said in the interview that she has visited schools to discuss the book and said that it has taught students about what their peers in other countries experience. Some, she said, have spoken about their personal experience with sexual assault.

Critics have repeatedly targeted the book over a scene in which the main character was sexually assaulted by a patron in a brothel while drugged. Critics of the Fairhope Public Library would read the passage then urge the board members to withhold state funding until the book is removed from the shelves during at least two APLS meetings in 2025 because they said the book was sexually explicit.

“Yes! No!: A First Conversation About Consent,” published in 2022, is part of a series aimed at helping educators and parents who want to have conversations with young children about topics such as race, gender and their bodies.

Critics have expressed concern about the book’s illustrations of sexual reproductive organs, which they believe makes it inappropriate for the children’s section.

Madison wrote the book with Jessica Ralli, a librarian, after hosting a series of workshops for teachers who asked for resources to inform their students about a host of issues, including consent.

“Our book equips young children with the language to keep themselves safe,” Madison said.

The new code would move both books into the adults’ section of local libraries. Both authors object to the moves, saying that they will deprive children and teens of important information.

“I believe that it belongs in the teens section because trafficking is something that happens to teenagers,” McCormick said in an interview last week. “And I think that a well-informed teenager is less vulnerable.”

Madison said her book aims to keep children safe.

“I don’t believe any parent has a right to decide what all children have access to, and I think my books are really good,” Madison said. “They are based on the research and based on decades of professional experience providing kids with accurate information about their bodies and the world so that they can keep themselves safe and be informed citizens in building a just and inclusive world for everybody.”



MARKETING REPORT

December 2025

CONTENTS

Zoo Day	3
Extra Life: Children's Hospital	4
Haunt the Hills	5
Tree Lighting	6
Upcoming Outreach	7



ZOO DAY

Attendance 2,100





HAUNT THE HILLS

Attendance 3,300



TREE LIGHTING

Attendance 500+



UPCOMING OUTREACH



WELLNESS CLASSES

"Nutrition for Your Best Energy" 1/8, 6:30 pm

"Cholesterol Management & Heart Disease Prevention" 1/15, 6:30 pm

"Childhood Nutrition & Family Wellness" 1/24, 12:00 pm

"Nutrition for an Endurance Event" 1/29, 6:30 pm



VHLF Statistics Report September 2025

September

	September	September	% Month	# Month	FYTD	FYTD	% FYTD	# FYTD
Hours	2025	2024	2025	2025	2025	2024	2025	2025
Total Days Open	29	28	3.57%	1	348	347	0.29%	1
Total Hours Open	256	248	3.23%	8	3,070	3,089	-0.62%	-19

Library Visits

Gate Count	26,900	25,605	5.06%	1,295	333,560	331,044	0.76%	2,516
Curbside Appointments	4	5	-20.00%	(1)	69	130	-46.92%	-61
Website Visits	14,471	12,979	11.50%	1,492	177,727	176,988	0.42%	739
Mobile App Sessions	559	1,069	-47.71%	(510)	8,602	12,629	-31.89%	-4,027
Total Library Visits	41,934	39,658	5.74%	2,276	519,958	520,791	-0.16%	(833)

VHLF Statistics Report September 2025

Programs and Events

	2025		2024		2025 FYTD		2024 FYTD	
Adult	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
In person	10	190	13	240	101	2,189	109	2,002
Outreach (Remote Book Clubs)	1	14	0	0	15	186	6	26
Virtual and Passive	0	0	0	0	2	131	0	0
Total Adult Programs	11	204	13	240	118	2,506	115	2,028
YoY % Change & # Value	-15%	-15%	-2	-36	3%	24%	3	478
Teens	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
In person	13	103	13	87	179	2,016	180	1,689
Outreach (School Visits)	0	0	0	0	1	550	0	0
Virtual and Passive	0	0	0	0	0	0	0	0
Total Teen Programs	13	103	13	87	180	2,566	180	1,689
YoY % Change & # Value	0%	18%	0	16	0%	52%	0	877
Children	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
In person	35	874	29	623	337	12,301	318	12,283
Outreach (School Visits)	9	296	0	0	20	2,360	4	1,200
Virtual and Passive	4	115	0	0	12	688	3	2,321
Total Children's Programs	48	1,285	29	623	369	15,349	325	15,804
YoY % Change & # Value	66%	106%	19	662	14%	-3%	44	-455
Makerspace	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
In person	10	23	11	17	136	313	79	257
Virtual and Passive	0	0	0	0	0	0	49	334
Total Makerspace Programs	10	23	11	17	136	313	128	591
YoY % Change & # Value	-9%	35%	-1	6	6%	-47%	8	-278
Technology	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
In person	4	31	3	15	22	358	23	330
Virtual and One on one	1	26	1	34	4	108	2	105
Total Technology Programs	5	57	4	49	26	466	25	435
YoY % Change & # Value	25%	16%	1	8	4%	7%	1	31
Circulation	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
Passive	4	705	0	0	4	705	0	0
Tours	0	0	0	0	0	0	1	20
Total Circulation Programs	4	705	0	0	4	705	1	20
YoY % Change & # Value	0%	0%	4	705	300%	3425%	3	685
Outreach Events	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
Birmingham (Location)	1	2,000	0	0	3	22,800	2	3,700
City of VH (Sponsor & Location)	0	0	0	0	4	3,200	6	1,112
Chamber of Commerce (Sponsor)	0	0	0	0	3	7,550	4	9,150
Cabaha Heights (Focus & Location)	0	0	0	0	0	0	3	2,555
Liberty Park (Focus & Location)	0	0	0	0	2	1,225	3	715
Library (Sponsor & Location)	4	17	0	0	10	277	0	0
Neutral (Location)	0	0	0	0	0	0	0	0
Other (Sponsor & Location)	0	0	0	0	0	0	3	3,775
Total Outreach	5	2,017	0	0	22	35,052	21	21,007
YoY % Change & # Value	0%	0%	5	2,017	5%	67%	1	14,045
Total Programs and Events	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
	96	4,394	70	1,016	855	56,957	795	41,574

VHLF Statistics Report September 2025

YoY % Change & # Value	37%	332%	26	3,378	8%	37%	60	15,383
------------------------	-----	------	----	-------	----	-----	----	--------

VHLF Statistics Report September 2025

Services

	September 2025	September 2024	% Month 2025	# Month 2025	FYTD 2025	FYTD 2024	% FYTD 2025	# FYTD 2025
Borrowed from Other Libraries	2,277	2,161	5.37%	116	25,021	25,618	-2.33%	-597
Coffee	41	67	-38.81%	-26	718	767	-6.39%	-49
Holds for Liberty Park Lockers	264	194	36.08%	70	3,148	2,464	27.76%	684
Interlibrary Loans	28	53	-47.17%	-25	367	440	-16.59%	-73
Loans to Other Libraries	2,176	2,136	1.87%	40	25,259	23,783	6.21%	1,476
Notary Service	15	7	114.29%	8	142	82	73.17%	60
Passports	95	117	-18.80%	-22	1,722	1,318	30.65%	404
Public Computer Usage	7,892	5,469	44.30%	2,423	79,234	63,104	25.56%	16,130
Reserves	352	348	1.15%	4	4,575	4,844	-5.55%	-269
Self-Checkout Machine Usage	9,962	10,051	-0.89%	-89	122,639	130,929	-6.33%	-8,290
Test Proctoring	2	0	2.00%	2	35	85	-58.82%	-50
Voter Registration	1	9	-88.89%	-8	3	35	-91.43%	-32
Wireless Network Usage	6,997	4,566	53.24%	2,431	67,703	51,332	31.89%	16,371
Reference Questions Total (Department Breakdown)	2,609	2,418	7.90%	191	2,609	2,418	7.90%	191
Adult	910	947	-3.91%	-37	11,943	11,989	-0.38%	-46
Teens	825	815	1.23%	10	10,866	8,972	21.11%	1,894
Children	516	350	47.43%	166	8,490	6,393	32.80%	2,097
Technology	242	221	9.50%	21	2,958	2,728	8.43%	230
Makerspace	116	85	36.47%	31	1,311	919	42.66%	392
Total Services	32,711	27,596	18.54%	5,306	368,743	338,220	9.02%	30,523

Memberships

Adult Residents	80	84	-4.76%	-4	850	1,043	-18.50%	-193
Child Residents	14	11	27.27%	3	216	190	13.68%	26
Adult Non-Residents	68	63	7.94%	5	709	764	-7.20%	-55
Child Non-Residents	5	5	0.00%	0	47	36	30.56%	11
Out of County	1	0	1.00%	1	24	21	14.29%	3
Total Memberships	168	163	3.07%	5	1,846	2,054	-10.13%	42,803

Meeting Room Use

	Rented 2025	Attend. 2025	Rented 2024	Attend. 2024	R. FYTD 2025	A. FYTD 2025	R. FYTD 2024	A. FYTD 2024
Community Room	9	424	9	379	110	5,234	96	5,160
Historical Room	1	12	0	0	13	150	5	36
Tree House	5	63	3	37	33	399	22	190
Children's Program	3	80	3	48	67	1,170	39	736
Outdoor Classroom	0	0	0	0	0	0	0	0
Rooftop Garden	0	0	0	0	1	30	1	50
Total Rental Usage	18	579	15	464	224	6,983	163	6,172

Study Room Use

	Reserved 2025	Users 2025	Reserved 2024	Users 2024	R. FYTD 2025	U. FYTD 2025	R. FYTD 2024	U. FYTD 2024
All Rooms	314	490	373	544	4,233	6,468	4,131	6,286

VHLF Statistics Report September 2025

Total Study Room Usage

314

490

373

544

4,233

6,468

4,131

6,286

VHLF Statistics Report September 2025

Library Materials Usage - Physical

	September 2025	September 2024	% Month 2025	# Month 2025	FYTD 2025	FYTD 2024	% FYTD 2025	# FYTD 2025
Physical Book Circulation								
Adult Books	5,952	5,609	6.12%	343	69,234	67,635	2.36%	1,599
Adult Large Print	1,411	1,264	11.63%	147	16,397	15,556	5.41%	841
Teen Books	1,612	1,370	17.66%	242	20,823	20,104	3.58%	719
Children's Books	9,920	9,522	4.18%	398	117,543	124,547	-5.62%	-7,004
Total Physical Books	18,895	17,765	6.36%	1,130	223,997	227,842	-1.69%	-3,845
Adult Physical Non-Book Circulation								
Non-Fiction DVDs / Rokus	92	88	4.55%	4	983	1,315	-25.25%	-332
Audiobooks	175	284	-38.38%	-109	2,277	3,344	-31.91%	-1,067
Blu-rays	392	437	-10.30%	-45	5,326	5,183	2.76%	143
DVDs	1,461	1,190	22.77%	271	16,738	18,365	-8.86%	-1,627
Games and Puzzles	24	20	20.00%	4	332	298	11.41%	34
Launchpads	0	0	0.00%	0	19	35	-45.71%	-16
Magazines	51	36	41.67%	15	722	501	44.11%	221
Mixed Media	6	14	-57.14%	-8	108	100	8.00%	8
Misc - Discontinued 6-1-25	0	196	-100.00%	-196	1,589	2,610	-39.12%	-1,021
WiFi-Hotspots	37	58	-36.21%	-21	578	767	-24.64%	-189
Other: Kits	2	1	100.00%	1	8	17	-52.94%	-9
Other: Hammocks	0	0	0.00%	0	11	4	175.00%	7
Other: Walking Sticks	0	1	-100.00%	-1	2	4	-50.00%	-2
Total Adult Physical Non-Book Circulation	2,240	2,325	-3.66%	-85	28,693	32,543	-11.83%	-193
Teen Non-Book Circulation								
Teen Audiobooks - Discontinued	0	24	-100.00%	-24	29	119	-75.63%	-90
Teen Blu-rays	127	59	115.25%	68	1,129	990	14.04%	139
Teen DVDs	183	145	26.21%	38	2,354	2,580	-8.76%	-226
Teen Games	558	468	19.23%	90	6,883	5,982	15.06%	901
Total Teen Physical Non-Book Circulation	868	696	24.71%	172	10,395	9,671	7.49%	724
Children's Non-Book Circulation								
Audiobooks	22	53	-58.49%	-31	465	584	-20.38%	-119
Augmented Reality	8	3	166.67%	5	63	155	-59.35%	-92
Blu-rays	47	27	74.07%	20	673	580	16.03%	93
DVDs	443	535	-17.20%	-92	7,733	7,862	-1.64%	-129
Launchpads	45	13	246.15%	32	412	523	-21.22%	-111
Magazines	18	15	20.00%	3	233	243	-4.12%	-10
Mixed Media	532	551	-3.45%	-19	6,517	7,192	-9.39%	-675
Music	0	51	-100.00%	-51	103	241	-57.26%	-138
Self-playing Audio	12	30	-60.00%	-18	352	374	-5.88%	-22
Views	0	11	-100.00%	-11	11	204	-94.61%	-193
Other: Kits	6	3	100.00%	3	57	24	137.50%	33
Total Children's Physical Non-Book Circulation	1,133	1,292	-12.31%	-159	16,619	17,982	-7.58%	-1,363

VHLF Statistics Report September 2025

Library Materials Usage - Digital

	September 2025	September 2024	% Month 2025	# Month 2025	FYTD 2025	FYTD 2024	% FYTD 2025	# FYTD 2025
Adult Digital Usage								
eBooks (Overdrive & Hoopla)	4,039	4,134	-2.30%	-95	51,259	51,288	-0.06%	-29
Graphic Novel Downloads (Hoopla)	49	36	36.11%	13	611	586	4.27%	25
Audiobook Downloads (Overdrive & Hoopla)	6,452	5,891	9.52%	561	74,757	70,506	6.03%	4,251
Downloadable Music (Hoopla)	53	66	-19.70%	-13	683	756	-9.66%	-73
Movies/Documentaries/TV Downloads (Hoopla & Kanopy)	767	402	90.80%	365	6,404	6,266	2.20%	138
Magazine Downloads	1,399	1,195	17.07%	204	17,250	15,129	14.02%	2,121
Adult Digital Usage Total	12,759	11,724	8.83%	1,035	150,964	144,531	4.45%	6,433
Teen Digital Usage								
Teen eBooks (Overdrive)	493	477	3.35%	16	6,273	6,701	-6.39%	-428
Teen Audiobook Downloads (Overdrive)	389	346	12.43%	43	4,687	4,885	-4.05%	-198
Teen Digital Usage Total	882	823	7.17%	59	10,960	11,586	-5.40%	-626
Children's Digital Usage								
eBooks (Overdrive & Hoopla)	867	796	8.92%	71	10,345	12,556	-17.61%	-2,211
Graphic Novel Downloads (Hoopla)	45	26	73.08%	19	473	366	29.23%	107
Audiobook Downloads (Overdrive & Hoopla)	751	603	24.54%	148	8,635	7,034	22.76%	1,601
Downloadable Music (Hoopla)	7	10	-30.00%	-3	69	68	1.47%	1
Movies/TV Downloads (Hoopla)	53	32	65.63%	21	405	501	-19.16%	-96
Children's Digital Usage Total	1,723	1,467	17.45%	256	19,927	20,525	-2.91%	-598
Circulation Totals By Category								
Books	18,895	17,765	6.36%	1,130	223,997	227,842	-1.69%	-3,845
Adult Non-Books	2,240	2,325	-3.66%	-85	28,693	32,543	-11.83%	-3,850
Teen Non-Books	868	696	24.71%	172	10,395	9,671	7.49%	724
Children's Non-Books	1,133	1,292	-12.31%	-159	16,619	17,982	-7.58%	-1,363
Adult Digital Usage	12,759	11,724	8.83%	1,035	150,964	144,531	4.45%	6,433
Teen Digital Usage	882	823	7.17%	59	10,960	11,586	-5.40%	-626
Children's Digital Usage	1,723	1,467	17.45%	256	19,927	20,525	-2.91%	-598
Total Library Materials Usage	38,500	36,092	6.67%	2,408	461,555	464,680	-0.67%	-3,125

VHLF Statistics Report September 2025

Electronic Retrieval Sessions / Database Usage

	September 2025	September 2024	% Month 2025	# Month 2025	FYTD 2025	FYTD 2024	% FYTD 2025	# FYTD 2025
Alabama Virtual Library	0	0	0.00%	0	0	0	0.00%	0
Ancestry	0	0	0.00%	0	0	0	0.00%	0
Creative Bug	3	440	-99.32%	-437	185	799	-76.85%	-614
Niche Academy	0	0	0.00%	0	0	112	-100.00%	-112
Reference USA	0	0	0.00%	0	0	0	0.00%	0
Universal Class	13	45	-71.11%	-32	343	453	-24.28%	-110
Other Databases	990	943	4.98%	47	6,473	9,993	-35.22%	-3,520
Total Electronic Retrieval Sessions	1,006	1,428	-29.55%	-422	7,001	11,357	-38.36%	-4,356

Marketing

Facebook Reach: Main	13,500	7,300	84.93%	6,200	179,868	131,500	36.78%	48,368
Facebook Reach: Kids	65	540	-87.96%	-475	6,275	21,132	-70.31%	-14,857
Instagram Users: Main	3,064	2,228	37.52%	836	30,844	24,985	23.45%	5,859
Instagram Users: Kids	150	87	72.41%	63	1,400	785	78.34%	615
TikTok: Teens	1,779	1,611	10.43%	168	18,153	30,150	-39.79%	-11,997

Library Holdings

Book Volumes	69,055	67,876	1.74%	1,179	811,716	816,476	-0.58%	-4,760
Serial Volumes	89	85	4.71%	4	1,083	1,031	5.04%	52
Audiobooks	2,591	3,457	-25.05%	-866	35,853	43,012	-16.64%	-7,159
Digital Collections	147,141	132,386	11.15%	14,755	1,707,992	1,489,918	14.64%	218,074
Music CDs	100	2,377	-95.79%	-2,277	17,182	28,547	-39.81%	-11,365
DVDs and Blu-rays	8,369	10,394	-19.48%	-2,025	114,742	123,227	-6.89%	-8,485
Other	175	178	-1.69%	-3	2,143	2,394	-10.48%	-251
Library Holdings Total	227,520	216,753	4.97%	10,767	2,690,711	2,504,605	7.43%	186,106

Volunteers

	Volunteers 2025	Hours 2025	Volunteers 2024	Hours 2024	FYTD Vol. 2025	FYTD Hrs 2025	FYTD Vol. 2024	FYTD Hrs 2024
Acquisitions	0	0	0	0	6	1	0	0
Adult	0	0	0	0	2	4	1	2
Children's	1	2	2	4	267	971	184	657
Circulation	0	0	0	0	0	0	0	0
Outreach	0	0	0	0	51	98	37	83
PALS	0	0	0	0	0	0	0	0
Technology	1	10	1	26	11	147	19	133
Teens	5	8	1	2	69	334	53	303
Volunteers Total	7	20	4	32	406	1,555	294	1,178

Staff Training By Department

	Staff 2025	Staff 2024	% Month 2025	# Month 2025	FYTD 2025	FYTD 2024	% FYTD 2025	# FYTD 2025
Acquisitions	2	4	-50.00%	-2	30	47	-36.17%	-17
Administration	0	0	0.00%	0	5	9	-44.44%	-4
Adult	1	2	-50.00%	-1	28	51	-45.10%	-23
Children's	0	3	-100.00%	-3	12	36	-66.67%	-24
Circulation	6	18	-66.67%	-12	83	120	-30.83%	-37
Technology	2	8	-75.00%	-6	39	47	-17.02%	-8
Teens	0	0	0.00%	0	14	20	-30.00%	-6
Staff Training Total	11	35	-68.57%	-24	211	330	-36.06%	-119

VHLF Statistics Report October 2025

October	October	October	% Month	# Month	FYTD	FYTD	% FYTD	# FYTD
Hours	2025	2024	2025	2025	2025	2024	2025	2025
Total Days Open	31	31	0.00%	0	31	31	0.00%	0
Total Hours Open	274	277	-1.08%	-3	305	308	-0.97%	-3

Library Visits

Gate Count	24,751	27,814	-11.01%	(3,063)	24,751	27,814	-11.01%	-3,063
Curbside Appointments	4	9	-55.56%	(5)	4	9	-55.56%	-5
Website Visits	15,124	12,043	25.58%	3,081	15,124	12,043	25.58%	3,081
Mobile App Sessions	474	656	-27.74%	(182)	474	656	-27.74%	-182
Total Library Visits	40,353	40,522	-0.42%	(169)	40,353	40,522	-0.42%	(169)

VHLF Statistics Report October 2025

Programs and Events

2025

2024

2025 FYTD

2024 FYTD

Adult	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
In person	10	196	13	424	10	196	13	424
Outreach (Remote Book Clubs)	1	14	1	15	1	14	1	15
Virtual and Passive	0	0	1	91	0	0	1	91
Total Adult Programs	11	210	14	530	11	210	14	530
YoY % Change & # Value	-21%	-60%	-3	-320	-21%	-60%	-3	-320

Teens	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
In person	16	118	14	104	16	118	14	104
Outreach (School Visits)	0	0	0	0	0	0	0	0
Virtual and Passive	0	0	0	0	0	0	0	0
Total Teen Programs	16	118	14	104	16	118	14	104
YoY % Change & # Value	14%	13%	2	14	14%	13%	2	14

Children	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
In person	35	828	33	966	35	828	33	966
Outreach (School Visits)	5	300	1	125	5	300	1	125
Virtual and Passive	4	100	1	25	4	100	1	25
Total Children's Programs	44	1,228	35	1,116	44	1,228	35	1,116
YoY % Change & # Value	26%	10%	9	112	26%	10%	9	112

Makerspace	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
In person	14	25	13	38	14	25	13	38
Virtual and Passive	0	0	0	0	0	0	0	0
Total Makerspace Programs	14	25	13	38	14	25	13	38
YoY % Change & # Value	8%	-34%	1	-13	8%	-34%	1	-13

Technology	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
In person	7	44	4	21	7	44	4	21
Virtual and One on one	1	24	1	22	1	24	1	22
Total Technology Programs	8	68	5	43	8	68	5	43
YoY % Change & # Value	60%	58%	3	25	60%	58%	3	25

Circulation	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
Passive	2	366	4	21	2	366	4	21
Tours (LVH)	0	0	1	22	0	0	1	22
Total Circulation Programs	2	366	5	43	2	366	5	43
YoY % Change & # Value	-60%	751%	-3	323	-60%	751%	-3	323

Outreach Events	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
Birmingham (Location)	0	0	0	0	0	0	0	0
City of VH (Sponsor & Location)	1	350	2	2,250	1	350	2	2,250
Chamber of Commerce (Sponsor)	1	2,600	1	200	1	2,600	1	200
Cabaha Heights (Focus & Location)	0	0	0	0	0	0	0	0
Liberty Park (Focus & Location)	1	125	0	0	1	125	0	0
Library (Sponsor & Location)	0	0	0	0	0	0	0	0
Neutral (Location)	0	0	0	0	0	0	0	0
Other (Sponsor & Location)	0	0	0	0	0	0	0	0
Total Outreach	3	3,075	3	2,450	3	3,075	3	2,450
YoY % Change & # Value	0%	26%	0	625	0%	26%	0	625

Total Programs and Events	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
	98	5,090	89	4,324	98	5,090	89	4,324

VHLF Statistics Report October 2025

YoY % Change & # Value	10%	18%	9	766	10%	18%	9	766
------------------------	-----	-----	---	-----	-----	-----	---	-----

Services

	October 2025	October 2024	% Month 2025	# Month 2025	FYTD 2025	FYTD 2024	% FYTD 2025	# FYTD 2025
Borrowed from Other Libraries	1,926	2,146	-10.25%	-220	1,926	2,146	-10.25%	-220
Coffee	51	48	6.25%	3	51	48	6.25%	3
Holds for Liberty Park Lockers	257	296	-13.18%	-39	257	296	-13.18%	-39
Interlibrary Loans	29	25	16.00%	4	29	25	16.00%	4
Loans to Other Libraries	2,254	2,096	7.54%	158	2,254	2,096	7.54%	158
Notary Service	27	5	440.00%	22	27	5	440.00%	22
Passports	146	131	11.45%	15	146	131	11.45%	15
Public Computer Usage	7,885	5,478	43.94%	2,407	7,885	5,478	43.94%	2,407
Reserves	373	396	-5.81%	-23	373	396	-5.81%	-23
Self-Checkout Machine Usage	8,877	9,683	-8.32%	-806	8,877	9,683	-8.32%	-806
Test Proctoring	3	0	3.00%	3	3	0	3.00%	3
Voter Registration	0	0	0.00%	0	0	0	0.00%	0
Wireless Network Usage	7,004	4,573	53.16%	2,431	7,004	4,573	53.16%	2,431
Reference Questions Total (Department Breakdown)	2,871	2,845	0.91%	26	2,871	2,845	0.91%	26
Adult	1,036	1,130	-8.32%	-94	1,036	1,130	-8.32%	-94
Teens	856	936	-8.55%	-80	856	936	-8.55%	-80
Children	630	455	38.46%	175	630	455	38.46%	175
Technology	223	218	2.29%	5	223	218	2.29%	5
Makerspace	126	106	18.87%	20	126	106	18.87%	20
Total Services	31,703	27,722	14.36%	4,007	34,574	30,567	13.11%	4,007

Memberships

Adult Residents	56	56	0.00%	0	56	56	0.00%	0
Child Residents	13	4	225.00%	9	13	4	225.00%	9
Adult Non-Residents	52	52	0.00%	0	52	52	0.00%	0
Child Non-Residents	3	3	0.00%	0	3	3	0.00%	0
Out of County	1	0	1.00%	1	1	0	1.00%	1
Total Memberships	125	115	8.70%	10	125	115	8.70%	5,674

Meeting Room Use

	Rented 2025	Attend. 2025	Rented 2024	Attend. 2024	R. FYTD 2025	A. FYTD 2025	Rented 2024	Attend. 2024
Community Room	11	538	14	677	11	538	14	677
Historical Room	1	10	1	8	1	10	1	8
Tree House	3	54	1	8	3	54	1	8
Children's Program	5	101	8	174	5	101	8	174
Outdoor Classroom	0	0	0	0	0	0	0	0
Rooftop Garden	0	0	0	0	0	0	0	0
Total Rental Usage	20	703	24	867	20	703	24	867

Study Room Use

	Reserved 2025	Users 2025	Reserved 2024	Users 2024	R. FYTD 2025	U. FYTD 2025	R. FYTD 2024	U. FYTD 2024

VHLF Statistics Report October 2025

All Rooms	361	582	382	555	361	582	382	555
Total Study Room Usage	361	582	382	555	361	582	382	555

VHLF Statistics Report October 2025

Library Materials Usage - Physical

October	October	% Month	# Month	FYTD	FYTD	% FYTD	# FYTD
2025	2024	2025	2025	2025	2024	2025	2025

Physical Book Circulation								
Adult Books	5,540	5,674	-2.36%	-134	5,540	5,674	-2.36%	-134
Adult Large Print	1,402	1,338	4.78%	64	1,402	1,338	4.78%	64
Teen Books	1,512	1,624	-6.90%	-112	1,512	1,624	-6.90%	-112
Children's Books	9,052	9,286	-2.52%	-234	9,052	9,286	-2.52%	-234
Total Physical Books	17,506	17,922	-2.32%	-416	17,506	17,922	-2.32%	-416

Adult Physical Non-Book Circulation								
Non-Fiction DVDs / Roku	78	60	30.00%	18	78	60	30.00%	18
Audiobooks	197	212	-7.08%	-15	197	212	-7.08%	-15
Blu-rays	447	462	-3.25%	-15	447	462	-3.25%	-15
DVDs	1,486	1,192	24.66%	294	1,486	1,192	24.66%	294
Games and Puzzles	35	25	40.00%	10	35	25	40.00%	10
Launchpads	0	7	-100.00%	-7	0	7	-100.00%	-7
Magazines	45	50	-10.00%	-5	45	50	-10.00%	-5
Mixed Media	8	11	-27.27%	-3	8	11	-27.27%	-3
Misc - Discontinued 6-1-25	0	207	-100.00%	-207	0	207	-100.00%	-207
WiFi-Hotspots	47	51	-7.84%	-4	47	51	-7.84%	-4
Other: Kits	0	1	-100.00%	-1	0	1	-100.00%	-1
Other: Hammocks	0	0	0.00%	0	0	0	0.00%	0
Other: Walking Sticks	1	0	1.00%	1	1	0	1.00%	1
Total Adult Physical Non-Book Circulation	2,344	2,278	2.90%	66	2,344	2,278	2.90%	-4

Teen Non-Book Circulation								
Teen Audiobooks - Discontinued	0	17	-100.00%	-17	0	17	-100.00%	-17
Teen Blu-rays	151	92	64.13%	59	151	92	64.13%	59
Teen DVDs	194	194	0.00%	0	194	194	0.00%	0
Teen Games	507	464	9.27%	43	507	464	9.27%	43
Total Teen Physical Non-Book Circulation	852	767	11.08%	85	852	767	11.08%	85

Children's Non-Book Circulation								
Audiobooks	34	33	3.03%	1	34	33	3.03%	1
Augmented Reality	4	2	100.00%	2	4	2	100.00%	2
Blu-rays	52	58	-10.34%	-6	52	58	-10.34%	-6
DVDs	546	707	-22.77%	-161	546	707	-22.77%	-161
Launchpads	36	24	50.00%	12	36	24	50.00%	12
Magazines	12	22	-45.45%	-10	12	22	-45.45%	-10
Mixed Media	445	583	-23.67%	-138	445	583	-23.67%	-138
Music	0	11	-100.00%	-11	0	11	-100.00%	-11
Self-playing Audio	2	28	-92.86%	-26	2	28	-92.86%	-26
Views	0	5	-100.00%	-5	0	5	-100.00%	-5
Other: Kits	1	4	-75.00%	-3	1	4	-75.00%	-3
Total Children's Physical Non-Book Circulation	1,132	1,477	-23.36%	-345	1,132	1,477	-23.36%	-345

VHLF Statistics Report October 2025

Library Materials Usage - Digital

	October 2025	October 2024	% Month 2024	# Month 2024	FYTD 2025	FYTD 2024	% FYTD 2024	# FYTD 2024
Adult Digital Usage								
eBooks (Overdrive & Hoopla)	3,793	4,186	-9.39%	-393	3,793	4,186	-9.39%	-393
Graphic Novel Downloads (Hoopla)	60	74	-18.92%	-14	60	74	-18.92%	-14
Audiobook Downloads (Overdrive & Hoopla)	6,476	5,824	11.20%	652	6,476	5,824	11.20%	652
Downloadable Music (Hoopla)	85	47	80.85%	38	85	47	80.85%	38
Movies/Documentaries/TV Downloads (Hoopla & Kanopy)	466	409	13.94%	57	466	409	13.94%	57
Magazine Downloads	1,617	1,088	48.62%	529	1,617	1,088	48.62%	529
Adult Digital Usage Total	12,497	11,628	7.47%	869	12,497	11,628	7.47%	869
Teen Digital Usage								
Teen eBooks (Overdrive)	515	532	-3.20%	-17	515	532	-3.20%	-17
Teen Audiobook Downloads (Overdrive)	376	362	3.87%	14	376	362	3.87%	14
Teen Digital Usage Total	891	894	-0.34%	-3	891	894	-0.34%	-3
Children's Digital Usage								
eBooks (Overdrive & Hoopla)	928	848	9.43%	80	928	848	9.43%	80
Graphic Novel Downloads (Hoopla)	34	34	0.00%	0	34	34	0.00%	0
Audiobook Downloads (Overdrive & Hoopla)	693	618	12.14%	75	693	618	12.14%	75
Downloadable Music (Hoopla)	11	11	0.00%	0	11	11	0.00%	0
Movies/TV Downloads (Hoopla)	54	32	68.75%	22	54	32	68.75%	22
Children's Digital Usage Total	1,720	1,543	11.47%	177	1,720	1,543	11.47%	177
Circulation Totals (By Category)								
Books	17,506	17,922	-2.32%	-416	17,506	17,922	-2.32%	-416
Adult Non-Books	2,344	2,278	2.90%	66	2,344	2,278	2.90%	66
Teen Non-Books	852	767	11.08%	85	852	767	11.08%	85
Children's Non-Books	1,132	1,477	-23.36%	-345	1,132	1,477	-23.36%	-345
Adult Digital Usage	12,497	11,628	7.47%	869	12,497	11,628	7.47%	869
Teen Digital Usage	891	894	-0.34%	-3	891	894	-0.34%	-3
Children's Digital Usage	1,720	1,543	11.47%	177	1,720	1,543	11.47%	177
Total Library Materials Usage	36,942	36,509	1.19%	433	36,942	36,509	1.19%	433

VHLF Statistics Report October 2025

Electronic Retrieval Sessions / Database Usage

	October	October	% Month	# Month	FYTD	FYTD	% FYTD	# FYTD
	2025	2024	2024	2024	2025	2024	2024	2024
Alabama Virtual Library	0	0	0.00%	0	0	0	0.00%	0
Ancestry	0	0	0.00%	0	0	0	0.00%	0
Creative Bug	0	38	-100.00%	-38	0	38	-100.00%	-38
Niche Academy	0	0	0.00%	0	0	0	0.00%	0
Reference USA	0	0	0.00%	0	0	0	0.00%	0
Universal Class	102	19	436.84%	83	102	19	436.84%	83
Other Databases	528	943	-44.01%	-415	528	943	-44.01%	-415
Total Electronic Retrieval Sessions	630	1,000	-37.00%	-370	630	1,000	-37.00%	-370

Marketing

Facebook Reach: Main	12,200	15,900	-23.27%	-3,700	12,200	15,900	-23.27%	-3,700
Facebook Reach: Kids	37	1,100	-96.64%	-1,063	37	1,100	-96.64%	-1,063
Instagram Users: Main	3,084	2,560	20.47%	524	3,084	2,560	20.47%	524
Instagram Users: Kids	160	90	77.78%	70	160	90	77.78%	70
TikTok: Teens	869	935	-7.06%	-66	869	935	-7.06%	-66

Library Holdings

Book Volumes	69,165	67,954	1.78%	1,211	69,165	67,954	1.78%	1,211
Serial Volumes	89	85	4.71%	4	89	85	4.71%	4
Audiobooks	2,594	3,451	-24.83%	-857	2,594	3,451	-24.83%	-857
Digital Collections	148,824	135,928	9.49%	12,896	148,824	135,928	9.49%	12,896
Music CDs	99	2,377	-95.84%	-2,278	99	2,377	-95.84%	-2,278
DVDs and Blu-rays	8,392	10,473	-19.87%	-2,081	8,392	10,473	-19.87%	-2,081
Other	175	191	-8.38%	-16	175	191	-8.38%	-16
Library Holdings Total	229,338	220,459	4.03%	8,879	229,338	220,459	4.03%	8,879

Volunteers

	Volunteers	Hours	Volunteers	Hours	FYTD Vol.	FYTD Hrs	FYTD Vol.	FYTD Hrs
	2025	2025	2024	2024	2025	2025	2024	2024
Acquisitions	0	0	0	0	0	0	0	0
Adult	0	0	0	0	0	0	0	0
Children's	3	6	11	46	3	6	11	46
Circulation	0	0	0	0	0	0	0	0
Outreach	1	2	3	6	1	2	3	6
PALS	0	0	0	0	0	0	0	0
Technology	1	10	1	7	1	10	1	7
Teens	7	16	3	6	7	16	3	6
Volunteers Total	12	34	18	65	12	34	18	65

Staff Training By Department

	Staff	Staff	% Month	# Month	FYTD	FYTD	% FYTD	# FYTD
	2025	2024			2025	2024		
Acquisitions	1	4	-75.00%	-3	1	4	-75.00%	-3
Administration	0	0	0.00%	0	0	0	0.00%	0
Adult	3	5	-40.00%	-2	3	5	-40.00%	-2
Children's	4	7	-42.86%	-3	4	7	-42.86%	-3
Circulation	6	6	0.00%	0	6	6	0.00%	0
Technology	2	5	-60.00%	-3	2	5	-60.00%	-3
Teens	0	3	-100.00%	-3	0	3	-100.00%	-3
Staff Training Total	16	30	-46.67%	-14	16	30	-46.67%	-14



Vestavia Hills, AL

Monthly Budget Report Account Summary

For Fiscal: 2024-2025 Period Ending: 09/30/2025

		September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 01 - GENERAL FUND										
Expense										
01-70-5010-000-500	COMPENSATION	145,713.00	147,964.49	-2,251.49	-1.55%	1,743,988.00	1,666,716.97	77,271.03	4.43%	1,743,988.00
01-70-5015-000-500	PAYROLL TAX EXP	11,030.00	11,115.62	-85.62	-0.78%	133,415.00	125,556.10	7,858.90	5.89%	133,415.00
01-70-5016-000-500	FRINGE BENEFITS EXP	31,287.00	34,208.99	-2,921.99	-9.34%	367,074.00	382,539.21	-15,465.21	-4.21%	367,074.00
01-70-5045-000-500	EMPLOYEE TRAINING	1,537.00	288.00	1,249.00	81.26%	15,000.00	9,975.75	5,024.25	33.50%	15,000.00
01-70-5050-000-500	MEMBERSHIP & DUES	254.00	110.00	144.00	56.69%	4,000.00	1,710.00	2,290.00	57.25%	4,000.00
01-70-5051-000-500	TRAVEL & CONFERENCE	1,520.00	0.00	1,520.00	100.00%	6,000.00	3,154.90	2,845.10	47.42%	6,000.00
01-70-5055-000-500	UNANTICIPATED EXPENSE	30,372.00	0.00	30,372.00	100.00%	121,485.00	0.00	121,485.00	100.00%	121,485.00
01-70-5065-000-500	PHYSICALS/DRUG SCREEN	36.00	82.40	-46.40	-128.89%	500.00	309.20	190.80	38.16%	500.00
01-70-5070-000-500	VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00%	500.00	0.00	500.00	100.00%	500.00
01-70-5090-000-500	POSTAGE	504.00	0.00	504.00	100.00%	1,150.00	1,113.95	36.05	3.13%	1,150.00
01-70-5100-000-500	SUPPLIES/PRINT & OFFICE	2,307.00	1,818.21	488.79	21.19%	8,000.00	5,964.09	2,035.91	25.45%	8,000.00
01-70-5101-000-500	SUPPLIES/LIB PROCESS	605.00	6,088.20	-5,483.20	-906.31%	10,000.00	11,923.52	-1,923.52	-19.24%	10,000.00
01-70-5105-000-500	SUPPLIES/OTHER	278.00	0.00	278.00	100.00%	9,000.00	9,652.93	-652.93	-7.25%	9,000.00
01-70-5110-000-500	SUPPLIES/JANITORIAL	233.00	2,934.21	-2,701.21	-1,159.32%	10,000.00	10,725.19	-725.19	-7.25%	10,000.00
01-70-5140-000-500	GASOLINE	96.00	225.42	-129.42	-134.81%	1,800.00	1,871.86	-71.86	-3.99%	1,800.00
01-70-5210-000-500	MAINTENANCE CONTRACTS	16,619.00	13,865.28	2,753.72	16.57%	220,242.00	180,053.88	40,188.12	18.25%	220,242.00
01-70-5310-000-500	MAINT/REP-OFFICE EQUIP	0.00	767.80	-767.80	0.00%	1,000.00	767.80	232.20	23.22%	1,000.00
01-70-5350-000-500	MAINT/REP-SMALL EQUIP	0.00	0.00	0.00	0.00%	1,500.00	1,178.84	321.16	21.41%	1,500.00
01-70-5370-000-500	MAINT/REP-VEHICLES	125.00	129.26	-4.26	-3.41%	1,600.00	1,551.12	48.88	3.06%	1,600.00
01-70-5380-000-500	MAINT/REP-BUILDING	2,277.00	42.89	2,234.11	98.12%	40,000.00	45,144.74	-5,144.74	-12.86%	40,000.00
01-70-5385-000-500	MAINT/REP-HVAC	596.00	1,368.48	-772.48	-129.61%	25,000.00	31,226.55	-6,226.55	-24.91%	25,000.00
01-70-5390-000-500	MAINT/REP-ELEC & PLUMB	923.00	0.00	923.00	100.00%	15,000.00	17,661.63	-2,661.63	-17.74%	15,000.00
01-70-5700-000-500	UTILITIES	14,708.00	14,721.17	-13.17	-0.09%	150,000.00	158,325.58	-8,325.58	-5.55%	150,000.00
01-70-5720-000-500	COMM(INTERNET & TELEPHONE)	1,640.00	1,141.45	498.55	30.40%	19,000.00	14,711.97	4,288.03	22.57%	19,000.00
01-70-5840-000-500	PROFESSIONAL CONSULTANTS	0.00	0.00	0.00	0.00%	7,000.00	0.00	7,000.00	100.00%	7,000.00
01-70-5940-000-500	COMMUNITY INVOLVEMENT	1,139.00	1,384.99	-245.99	-21.60%	40,000.00	40,129.38	-129.38	-0.32%	40,000.00
01-70-5940-002-500	OUTREACH/LIB PARK & CH	497.00	2,592.50	-2,095.50	-421.63%	7,000.00	7,367.50	-367.50	-5.25%	7,000.00
01-70-5940-003-500	MARKETING - LIBRARY	312.00	1,466.41	-1,154.41	-370.00%	10,455.00	10,569.38	-114.38	-1.09%	10,455.00
01-70-8150-000-500	PURCHASES-SMALL EQUIP	0.00	0.00	0.00	0.00%	700.00	514.02	185.98	26.57%	700.00
01-70-8205-000-500	PURCHASES/PERIODICAL REPLACE	2,744.00	27.50	2,716.50	99.00%	174,230.00	168,630.58	5,599.42	3.21%	174,230.00
01-70-8610-000-500	PURCHASES/BOOKS	3,282.00	30,081.81	-26,799.81	-816.57%	175,000.00	172,837.10	2,162.90	1.24%	175,000.00
	Total Expense:	270,634.00	272,425.08	-1,791.08	-0.66%	3,319,639.00	3,081,883.74	237,755.26	7.16%	3,319,639.00
	Total Fund: 01 - GENERAL FUND:	270,634.00	272,425.08	-1,791.08	-0.66%	3,319,639.00	3,081,883.74	237,755.26	7.16%	3,319,639.00

Monthly Budget Report

For Fiscal: 2024-2025 Period Ending: 09/30/2025

		September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 12 - LIBRARY-STATE AID										
Expense										
13-70-5050-000-500	MEMBERSHIP & DUES	2,878.03	0.00	2,878.03	100.00%	34,385.00	17,192.28	17,192.72	50.00%	34,385.00
	Total Expense:	2,878.03	0.00	2,878.03	100.00%	34,385.00	17,192.28	17,192.72	50.00%	34,385.00
	Total Fund: 12 - LIBRARY-STATE AID:	2,878.03	0.00	2,878.03	100.00%	34,385.00	17,192.28	17,192.72	50.00%	34,385.00
Fund: 13 - LIBRARY-BOOKS/DON										
Expense										
13-70-5045-000-500	EMPLOYEE TRAINING	753.30	0.00	753.30	100.00%	9,000.00	1,119.92	7,880.08	87.56%	9,000.00
13-70-5050-000-500	MEMBERSHIP & DUES	41.85	0.00	41.85	100.00%	500.00	0.00	500.00	100.00%	500.00
13-70-5051-000-500	TRAVEL & CONFERENCE	920.70	0.00	920.70	100.00%	11,000.00	2,655.73	8,344.27	75.86%	11,000.00
13-70-5052-000-500	EMPLOYEE MISC EXPENSE	41.85	0.00	41.85	100.00%	500.00	0.00	500.00	100.00%	500.00
13-70-5090-000-500	POSTAGE	418.50	0.00	418.50	100.00%	5,000.00	3,200.35	1,799.65	35.99%	5,000.00
13-70-5100-000-500	SUPPLIES/PRINT & OFFICE	41.85	0.00	41.85	100.00%	500.00	0.00	500.00	100.00%	500.00
13-70-5105-000-500	SUPPLIES/OTHER	167.40	0.00	167.40	100.00%	2,000.00	137.97	1,862.03	93.10%	2,000.00
13-70-5110-000-500	SUPPLIES/JANITORIAL	83.70	0.00	83.70	100.00%	1,000.00	0.00	1,000.00	100.00%	1,000.00
13-70-5210-000-500	MAINTENANCE CONTRACTS	418.50	0.00	418.50	100.00%	5,000.00	192.00	4,808.00	96.16%	5,000.00
13-70-5220-000-500	COMPUTER SERVICES	209.25	0.00	209.25	100.00%	2,500.00	0.00	2,500.00	100.00%	2,500.00
13-70-5310-000-500	MAINT/REP-OFFICE EQUIP	167.40	0.00	167.40	100.00%	2,000.00	0.00	2,000.00	100.00%	2,000.00
13-70-5380-000-500	MAINT/REP-BUILDING	334.80	0.00	334.80	100.00%	4,000.00	1,649.10	2,350.90	58.77%	4,000.00
13-70-5605-000-500	RENTAL/STORAGE FACILITY	334.80	654.90	-320.10	-95.61%	4,000.00	5,264.00	-1,264.00	-31.60%	4,000.00
13-70-5840-000-500	PROFESSIONAL CONSULTANTS	2,594.70	0.00	2,594.70	100.00%	31,000.00	30,000.00	1,000.00	3.23%	31,000.00
13-70-5940-000-500	COMMUNITY INVOLVEMENT	2,552.85	407.18	2,145.67	84.05%	30,500.00	15,113.26	15,386.74	50.45%	30,500.00
13-70-5990-000-500	BANK CHARGES	209.25	0.00	209.25	100.00%	2,500.00	0.00	2,500.00	100.00%	2,500.00
13-70-5992-000-500	MERCHANT FEES	209.25	73.47	135.78	64.89%	2,500.00	2,770.31	-270.31	-10.81%	2,500.00
13-70-8100-000-500	PURCHASE/OFFICE & COMP EQUIP	510.57	0.00	510.57	100.00%	6,100.00	1,935.97	4,164.03	68.26%	6,100.00
13-70-8150-000-500	PURCHASES-SMALL EQUIP	318.06	0.00	318.06	100.00%	3,800.00	0.00	3,800.00	100.00%	3,800.00
13-70-8205-000-500	PURCHASES/PERIODICAL REPLACE	41.85	0.00	41.85	100.00%	500.00	0.00	500.00	100.00%	500.00
13-70-8500-000-500	PURCHASES-CAP (UNDER \$5K)	3,523.77	0.00	3,523.77	100.00%	42,100.00	38,012.03	4,087.97	9.71%	42,100.00
13-70-8600-000-712	PURCHASES-CAP (OVER \$5K)	1,255.50	3,500.00	-2,244.50	-178.77%	15,000.00	7,375.00	7,625.00	50.83%	15,000.00
13-70-8610-000-500	PURCHASES/BOOKS	25.11	0.00	25.11	100.00%	300.00	0.00	300.00	100.00%	300.00
	Total Expense:	15,174.81	4,635.55	10,539.26	69.45%	181,300.00	109,425.64	71,874.36	39.64%	181,300.00
	Total Fund: 13 - LIBRARY-BOOKS/DON:	15,174.81	4,635.55	10,539.26	69.45%	181,300.00	109,425.64	71,874.36	39.64%	181,300.00
Fund: 20 - CAPITAL PROJECTS										
Expense										
20-70-5610-000-500	LEASE/VEHICLE	1,039.99	1,429.18	-389.19	-37.42%	12,424.00	17,150.16	-4,726.16	-38.04%	12,424.00
20-70-5611-000-500	LEASE/VEHICLE-INTEREST	395.63	0.00	395.63	100.00%	4,726.00	0.00	4,726.00	100.00%	4,726.00
20-70-5630-000-500	LEASE/EQUIPMENT	1,128.45	0.00	1,128.45	100.00%	13,482.00	15,885.96	-2,403.96	-17.83%	13,482.00
20-70-5631-000-500	LEASE/EQUIPMENT-INTEREST	200.88	0.00	200.88	100.00%	2,400.00	0.00	2,400.00	100.00%	2,400.00
20-70-8100-000-500	PURCHASE/OFFICE & COMP EQUIP	1,037.88	0.00	1,037.88	100.00%	12,400.00	12,371.38	28.62	0.23%	12,400.00
20-70-8500-000-500	PURCHASES-CAP (UNDER \$5K)	9,625.50	0.00	9,625.50	100.00%	115,000.00	112,647.00	2,353.00	2.05%	115,000.00

Monthly Budget Report

For Fiscal: 2024-2025 Period Ending: 09/30/2025

	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
20-70-8600-000-712 PURCHASES-CAP (OVER \$5K)	15,400.80	0.00	15,400.80	100.00%	184,000.00	215,477.80	-31,477.80	-17.11%	184,000.00
Total Expense:	28,829.13	1,429.18	27,399.95	95.04%	344,432.00	373,532.30	-29,100.30	-8.45%	344,432.00
Total Fund: 20 - CAPITAL PROJECTS:	28,829.13	1,429.18	27,399.95	95.04%	344,432.00	373,532.30	-29,100.30	-8.45%	344,432.00
Report Total:	317,515.97	278,489.81	39,026.16	12.29%	3,879,756.00	3,582,033.96	297,722.04	7.67%	3,879,756.00

Monthly Budget Report

For Fiscal: 2024-2025 Period Ending: 09/30/2025

Group Summary

Account Typ...	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 01 - GENERAL FUND									
Expense	270,634.00	272,425.08	-1,791.08	-0.66%	3,319,639.00	3,081,883.74	237,755.26	7.16%	3,319,639.00
Total Fund: 01 - GENERAL FUND:	270,634.00	272,425.08	-1,791.08	-0.66%	3,319,639.00	3,081,883.74	237,755.26	7.16%	3,319,639.00
Fund: 12 - LIBRARY-STATE AID									
Expense	2,878.03	0.00	2,878.03	100.00%	34,385.00	17,192.28	17,192.72	50.00%	34,385.00
Total Fund: 12 - LIBRARY-STATE AID:	2,878.03	0.00	2,878.03	100.00%	34,385.00	17,192.28	17,192.72	50.00%	34,385.00
Fund: 13 - LIBRARY-BOOKS/DON									
Expense	15,174.81	4,635.55	10,539.26	69.45%	181,300.00	109,425.64	71,874.36	39.64%	181,300.00
Total Fund: 13 - LIBRARY-BOOKS/DON:	15,174.81	4,635.55	10,539.26	69.45%	181,300.00	109,425.64	71,874.36	39.64%	181,300.00
Fund: 20 - CAPITAL PROJECTS									
Expense	28,829.13	1,429.18	27,399.95	95.04%	344,432.00	373,532.30	-29,100.30	-8.45%	344,432.00
Total Fund: 20 - CAPITAL PROJECTS:	28,829.13	1,429.18	27,399.95	95.04%	344,432.00	373,532.30	-29,100.30	-8.45%	344,432.00
Report Total:	317,515.97	278,489.81	39,026.16	12.29%	3,879,756.00	3,582,033.96	297,722.04	7.67%	3,879,756.00

Fund Summary

Fund	September Budget	September Activity	Variance		YTD Budget	YTD Activity	Variance		Total Budget
			Favorable (Unfavorable)	Percent Remaining			Favorable (Unfavorable)	Percent Remaining	
01 - GENERAL FUND	270,634.00	272,425.08	-1,791.08	-0.66%	3,319,639.00	3,081,883.74	237,755.26	7.16%	3,319,639.00
12 - LIBRARY-STATE AID	2,878.03	0.00	2,878.03	100.00%	34,385.00	17,192.28	17,192.72	50.00%	34,385.00
13 - LIBRARY-BOOKS/DON	15,174.81	4,635.55	10,539.26	69.45%	181,300.00	109,425.64	71,874.36	39.64%	181,300.00
20 - CAPITAL PROJECTS	28,829.13	1,429.18	27,399.95	95.04%	344,432.00	373,532.30	-29,100.30	-8.45%	344,432.00
Report Total:	317,515.97	278,489.81	39,026.16	12.29%	3,879,756.00	3,582,033.96	297,722.04	7.67%	3,879,756.00



Vestavia Hills, AL

Monthly Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Fund: 01 - GENERAL FUND										
Expense										
01-70-5010-000-500	COMPENSATION	149,160.39	144,321.21	4,839.18	96.76%	298,320.78	288,449.89	9,870.89	96.69%	1,790,641.00
01-70-5015-000-500	PAYROLL TAX EXP	11,410.68	10,905.58	505.10	95.57%	22,821.36	21,796.45	1,024.91	95.51%	136,983.00
01-70-5016-000-500	FRINGE BENEFITS EXP	36,478.31	35,456.50	1,021.81	97.20%	72,956.62	70,910.60	2,046.02	97.20%	437,915.00
01-70-5045-000-500	EMPLOYEE TRAINING	1,332.80	2,756.08	-1,423.28	206.79%	2,665.60	2,756.08	-90.48	103.39%	16,000.00
01-70-5050-000-500	MEMBERSHIP & DUES	391.51	0.00	391.51	0.00%	783.02	0.00	783.02	0.00%	4,700.00
01-70-5051-000-500	TRAVEL & CONFERENCE	499.80	2,280.29	-1,780.49	456.24%	999.60	2,280.29	-1,280.69	228.12%	6,000.00
01-70-5065-000-500	PHYSICALS/DRUG SCREEN	58.31	0.00	58.31	0.00%	116.62	45.00	71.62	38.59%	700.00
01-70-5070-000-500	VEHICLE ALLOWANCE	41.65	0.00	41.65	0.00%	83.30	141.40	-58.10	169.75%	500.00
01-70-5090-000-500	POSTAGE	95.79	0.00	95.79	0.00%	191.58	0.00	191.58	0.00%	1,150.00
01-70-5100-000-500	SUPPLIES/PRINT & OFFICE	666.40	0.00	666.40	0.00%	1,332.80	0.00	1,332.80	0.00%	8,000.00
01-70-5101-000-500	SUPPLIES/LIB PROCESS	833.00	0.00	833.00	0.00%	1,666.00	23.54	1,642.46	1.41%	10,000.00
01-70-5105-000-500	SUPPLIES/OTHER	749.70	0.00	749.70	0.00%	1,499.40	49.98	1,449.42	3.33%	9,000.00
01-70-5110-000-500	SUPPLIES/JANITORIAL	999.60	0.00	999.60	0.00%	1,999.20	303.39	1,695.81	15.18%	12,000.00
01-70-5140-000-500	GASOLINE	149.94	0.00	149.94	0.00%	299.88	335.26	-35.38	111.80%	1,800.00
01-70-5210-000-500	MAINTENANCE CONTRACTS	17,507.57	16,591.95	915.62	94.77%	35,015.14	65,191.34	-30,176.20	186.18%	210,175.00
01-70-5310-000-500	MAINT/REP-OFFICE EQUIP	83.30	0.00	83.30	0.00%	166.60	0.00	166.60	0.00%	1,000.00
01-70-5350-000-500	MAINT/REP-SMALL EQUIP	124.95	0.00	124.95	0.00%	249.90	0.00	249.90	0.00%	1,500.00
01-70-5370-000-500	MAINT/REP-VEHICLES	201.58	129.26	72.32	64.12%	403.16	258.52	144.64	64.12%	2,420.00
01-70-5380-000-500	MAINT/REP-BUILDING	4,581.50	24,680.25	-20,098.75	538.69%	9,163.00	33,614.89	-24,451.89	366.85%	55,000.00
01-70-5385-000-500	MAINT/REP-HVAC	2,082.50	0.00	2,082.50	0.00%	4,165.00	9,205.50	-5,040.50	221.02%	25,000.00
01-70-5390-000-500	MAINT/REP-ELEC & PLUMB	2,082.50	0.00	2,082.50	0.00%	4,165.00	425.00	3,740.00	10.20%	25,000.00
01-70-5700-000-500	UTILITIES	12,495.00	7,293.10	5,201.90	58.37%	24,990.00	21,490.83	3,499.17	86.00%	150,000.00
01-70-5720-000-500	COMM(INTERNET & TELEPHONE)	1,332.80	960.22	372.58	72.05%	2,665.60	2,101.72	563.88	78.85%	16,000.00
01-70-5840-000-500	PROFESSIONAL CONSULTANTS	583.10	0.00	583.10	0.00%	1,166.20	0.00	1,166.20	0.00%	7,000.00
01-70-5940-000-500	COMMUNITY INVOLVEMENT	3,915.10	1,007.43	2,907.67	25.73%	7,830.20	3,321.36	4,508.84	42.42%	47,000.00
01-70-5940-002-500	OUTREACH/LIB PARK & CH	833.00	0.00	833.00	0.00%	1,666.00	0.00	1,666.00	0.00%	10,000.00
01-70-5940-003-500	MARKETING - LIBRARY	987.93	0.00	987.93	0.00%	1,975.86	620.00	1,355.86	31.38%	11,860.00
01-70-8100-000-500	PURCHASE/OFFICE & COMP EQUIP	0.00	0.00	0.00	0.00%	0.00	2,199.00	-2,199.00	0.00%	0.00
01-70-8150-000-500	PURCHASES-SMALL EQUIP	333.20	0.00	333.20	0.00%	666.40	0.00	666.40	0.00%	4,000.00
01-70-8205-000-500	PURCHASES/PERIODICAL REPLACE	14,994.00	7,721.89	7,272.11	51.50%	29,988.00	10,721.89	19,266.11	35.75%	180,000.00
01-70-8610-000-500	PURCHASES/BOOKS	15,827.00	6,862.86	8,964.14	43.36%	31,654.00	19,532.75	12,121.25	61.71%	190,000.00
	Total Expense:	280,832.91	260,966.62	19,866.29	92.93%	561,665.82	555,774.68	5,891.14	98.95%	3,371,344.00
	Total Fund: 01 - GENERAL FUND:	280,832.91	260,966.62	19,866.29	92.93%	561,665.82	555,774.68	5,891.14	98.95%	3,371,344.00

Monthly Budget Report

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Fund: 12 - LIBRARY-STATE AID										
Expense										
13-70-5050-000-500	MEMBERSHIP & DUES	2,846.69	0.00	2,846.69	0.00%	5,693.38	0.00	5,693.38	0.00%	34,174.00
	Total Expense:	2,846.69	0.00	2,846.69	0.00%	5,693.38	0.00	5,693.38	0.00%	34,174.00
	Total Fund: 12 - LIBRARY-STATE AID:	2,846.69	0.00	2,846.69	0.00%	5,693.38	0.00	5,693.38	0.00%	34,174.00
Fund: 13 - LIBRARY-BOOKS/DON										
Expense										
13-70-5010-000-500	COMPENSATION	182.34	0.00	182.34	0.00%	364.68	28.08	336.60	7.70%	2,189.00
13-70-5015-000-500	PAYROLL TAX EXP	13.91	0.00	13.91	0.00%	27.82	2.15	25.67	7.73%	167.00
13-70-5045-000-500	EMPLOYEE TRAINING	749.70	0.00	749.70	0.00%	1,499.40	2,210.44	-711.04	147.42%	9,000.00
13-70-5050-000-500	MEMBERSHIP & DUES	2,957.15	0.00	2,957.15	0.00%	5,914.30	0.00	5,914.30	0.00%	35,500.00
13-70-5051-000-500	TRAVEL & CONFERENCE	966.28	0.00	966.28	0.00%	1,932.56	0.00	1,932.56	0.00%	11,600.00
13-70-5052-000-500	EMPLOYEE MISC EXPENSE	41.65	0.00	41.65	0.00%	83.30	0.00	83.30	0.00%	500.00
13-70-5090-000-500	POSTAGE	458.15	0.00	458.15	0.00%	916.30	921.45	-5.15	100.56%	5,500.00
13-70-5100-000-500	SUPPLIES/PRINT & OFFICE	41.65	0.00	41.65	0.00%	83.30	0.00	83.30	0.00%	500.00
13-70-5105-000-500	SUPPLIES/OTHER	233.24	0.00	233.24	0.00%	466.48	0.00	466.48	0.00%	2,800.00
13-70-5110-000-500	SUPPLIES/JANITORIAL	83.30	0.00	83.30	0.00%	166.60	0.00	166.60	0.00%	1,000.00
13-70-5210-000-500	MAINTENANCE CONTRACTS	416.50	0.00	416.50	0.00%	833.00	0.00	833.00	0.00%	5,000.00
13-70-5220-000-500	COMPUTER SERVICES	749.70	0.00	749.70	0.00%	1,499.40	0.00	1,499.40	0.00%	9,000.00
13-70-5310-000-500	MAINT/REP-OFFICE EQUIP	166.60	0.00	166.60	0.00%	333.20	0.00	333.20	0.00%	2,000.00
13-70-5380-000-500	MAINT/REP-BUILDING	1,249.50	0.00	1,249.50	0.00%	2,499.00	0.00	2,499.00	0.00%	15,000.00
13-70-5605-000-500	RENTAL/STORAGE FACILITY	416.50	0.00	416.50	0.00%	833.00	654.90	178.10	78.62%	5,000.00
13-70-5840-000-500	PROFESSIONAL CONSULTANTS	5,414.50	0.00	5,414.50	0.00%	10,829.00	0.00	10,829.00	0.00%	65,000.00
13-70-5940-000-500	COMMUNITY INVOLVEMENT	3,207.05	0.00	3,207.05	0.00%	6,414.10	1,615.38	4,798.72	25.18%	38,500.00
13-70-5992-000-500	MERCHANT FEES	291.55	0.00	291.55	0.00%	583.10	17.60	565.50	3.02%	3,500.00
13-70-8100-000-500	PURCHASE/OFFICE & COMP EQUIP	583.10	0.00	583.10	0.00%	1,166.20	0.00	1,166.20	0.00%	7,000.00
13-70-8150-000-500	PURCHASES-SMALL EQUIP	349.86	0.00	349.86	0.00%	699.72	0.00	699.72	0.00%	4,200.00
13-70-8205-000-500	PURCHASES/PERIODICAL REPLACE	41.65	0.00	41.65	0.00%	83.30	0.00	83.30	0.00%	500.00
13-70-8600-000-712	PURCHASES-CAP (OVER \$5K)	1,249.50	0.00	1,249.50	0.00%	2,499.00	0.00	2,499.00	0.00%	15,000.00
13-70-8610-000-500	PURCHASES/BOOKS	33.32	0.00	33.32	0.00%	66.64	0.00	66.64	0.00%	400.00
	Total Expense:	19,896.70	0.00	19,896.70	0.00%	39,793.40	5,450.00	34,343.40	13.70%	238,856.00
	Total Fund: 13 - LIBRARY-BOOKS/DON:	19,896.70	0.00	19,896.70	0.00%	39,793.40	5,450.00	34,343.40	13.70%	238,856.00
Fund: 20 - CAPITAL PROJECTS										
Expense										
20-70-5380-000-500	MAINT/REP-BUILDING	3,381.98	0.00	3,381.98	0.00%	6,763.96	0.00	6,763.96	0.00%	40,600.00
20-70-5610-000-500	LEASE/VEHICLE	1,082.56	1,429.18	-346.62	132.02%	2,165.12	2,858.36	-693.24	132.02%	12,996.00
20-70-5611-000-500	LEASE/VEHICLE-INTEREST	273.89	0.00	273.89	0.00%	547.78	0.00	547.78	0.00%	3,288.00
20-70-5630-000-500	LEASE/EQUIPMENT	1,171.61	0.00	1,171.61	0.00%	2,343.22	3,971.49	-1,628.27	169.49%	14,065.00
20-70-5631-000-500	LEASE/EQUIPMENT-INTEREST	151.43	0.00	151.43	0.00%	302.86	0.00	302.86	0.00%	1,818.00
20-70-8100-000-500	PURCHASE/OFFICE & COMP EQUIP	4,469.04	0.00	4,469.04	0.00%	8,938.08	2,959.74	5,978.34	33.11%	53,650.00
20-70-8500-000-500	PURCHASES-CAP (UNDER \$5K)	833.00	0.00	833.00	0.00%	1,666.00	0.00	1,666.00	0.00%	10,000.00

Monthly Budget Report

For Fiscal: 2025-2026 Period Ending: 11/30/2025

[20-70-8600-000-712](#)

	November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
PURCHASES-CAP (OVER \$5K)	2,915.50	0.00	2,915.50	0.00%	5,831.00	0.00	5,831.00	0.00%	35,000.00
Total Expense:	14,279.01	1,429.18	12,849.83	10.01%	28,558.02	9,789.59	18,768.43	34.28%	171,417.00
Total Fund: 20 - CAPITAL PROJECTS:	14,279.01	1,429.18	12,849.83	10.01%	28,558.02	9,789.59	18,768.43	34.28%	171,417.00
Report Total:	317,855.31	262,395.80	55,459.51	82.55%	635,710.62	571,014.27	64,696.35	89.82%	3,815,791.00

Monthly Budget Report

For Fiscal: 2025-2026 Period Ending: 11/30/2025

Group Summary

Account Typ...	November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Fund: 01 - GENERAL FUND									
Expense	280,832.91	260,966.62	19,866.29	92.93%	561,665.82	555,774.68	5,891.14	98.95%	3,371,344.00
Total Fund: 01 - GENERAL FUND:	280,832.91	260,966.62	19,866.29	92.93%	561,665.82	555,774.68	5,891.14	98.95%	3,371,344.00
Fund: 12 - LIBRARY-STATE AID									
Expense	2,846.69	0.00	2,846.69	0.00%	5,693.38	0.00	5,693.38	0.00%	34,174.00
Total Fund: 12 - LIBRARY-STATE AID:	2,846.69	0.00	2,846.69	0.00%	5,693.38	0.00	5,693.38	0.00%	34,174.00
Fund: 13 - LIBRARY-BOOKS/DON									
Expense	19,896.70	0.00	19,896.70	0.00%	39,793.40	5,450.00	34,343.40	13.70%	238,856.00
Total Fund: 13 - LIBRARY-BOOKS/DON:	19,896.70	0.00	19,896.70	0.00%	39,793.40	5,450.00	34,343.40	13.70%	238,856.00
Fund: 20 - CAPITAL PROJECTS									
Expense	14,279.01	1,429.18	12,849.83	10.01%	28,558.02	9,789.59	18,768.43	34.28%	171,417.00
Total Fund: 20 - CAPITAL PROJECTS:	14,279.01	1,429.18	12,849.83	10.01%	28,558.02	9,789.59	18,768.43	34.28%	171,417.00
Report Total:	317,855.31	262,395.80	55,459.51	82.55%	635,710.62	571,014.27	64,696.35	89.82%	3,815,791.00

Fund Summary

Fund	November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
01 - GENERAL FUND	280,832.91	260,966.62	19,866.29	92.93%	561,665.82	555,774.68	5,891.14	98.95%	3,371,344.00
12 - LIBRARY-STATE AID	2,846.69	0.00	2,846.69	0.00%	5,693.38	0.00	5,693.38	0.00%	34,174.00
13 - LIBRARY-BOOKS/DON	19,896.70	0.00	19,896.70	0.00%	39,793.40	5,450.00	34,343.40	13.70%	238,856.00
20 - CAPITAL PROJECTS	14,279.01	1,429.18	12,849.83	10.01%	28,558.02	9,789.59	18,768.43	34.28%	171,417.00
Report Total:	317,855.31	262,395.80	55,459.51	82.55%	635,710.62	571,014.27	64,696.35	89.82%	3,815,791.00



Vestavia Hills, AL

Balance Sheet

Account Summary

As Of 09/30/2025

Account	Name	Balance
Fund: 12 - LIBRARY-STATE AID		
Assets		
Department: 00 - Department 00		
12-00-1031-000-000	CLAIM ON CASH	6,498.60
12-00-1941-000-000	DUE FROM GENERAL FUND	0.00
	Total Department 00 - Department 00:	<u>6,498.60</u>
	Total Assets:	<u>6,498.60</u> <u>6,498.60</u>
Liability		
Department: 00 - Department 00		
12-00-2000-000-000	ACCOUNTS PAYABLE	0.00
12-00-2005-000-000	ACCOUNTS PAYABLE/OTHER	0.00
12-00-2741-000-000	DUE TO GENERAL FUND	0.00
12-00-2830-000-000	ENCUMBRANCES	0.00
12-00-2840-000-000	RESERVE FOR ENCUMBRANCES	0.00
	Total Department 00 - Department 00:	<u>0.00</u>
	Total Liability:	<u>0.00</u>
Equity		
Department: 00 - Department 00		
12-00-2950-000-000	FUND BALANCE/RESTRICTED	0.00
	Total Department 00 - Department 00:	<u>0.00</u>
	Total Beginning Equity:	<u>0.00</u>
Total Revenue		23,690.88
Total Expense		<u>17,192.28</u>
Revenues Over/Under Expenses		<u>6,498.60</u>
	Total Equity and Current Surplus (Deficit):	<u>6,498.60</u>
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>6,498.60</u>

Balance Sheet

As Of 09/30/2025

Account	Name	Balance	
Fund: 13 - LIBRARY-BOOKS/DON			
Assets			
Department: 00 - Department 00			
13-00-1010-000-000	PETTY CASH	600.00	
13-00-1031-000-000	CLAIM ON CASH	602,014.45	
13-00-1230-000-000	ACCOUNTS RECEIVABLE	0.00	
13-00-1341-000-000	PREPAID EXPENSES	0.00	
	Total Department 00 - Department 00:	602,614.45	
	Total Assets:	602,614.45	<u>602,614.45</u>
Liability			
Department: 00 - Department 00			
13-00-2000-000-000	ACCOUNTS PAYABLE	4,237.13	
13-00-2005-000-000	ACCOUNTS PAYABLE/OTHER	0.00	
13-00-2741-000-000	DUE TO GENERAL FUND	0.00	
13-00-2830-000-000	ENCUMBRANCES	0.00	
13-00-2840-000-000	RESERVE FOR ENCUMBRANCES	0.00	
	Total Department 00 - Department 00:	4,237.13	
	Total Liability:	4,237.13	
Equity			
Department: 00 - Department 00			
13-00-2900-000-000	NONSPENDABLE	0.00	
13-00-2950-000-000	FUND BALANCE/RESTRICTED	528,068.51	
	Total Department 00 - Department 00:	528,068.51	
	Total Beginning Equity:	528,068.51	
Total Revenue		179,734.45	
Total Expense		109,425.64	
Revenues Over/Under Expenses		70,308.81	
	Total Equity and Current Surplus (Deficit):	598,377.32	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>602,614.45</u>



Vestavia Hills, AL

Balance Sheet

Account Summary

As Of 10/31/2025

Account	Name	Balance
Fund: 12 - LIBRARY-STATE AID		
Assets		
Department: 00 - Department 00		
12-00-1021-000-000	CASH STATE AID	0.00
12-00-1031-000-000	CLAIM ON CASH	6,498.60
12-00-1941-000-000	DUE FROM GENERAL FUND	0.00
	Total Department 00 - Department 00:	<u>6,498.60</u>
	Total Assets:	<u>6,498.60</u> <u><u>6,498.60</u></u>
Liability		
Department: 00 - Department 00		
12-00-2000-000-000	ACCOUNTS PAYABLE	0.00
12-00-2005-000-000	ACCOUNTS PAYABLE/OTHER	0.00
12-00-2741-000-000	DUE TO GENERAL FUND	0.00
12-00-2830-000-000	ENCUMBRANCES	0.00
12-00-2840-000-000	RESERVE FOR ENCUMBRANCES	0.00
	Total Department 00 - Department 00:	<u>0.00</u>
	Total Liability:	<u>0.00</u>
Equity		
Department: 00 - Department 00		
12-00-2831-000-000	PRIOR YEAR ENCUMBRANCE	0.00
12-00-2841-000-000	PRIOR YEAR RESERVE FOR ENCUMBR	0.00
12-00-2950-000-000	FUND BALANCE/RESTRICTED	6,498.60
	Total Department 00 - Department 00:	<u>6,498.60</u>
	Total Beginning Equity:	<u>6,498.60</u>
Total Revenue		0.00
Total Expense		0.00
Revenues Over/Under Expenses		<u>0.00</u>
	Total Equity and Current Surplus (Deficit):	<u>6,498.60</u>
	Total Liabilities, Equity and Current Surplus (Deficit):	<u><u>6,498.60</u></u>

Balance Sheet

As Of 10/31/2025

Account	Name	Balance	
Fund: 13 - LIBRARY-BOOKS/DON			
Assets			
Department: 00 - Department 00			
13-00-1010-000-000	PETTY CASH	600.00	
13-00-1022-000-000	CASH DONATIONS	0.00	
13-00-1022-001-000	DONATION	0.00	
13-00-1023-000-000	CASH BOOK ACCOUNT	0.00	
13-00-1031-000-000	CLAIM ON CASH	611,997.97	
13-00-1131-000-000	INVESTMENTS-WARRANTS	0.00	
13-00-1230-000-000	ACCOUNTS RECEIVABLE	0.00	
13-00-1341-000-000	PREPAID EXPENSES	0.00	
	Total Department 00 - Department 00:	<u>612,597.97</u>	
	Total Assets:	<u>612,597.97</u>	<u>612,597.97</u>
Liability			
Department: 00 - Department 00			
13-00-2000-000-000	ACCOUNTS PAYABLE	4,326.71	
13-00-2005-000-000	ACCOUNTS PAYABLE/OTHER	0.00	
13-00-2741-000-000	DUE TO GENERAL FUND	0.00	
13-00-2830-000-000	ENCUMBRANCES	0.00	
13-00-2840-000-000	RESERVE FOR ENCUMBRANCES	0.00	
	Total Department 00 - Department 00:	<u>4,326.71</u>	
	Total Liability:	<u>4,326.71</u>	
Equity			
Department: 00 - Department 00			
13-00-2831-000-000	PRIOR YEAR ENCUMBRANCE	0.00	
13-00-2841-000-000	PRIOR YEAR RESERVE FOR ENCUMBR	0.00	
13-00-2900-000-000	NONSPENDABLE	0.00	
13-00-2950-000-000	FUND BALANCE/RESTRICTED	598,377.32	
	Total Department 00 - Department 00:	<u>598,377.32</u>	
	Total Beginning Equity:	<u>598,377.32</u>	
Total Revenue		15,343.94	
Total Expense		5,450.00	
Revenues Over/Under Expenses		<u>9,893.94</u>	
	Total Equity and Current Surplus (Deficit):	<u>608,271.26</u>	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>612,597.97</u>

LIBRARY MATERIALS – COLLECTION MANAGEMENT

COLLECTION OBJECTIVES

It is the aim of the Vestavia Hills Library in the Forest to meet the informational, educational, cultural and recreational needs of our patrons by providing library materials and information sources in a variety of formats and reading levels in accordance with the mission and goals of this Library, the varied interests of our patrons, and budgetary constraints. The Vestavia Hills Library in the Forest exists to serve as a center for current, reliable and appropriate information and as a resource for the continuing, lifelong education of all members of the community. The Library seeks to stimulate reading interests of both children and adults by placing special emphasis on enrichment programs for all ages.

The permanent book collection should reflect a strong, accurate, and up-to-date reference collection, a broad fiction selection of classics, as well as standard and popular items, and basic non-fiction titles covering a wide range of subject areas for the researcher and the recreational reader. If determined necessary by the Library Director and/or Board of Trustees, specialized collections may be developed to meet specific research, information, or recreational needs of the community.

In its selection of materials, the Library subscribes to the principles stated in the American Library Association's *Library Bill of Rights*, *Freedom to Read Act*, *Freedom to View Act*, and *Intellectual Freedom Statement* and *ALA Guidelines for Access to Electronic Information*, and endorses its stand that the freedom to read and view are essential to our democracy. It is the function and duty of the public library to provide means, whenever possible, through which all persons may have free access to all sides of an issue.

Materials are selected and retained on the basis of their content. The Library's collection represents diverse, controversial, and unconventional subjects and points of view. Inclusion in the collection does not imply Library approval, endorsement, or agreement with the contents. The Library Board and Staff recognize that some materials are controversial and that any given item may offend some patrons. Selections will not be made on the merits of anticipated approval or disapproval, but solely on the merits of the work. The library collections, as much as possible, reflect the community and its diversity of interests, perspectives and backgrounds. The Library also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community.

INTELLECTUAL FREEDOM AND CODE OF ETHICS

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

THE FREEDOM TO READ AND VIEW **The Freedom to Read**

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression.

The Freedom to View

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with, or approval of, the content by the Library.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

ACCESS FOR CHILDREN AND YOUNG ADULTS TO LIBRARY MATERIALS

The Vestavia Hills Library in the Forest adheres to the policy (Article V) set forth by the American Library Association, which states “that librarians cannot act in loco parentis and that policies which set minimum age limits for access to any library materials or equipment, with or without parental permission, abridge library use for minors.”

The ultimate responsibility for monitoring the use of Library materials for children rests with parents, legal guardians, or caregivers. Parents—and only parents—have the right and responsibility to restrict the access of their children—and only their children—to library resources. Selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents consider inappropriate. The Library does not label selected materials in order to indicate approval or disapproval of item contents. The Library’s Internet and Technology Policy provides a framework for Internet use (Section 8).

Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between a parent and child.

CENSORSHIP AND RECONSIDERATION OF LIBRARY MATERIALS

The choice of library materials by patrons is an individual matter. Parents and legal guardians are responsible for the materials that their children borrow. While a person may reject materials for himself or for his children, he cannot exercise censorship to restrict access to library materials by others.

The Vestavia Hills Public Library Board of Trustees believes that the only acceptable censorship is self-censorship; therefore, the Library has implemented an appropriate procedure for patrons to register complaints concerning materials, which must include appeal to the Vestavia Hills Public Library Board of Trustees.

The Vestavia Hills Public Library subscribes to the Library Bill of Rights as adopted by the American Library Association June 27, 1967, and its subsequent amendments. This document reads, in part: "As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community." We realize that everyone’s tastes are different, and that it is our responsibility to provide materials on a multitude of subjects and viewpoints, in many styles.

The internet makes available a wide variety of material, most of it useful and worthwhile, but some internet sites are unsuitable for children and offensive to many adults. Unfortunately, we cannot filter out such sites without also eliminating access to many good resources. We have no control over internet information, and we caution parents and others that objectionable sites do exist, although they are not usually accessible except by deliberate choice on the part of the browser. Library policy prohibits the use of sites which may reasonably be construed as obscene, and individuals who access such sites may lose their internet privileges.

If a patron adamantly objects to a particular item in the physical collection, the following procedure should be followed:

The patron will fill out the Reconsideration of Library Materials Form detailing objections to the material. The form will be referred to the Materials Review Committee, which shall consist of the Library Director, a Library Department Head, and two designated Trustees. The Library Director will acknowledge receipt of the form within two weeks.

Within two weeks after acknowledgement of the reconsideration recommendation, and reviewing the material, the review committee will decide whether the item will remain in its current library location, relocated within the library or will be removed. The Library Director will notify the patron in writing of said decision. A final appeal may be made by the complainant in writing to the Library Board of Trustees within seven days of the decision, and the Trustees will issue a decision within thirty days of the appeal date. Until a final decision is made, the item will remain in the collection. A copy of the request form without identifying patron information will be mailed to the ALA (American Library Association) Intellectual Freedom Committee. The Library will not convene a Materials Review Committee relative to the same complaint for a period of three years.

The Vestavia Hills Public Library believes in the rights of a free press guaranteed by the Constitution of the United States of America. We further believe that the parents of a child are the only people who should be allowed to monitor the reading, watching or listening activities of that child. Similarly, we believe that it is every parent's duty to monitor his or her child's activity, and that this is not the prerogative of the library.

Adopted by the Vestavia Hills Library in the Forest Board of Trustees March 2015
Updated and approved August 2023
Updated and approved October 23, 2024

SERVICE FOR THE BLIND AND DISABLED

The Vestavia Hills Library in the Forest meets standards set by the American with Disabilities Act for accessibility by physically handicapped persons. The Library also has a collection of large print books and audiobooks for the visually impaired.

Patrons unable to use standard print materials due to a visual or physical disability qualify for the services offered by the Alabama Regional Library for the Blind and Physically Handicapped, located in the Alabama Public Library Service facility in Montgomery. The service provides special format reading materials, playback equipment and other library resources to qualifying users. Qualifying disabilities include blindness, low vision, arthritis, paralysis, cerebral palsy, multiple sclerosis, and chronic fatigue syndrome. Reading disabilities resulting from an organic dysfunction such as dyslexia also qualify. Free mailing privileges are provided by the United States Post Office. There is no charge for any of the services.

To contact the Alabama Public Library Service call 1-334-213-3900 or 1-800-723-8459 or visit their website at www.apls.state.al.us.

MATERIALS SELECTION

Materials are selected by professional librarians/department heads in an effort to maintain a well-balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community as a whole. Librarians utilize the reviews in professional journals such as *Library Journal*, *School Library Journal*, *Booklist*, *VOYA*, and *Publisher's Weekly* as well as patron and staff requests during the selection process. Factors affecting materials selection include suitability of a material's format for Library purposes, availability of funds, availability of new materials in needed subject areas, replacement of outdated and worn materials (weeding), and space. Materials are offered in a variety of formats including print, large print, digital, audio, video, and pre-loaded devices.

Careful consideration is given to the introduction of new formats to the Library's collection. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format. The selection of material in any new format may result in the Library's decision to discard specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology.

General Criteria for the Selection of Library Materials

In selecting materials, Professional Librarians use the following criteria:

1. Appropriateness to library's mission and service roles
2. Relationship to existing collection and other titles available
3. Availability elsewhere or more in keeping with other institutions roles
4. Availability to purchase or access
5. Requests by patrons, advisory groups, and staff
6. Suitability of format for user's needs and subject
7. Community interests and needs
8. Relevance to the experiences and contributions of diverse populations
9. Levels of funding and cost of item
10. Anticipated use
11. Physical quality of material
12. Value of resource in relation to its cost
13. Authority, accuracy and accessibility of presentation
14. Currency of information
15. Reputation of author, publisher or issuing body
16. Attention and response of critics, reviewers and general public
17. Subject matter and scope
18. Historical significance
19. Quality and style of writing
20. Inclusion of work in bibliographies, recommendations lists, indexes

ADULT COLLECTION

Fiction

The collection focuses on popular literature including classics and standard titles, diverse genres and special interests. There is no single standard for inclusion in the fiction collection. Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. Patron requests for fiction are purchased whenever possible and influence the addition of more copies. Genre fiction such as mysteries, romances, espionage, horror, thrillers, science fiction,

fantasy and westerns are purchased in proportion to demand and use statistics. Efforts are made to complete series, purchase award winning titles and to represent local authors, publishers and subject matter.

Non-Fiction

The non-fiction collection emphasizes timely, accurate and useful informational materials to support individual and community interests. It emphasizes materials that are current and in high demand. Resources are available for all ages and reading levels in a variety of formats. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the library collection. As a new field of knowledge emerges, the Library responds with timely additions.

The Vestavia Hills Library in the Forest emphasizes non-scholarly materials. For more in-depth research, patrons are directed to use the Alabama Virtual Library, PLJC databases, and other available search engines. Some priority areas for The Vestavia Hills Library in the Forest include medical, general religion, job-search and resumes, personal finance, law for lay persons, test study materials, home repair, crafts, holidays, pets, gardening, health, cookbooks, popular biographies, travel and books on contemporary issues.

Reference

Reference materials are for in house use. They provide quick, concise and up-to-date information. Included are indexes, encyclopedias, bibliographies, biographical resources, dictionaries, almanacs and directories.

Additional selection criteria for Reference Materials:

1. Ease of use
2. Format
3. Authoritativeness
4. Frequency of use
5. Scope and depth of coverage
6. Demands on subject areas which circulating collection cannot meet

Approved by the Library Board March 2015

COLLECTIONS FOR TEENS AND CHILDREN

The range of users served by Young Adult and Children's collections include preschool children, home schooling families, private and public school students, and university students of Education, especially Children's Literature.

The Vestavia Hills Library in the Forest Collection Development Policy applies to materials in the Teen and Children's Departments.

Additional Selection Criteria for Materials for Children and Teens:

1. Age and interest-appropriate content and presentation
2. Emphasis on quality, critically acclaimed materials as demonstrated in awards, specialized bibliographies and/or reviews.
3. Quality and aesthetics of illustrations to stimulate the imagination
4. Awareness of curriculum-based needs of public, private, and home school students.

5. Information and stories, representing a spectrum of family styles, values and interests.
6. Materials which represent the richness and diversity of young people's local and world community.
7. Materials which meet the particular developmental need of youth at different stages.
8. In accordance with the APLS Administrative Code Section 520-2-2-.03, and in an effort to safeguard minors, collections residing in the Children's and Teen Departments will remain free of material containing obscenity, sexually explicit or other material deemed inappropriate for children or youth. Further, the selection criteria prevent the purchase or otherwise acquiring of any material advertised for consumers under the age of 18 which contain obscenity, sexually explicit or other material deemed inappropriate for children or youth."
9. If any material is found to be in violation of this policy, it will either be removed or relocated in accordance with the Library's Censorship and Reconsideration policy.
10. Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be against this rule.

PARENTAL INVOLVEMENT

The library has put in place all precautions to limit minor access to age-inappropriate, obscene, or sexually explicit materials under the Alabama Administrative Code. However, parents and guardians are ultimately responsible for their minor dependent's library use and the condition and return of any library materials lent to them. The library encourages parents and guardians to guide their minor dependent's library use and material selections. This collaborative approach ensures minors can access diverse resources that align with their needs and family values.

Children's Collection

1. *Easy/Picture Books*: board books, wordless books, simple concept and informational books, classic and contemporary preschool stories and folklore; book and CD packages, book and MP3 device packages, pre-loaded video players.
2. *Readers*: books specifically designed for the emerging reader with controlled and/or progressively constructed vocabularies, book and CD packages, book and MP3 packages, pre-loaded video players.
3. *First Chapter/Easy Fiction*: simple chapter books and popular easy chapter series (primarily with chapters less than 10 pages and with some illustrations within the chapters), books on CD, books on MP3 player, book and MP3 packages.
4. *Award Winners*: books which have won major children's literary awards including but not limited to Caldecott, Newbery and Coretta Scott King.
5. *Juvenile Fiction*: quality contemporary and historical fiction for readers from age eight to twelve. Genres include fantasy, science fiction, mystery, inspirational, realistic fiction, historical fiction, classics, popular series, graphic novels and best sellers.
6. *Juvenile Nonfiction*: informational books for youth up to age twelve, including but not limited to mythology and folklore; physical and natural science; arts and crafts; sports; poetry and classical literature; biographies; cultures, customs and history of man; and geography of the U.S. and other countries. Many nonfiction selections

include a list of websites and other resources that add an interactive component to these materials.

7. *Juvenile Reference*: a highly selective collection of bibliographic resources and encyclopedias for key areas of research by youth.
8. *Media*: Music CDs with popular children's performers, preloaded video devices for preschool to elementary, preloaded MP3 devices primarily for elementary to middle school; books on CD for elementary to middle school, DVD and Blu-Ray collection with popular, best-seller and educational selections suitable for preschool to family, nonfiction DVDs, book and CD packages, book and MP3 packages.
9. *Periodicals*: magazines and periodicals for children of all ages are chosen based on popularity, diversity of subject matter and target age.

Teen's Collection

The Teen Department provides materials suitable for teens in grades six and up in a variety of formats and in sufficient number to meet the current and anticipated needs of the community. The Teen Librarian is primarily responsible for the selection of materials for the department using appropriate professional review sources and bibliographic selection tools. All collection development and management activities, including selection, replacement, duplication, inventory, and weeding of teen materials are directed by the Teen Librarian under the supervision of the Library Director.

A young adult, or teen, is generally defined as anyone in or entering grades six through twelve. The types of materials selected are diverse in the social, emotional, and intellectual maturity required to read them due to the wide range of ages served. The collection includes the curricular requirements of local schools, both fiction and nonfiction. Materials are available in a variety of formats such as print, periodicals, graphic novels, manga, audiobooks (digital, CD and pre-loaded devices), DVD, Blu Ray, and video games.

Parents or legal guardians are solely responsible for supervising or limiting their teen's access to Library materials.

Teen Video Games Collection Policy

The purpose of this policy is to provide the Teen Librarian and the Vestavia Hills community guidance with regards to the acquisition and evaluation of video games within the Teen Department of the Vestavia Hills Library in the Forest.

Intended Audience

The Teen Department provides materials primarily for students in grades 6 through 12. We acquire these materials in a variety of formats and in sufficient numbers to meet the current and anticipated needs of our teen community. The materials housed within the Teen Department are purchased with the intellectual, emotional, and physical maturity of these patrons in mind.

Scope of Materials Purchased

The Teen Department will purchase video games for contemporary consoles. It will utilize the Entertainment Software Rating Board's (ESRB) ratings and will collect Everyone (E), Teen (T), and Mature (M) titles.

Selection Tools

In order to provide the best materials possible for teen patrons, the Teen Librarian will utilize a variety of selection tools when purchasing new video games. These include gaming websites (such as Amazon and Metacritic), gaming magazines (such as *Game Informer*), and teen preferences.

Gifts

Video game donations will be accepted as long as they fit the guidelines set forth in this collection development policy. Patrons wishing to donate materials should be aware that a donation does not imply inclusion into the collection. Those items not placed in the collection will be sent to the Friends of the Library Bookstore or passed on to other charitable organizations.

DISPLAYS

Both the Children's and Teen Departments will frequently construct a diverse collection of book displays and/or book recommendations for their respective age groups to promote various library materials and to remain current with popular trends. The Library Director and her designee(s) have authority to approve these book displays and/or book recommendations.

NON-DISCRIMINATION STATEMENT

The public library must not deny service to anyone on the basis of age, race, sex, creed, religion, sexual orientation, gender identity, national origin, disability, or any other legally protected class. Exercising discretion in the location of sexually explicit material or other material deemed by the public library board to be inappropriate for children or youth does not constitute a denial of service on the basis of age. Taking age into account when recommending, displaying, or otherwise actively promoting library materials does not constitute a denial of service on the basis of age.

DIGITAL AND MULTI-MEDIA RESOURCES

The Vestavia Hills Library in the Forest provides access to global digital resources all library patrons. The Library recognizes that the development of digital information and networking poses new challenges as well as new opportunities for patrons, Board and staff. The Library believes that these challenges and opportunities are best addressed by adherence to the fundamental principles of traditional library use and the principles of a free society.

Internet Access

The internet enables the library to provide information resources beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. While the Internet offers a wealth of materials that are personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, illegal, inaccurate or incomplete. The Library provides filtered, free access to the internet to the public. The responsibility for what minors read or view on the internet rests with parents or guardians. In support of parental responsibility, the Vestavia Hills Library in the Forest requires children under the age of 16 to have parental/guardian permission to obtain a Library card.

Digital Resources

Professional staff will identify and recommend interesting and useful internet destinations and resources from the Library's website, which supports the Library's Mission and service roles, as

we do for the in-house library materials collection. Links to information resources are based on staff's judgment of the best resources available and do not imply endorsement. Users should recognize, however, that the Library is not responsible for the content of linked sites, or for the content of sources accessed through subsequent links. The library cannot control or monitor material that may be accessible from internet sources because the internet is a vast and unregulated medium with access points that can and do change rapidly and unpredictably.

Questions considered when evaluating whether to link to a remote website:

1. Is the subject matter and information useful for our patrons?
2. Is the remote site easily accessible?
3. Is it relevant to the overall mission of the Library?
4. Is it a local resource?
5. Is the resource of sufficient quality to merit a link?
6. Who has established the page? (Authority)
7. Is there a sponsor?
8. Is the information accurate?
9. Is there discernable bias?
10. Does the page have a posting and/or revision date?
11. Is the site regularly maintained?

Digital and Online Databases

The State of Alabama offers all citizens of the state access to its premier database collection, the Alabama Virtual Library (AVL). The AVL is a collection of 55 databases encompassing all age groups and a vast range of topics. The Alabama Virtual Library uses geo-location technology to authenticate Alabama residents. This technology allows most Alabama residents access to AVL from their homes without the need for a username and password. If the geolocation technology is unable to "recognize" a user as an Alabama resident, then residents may login with an AVL Card.

Periodicals and Newspapers

Periodicals are an important source of new ideas, current topics, and consumer information and are in high demand as recreational reading material. The Vestavia Hills Library in the Forest subscribes to a broad range of approximately 100 periodicals and newspapers in both print and digital formats. Print periodicals are generally retained for six months and newspapers are generally retained for six weeks. The periodicals collection is reviewed annually for additions and deletions.

Audio/Visual Materials

As with print materials, the audio/visual collections are selective rather than comprehensive in scope. All materials selected will contribute to the fulfillment of goals of the Library as a whole, and criteria for the selection of audio and video materials are much the same as those used in the selection of other collections.

1. Audio Books (CD's, MP3s, Playaways, downloadables)
Audio materials are considered an adjunct to the print collection; this collection is not intended to mirror development of literature or to systematically cover non-fiction topics. Unabridged titles are preferred but abridged titles may be purchased and added to the collection upon request. Fiction is emphasized over non-fiction. As patrons move from CDs, MP3s, and Playaways to digital/downloadable formats the ratio of these materials will also change over time.

2. DVDs and Blu Rays

The goals of the DVD and Blu Ray collection are:

- a. To provide basic information on a variety of subjects of interest to patrons. The video collection is considered an adjunct to the print collection, with emphasis placed on purchases in which the nature of the medium adds substantially to the viewer's understanding.
- b. To provide children with a quality selection of preschool learning and entertainment ideas such as film versions of children's literature; selected non-fiction DVDs and Blu Rays that reflect areas of interest across generations, and award winning children's films.
- c. To provide patrons with DVDs and Blu Rays including feature films. Specifically collected are family entertainment and literature based materials.
- d. In addition to popular film and movie titles, the collections include quality productions from such entities as PBS, BBC, and classic television series.
- e. DVDs are protected by copyright and are for home use only.

3. Music

Selections for the music collection are in CD and digital formats, and cover all music periods and tastes.

Additional selection criteria for Audio/Visual Materials:

- a. Technical quality of audio and visual reproduction
- b. Presentation or experience that is unique to format and provides an alternative to print
- c. Significance of performance or diversity in interpretation
- d. Critical acclaim as demonstrated in awards, nomination for awards, and/or reviews
- e. Suitability to be circulated or housed in a sturdy, safe and convenient manner.

SPECIAL COLLECTIONS

The Vestavia Hills Library in the Forest maintains a few special collections for which the development and management differ somewhat from the general collections.

Genealogy and Local History

The Vestavia Hills Library maintains a growing collection of local history and genealogical materials. Much of this collection is considered as Reference and as such does not circulate.

"Go Green" Sustainable Living

The Vestavia Hills Library in the Forest is LEED Certified and therefore very aware of the importance of "living green." Our collection on sustainable living provides materials emphasizing ways in which everyone can contribute to sustainable living for our future. The collection, including adult, teen and children's books, includes information about green building techniques, pollution and recycling, reuse of materials, and much more.

SELF-PUBLISHED WORKS AND LOCAL AUTHORS

The Vestavia Hills Library in the Forest is willing to consider the addition of self-published and locally published works to the library's collection. This includes requests from local authors to add their books to the library's collection. The library considers books for inclusion in the

collection based on our collection development plan and our Materials Selection policy. The library wishes to support local and self-published authors while maintaining the standards of our permanent collections.

Having a book reviewed in a major journal such as *Library Journal*, *School Library Journal*, *Kirkus Review*, *Booklist* and *Publisher's Weekly* is the best way to bring a title to the library's attention. The library is more likely to add a book to the collection that has been positively reviewed by credible sources. Additionally, authors can bring their works to the library's attention by filling out a Submission form, which can be found on the library's website (vestavialibrary.org/news). A self-published book is a book that has not been published by a traditional or independent publishing house, but rather is published by a company that has been paid by the author.

Donated books are subject to the same selection criteria as books the library purchases. Materials not added to the collection are donated to the Friends of the Vestavia Hills Library in the Forest Bookstore. Items added to the collection that do not circulate regularly will be subject to removal as part of the regular weeding process. See the Item Donation form for more information on donating materials to the Vestavia Hills Library in the Forest.

Local Author Works

By the Library's definition, a local author is any writer who lives in the Vestavia Hills/Birmingham vicinity or any author who *writes about* the Vestavia Hills/Birmingham vicinity. Supporting local authors and their work is important to the Vestavia Hills Library in the Forest. Inclusion of both self-published and local author works in the Vestavia Hills Library in the Forest is dependent upon literary merit and based on the Library's collection development plan. All books added to the Library's collection must meet our Materials Selection criteria.

Guidelines for Self-Published or Local Author:

Selections for these collections must fall into one of the following areas of consideration:

1. Availability for purchase from approved vendors
2. Positive reviews in professional literary and trade journal or other industry respected sources (paid endorsements are not considered)
3. Patron demand
4. Appearance on The New York Times Best Seller List or other reputable bestseller lists
5. Local significance (local author or local subject)
6. Award-winning titles
7. Popularity of styles, authors, characters, and/or series in the existing collection
8. Significant online buzz, including social media and crowd-sourced reviews (advertising and paid endorsements are not considered)

Not included in this collection are:

1. Family histories
2. Personal narratives (unless they meet certain guidelines above)
3. School projects
4. Erotica
5. Fan Fiction

DONATIONS AND GIFTS

Monetary Gifts

The Library accepts monetary donations without conditions on their use for projects previously approved by the Library Board of Trustees. Such money is deposited in the Library Operating Account for future expenditure by the Board.

Memorials/Honoring

The Library actively encourages donations as memorials and as tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. In addition, it is felt that such donations provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations to the Library. The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria. A bookplate will be placed in the item purchased with the memorial and tribute gift funds. The bookplate will record the honoree as well as the donor. The Library will send letters to notify all parties of this gift. In those instances where an individual wishes to donate a memorial book from his personal library, the decision to accept the gift will be based on the principles described in the Library Collection Development Policy. If accepted, the bookplate and notification will be handled in a normal manner. If it is not accepted, the book will be returned to the donor.

Library Materials

The Library gladly accepts the donation of books and other items with the understanding that the Library may do with them as it sees fit. Gift materials will be added to the collection if they are needed and if they meet the selection standards that are applied to all materials added to the collection. Gifts accepted for the collection become the property of the Vestavia Hills Library in the Forest. Gifts not added to the collection will be disposed of in a way that will be most advantageous to the Library. Upon receipt of gift materials, a receipt is given to the donor acknowledging the gift items. Due to Internal Revenue Service regulations, the Library is prohibited from providing an estimate of monetary value of the donation.

Donations of Special Collections

Special collections of materials will be accepted if they meet the Library's selection criteria. The Library reserves the right to determine such issues as classification, arrangement and shelving of gift materials. The Library will not accept special collections of materials with any donor's stipulations that these be kept together as a special collection or entity, or restricted as to use in any way. Collections will be accepted only with the understanding that they will be integrated into the general collection with the Library determining location and usage of the materials.

The Library does not accept as a gift any printed or manuscript items or any objects if the condition of acceptance requires permanent exhibition since the Library believes all exhibits should be changed periodically to maintain interest. Such gifts will be referred to a museum or historical society.

Furniture, Art and/or Equipment

Gifts of furniture, art work and equipment will be accepted only when, in the opinion of the Library Director, the proposed gift is of a type that is compatible with the Library's existing furnishings. Generally, it is recommended that donors contribute money for the purchase of such articles.

Acknowledgement of Donations

The Library will ensure that each donor receives acknowledgement and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition for donors:

1. A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
2. Any special recognition agreements will be stipulated in the letter.
3. Public acknowledgement of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Such acknowledgement will not take precedence or have prominence over the Library's own logo or promotional material.
4. For gifts and/or donations valued at over \$500, the Library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.
5. Acknowledgement of sponsorship may also take the following forms at the Library's discretion:
 - a. Sponsor's name on promotional materials.
 - b. Small standardized plaques may be placed on donated furniture or equipment.
 - c. Library bookplates

ACQUISITION AND CATALOGING OF MATERIALS

The general cataloging policy is to catalog everything acquired by the Department Heads for the addition to the Library's collection.

Non-Cataloged Material

1. The Libraries will not catalog parts of single items: chapters of books, articles from journals (either photocopies or offprints), or issues of a serial that do not have their own distinctive titles. This policy may be waived in the case of material for special archival collections when that material was acquired due to the content of the single item.
2. Only legitimate authorized copies of materials will be acquired. Photocopies and duplication of material covered by copyright must be accompanied by an indication that permission to make the copy has been obtained.
3. These policies apply to material received as gifts, as well as to material ordered.

Holding Records

The Technical Services department will create a holdings record for every serial and multivolume set. The holdings record will reflect the physical location of the serial/multivolume set, the item's call numbers, serial or multivolume set items, and any relevant public and staff notes about ordering, retention, etc.

COLLECTION MAINTENANCE

Vestavia Hills Public Library recognizes the need for ongoing evaluation of its collections to assure currency and visually inviting and accessible collections. This ongoing maintenance includes weeding, replacement, repair, restoration and review of standing order agreements. The most cost-effective option is selected when making replacement versus repair decisions.

Weeding Guidelines:

1. Materials with obsolete content
2. Materials that have no anticipated use
3. Materials in poor or irreparable physical condition
4. Older editions of encyclopedias, almanacs, directories, yearbooks and standard texts
5. Materials which are incomplete sets in which items missing seriously impair their usefulness
6. Works containing information that has been superseded or presented in newer, more comprehensive or more accessible formats
7. Medical information older than 5 years

Retention Guidelines:

1. Materials with regular and on-going use
2. Works containing useful local information
3. Primary works in particular disciplines or topics
4. Works representative of an era, trend or movement which provide unique coverage
5. Works listed in standard or authoritative up to date bibliographies regularly used by staff and public
6. Replacement of desired item is not possible

Vestavia Hills Library in the Forest Library Mission Statement

As an innovative and vibrant community center, the Vestavia Hills Library in the Forest cultivates dynamic resources, environmentally conscious facilities and opportunities for life-long learning, cultural enrichment, personal empowerment and entertainment for all.

Vestavia Hills Library in the Forest Censorship and Reconsideration of Materials

The choice of library materials by patrons is an individual matter. Parents and legal guardians are responsible for the materials that their children borrow. While a person may reject materials for himself or for his children, he cannot exercise censorship to restrict access to library materials by others.

The Vestavia Hills Public Library Board of Trustees believes that the only acceptable censorship is self-censorship; therefore, the Library has implemented an appropriate procedure for patrons to register complaints concerning materials, which must include appeal to the Vestavia Hills Public Library Board of Trustees.

The Vestavia Hills Public Library subscribes to the Library Bill of Rights as adopted by the American Library Association June 27, 1967, and its subsequent amendments. This document reads, in part: "As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community." We realize that everyone's tastes are different, and that it is our responsibility to provide materials on a multitude of subjects and viewpoints, in many styles.

The internet makes available a wide variety of material, most of it useful and worthwhile, but some internet sites are unsuitable for children and offensive to many adults. Unfortunately, we cannot filter out such sites without also eliminating access to many good resources. We have no control over internet information, and we caution parents and others that objectionable sites do exist, although they are not usually accessible except by deliberate choice on the part of the browser. Library policy prohibits the use of sites which may reasonably be construed as obscene, and individuals who access such sites may lose their internet privileges.

If a patron adamantly objects to a particular item in the physical collection, the following procedure should be followed:

The patron will fill out the Reconsideration of Library Materials Form detailing objections to the material. The form will be referred to the Materials Review Committee, which shall consist of the Library Director, a Library Department Head, and two designated Trustees. The Library Director will acknowledge receipt of the form within two weeks.

Within two weeks after acknowledgement of the reconsideration recommendation, and reviewing the material, the review committee will decide whether the item will remain in its current library location, relocated within the library or will be removed. The Library Director will notify the patron in writing of said decision. A final appeal may be made by the complainant in writing to the Library Board of Trustees within seven days of the decision, and the Trustees will issue a decision within thirty days of the appeal date. Until a final decision is made, the item will remain in the collection. A copy of the request form without identifying patron information will be mailed to the ALA (American Library Association) Intellectual Freedom Committee. The Library will not convene a Materials Review Committee relative to the same complaint for a period of three years.

The Vestavia Hills Public Library believes in the rights of a free press guaranteed by the Constitution of the United States of America. We further believe that the parents of a child are the only people who should be allowed to monitor the reading, watching or listening activities of that child. Similarly, we believe that it is every parent's duty to monitor his or her child's activity, and that this is not the prerogative of the library.

Adopted by the Vestavia Hills Library in the Forest Board of Trustees March 2015
Updated and approved August 2023
Updated and approved October 23, 2024

Vestavia Hills Library in the Forest Patron Request for Reconsideration of Materials Form

The Trustees of the Vestavia Hills Library in the Forest have established a Collection Development Policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

To submit a request for reconsideration of materials at the Vestavia Hills Library in the Forest, you must be a resident of the City of Vestavia Hills and a Library Card holder in good standing. Only one form from a household is accepted at a time. Each household is also limited to no more than 3 challenges per year. **This form must also be completed in full, and the material being challenged must also be read in full. Failure to fully answer all questions will nullify the form and request.**

Title: _____

Author: _____

Format (Book, Video, Magazine, etc.): _____

Your Name: _____

Address: _____

Phone: _____

Group you represent (if any): _____

Please provide answers to each question and complete the form in full.

1. How was this material brought to your attention?
2. Did you read/listen/view the entire work? *If you did not read/listen/view the entire work, the material will not be placed under consideration for review.*
3. What positive qualities does the material present?
4. What are your concerns about the material and why do you object?
5. What specifically do you object to in this work? Cite pages, quotes, and/or scenes.

6. For what age group would you recommend this work?
7. Have you read any professional reviews about this work? If so, how has the material been assessed in professional review sources? (Include citations)
8. What do you believe to be the theme of this work and the purpose?
9. How does the material fail to meet local and state educational objectives?
10. Who would be negatively impacted by this material and how? (Citations and evidence required).
11. What would you replace the material with (include titles and professional reviews of replacement).
12. Why do you believe you should be able to restrict the reading choices of community members, including children?
13. Explain how the material fails to meet Intellectual Freedom standards.
By answering this question and providing your signature to this form, you are stating that you have read the First Amendment to the United States Constitution, the Library Bill of Rights and Statement of Intellectual Freedom which reads:

Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is one of the core values of the library profession; it promotes access to information and guides the defense against censorship.

The Freedom to Read Statement asserts, "The freedom to read is essential to our democracy." In a democratic society, individuals must be sufficiently knowledgeable to make informed decisions. Libraries provide their users with necessary information through a wide selection of materials from varying points of view. It is essential that library resources remain free to use for all, regardless of age.
14. Additional comments:

The choice of library materials by patrons is an individual matter. Parents and legal guardians are responsible for the materials that their children borrow. While you may reject materials for yourself or for your children, you cannot exercise censorship to restrict access to library materials by others.

*Patron Printed Name: _____

*Patron Signature: _____

Date: _____

Library Director Signature: _____ Date Received: _____

***Forms that are not fully completed and signed will be void. Only completed forms will be considered. The Library Director will acknowledge receipt of the form within two weeks and will begin the review process.**

Vestavia Hills Library in the Forest Materials Selection Criteria for Adults

Materials are selected by professional librarians/department heads to maintain a well-balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community. Librarians utilize the reviews in professional journals such as *Library Journal*, *School Library Journal*, *Booklist*, *VOYA*, and *Publisher's Weekly* as well as patron and staff requests during the selection process. Factors affecting materials selection include suitability of a material's format for Library purposes, availability of funds, availability of new materials in needed subject areas, replacement of outdated and worn materials (weeding), and space. Materials are offered in a variety of formats including print, large print, digital, audio, video, and pre-loaded devices.

Careful consideration is given to the introduction of new formats to the Library's collection. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format. The selection of material in any new format may result in the Library's decision to discard specific items or material formats from its collections to responsibly accommodate trends in user demands and/or changes in technology.

General Criteria for the Selection of Library Materials

In selecting materials, Professional Librarians use the following criteria:

- Appropriateness to library's mission and service roles
- Relationship to existing collection and other titles available
- Availability elsewhere or more in keeping with other institutions roles
- Availability to purchase or access
- Requests by patrons, advisory groups, and staff
- Suitability of format for user's needs and subject
- Community interests and needs
- Relevance to the experiences and contributions of diverse populations
- Levels of funding and cost of item
- Anticipated use
- Physical quality of material
- Value of resource in relation to its cost
- Authority, accuracy and accessibility of presentation
- Currency of information
- Reputation of author, publisher or issuing body
- Attention and response of critics, reviewers and general public
- Subject matter and scope
- Historical significance
- Quality and style of writing
- Inclusion of work in bibliographies, recommendation lists, and indexes

ADULT COLLECTION

Fiction

The collection focuses on popular literature including classics and standard titles, diverse genres and special interests. There is no single standard for inclusion in the fiction collection. Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. Patron requests for fiction are purchased whenever possible and influence the addition of more copies.

Genre fiction such as mysteries, romances, espionage, horror, thrillers, science fiction, fantasy and westerns are purchased in proportion to demand and use statistics. Efforts are made to complete series, purchase award winning titles and to represent local authors, publishers and subject matter.

Non-Fiction

The non-fiction collection emphasizes timely, accurate and useful informational materials to support individual and community interests. It emphasizes materials that are current and in high demand. Resources are available for all ages and reading levels in a variety of formats. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the library collection. As a new field of knowledge emerges, the Library responds with timely additions. The Vestavia Hills Library in the Forest emphasizes non-scholarly materials. For more in-depth research, patrons are directed to use the Alabama Virtual Library, PLJC databases, and other available search engines. Some priority areas for The Vestavia Hills Library in the Forest include medical, general religion, job-search and resumes, personal finance, law for lay persons, test study materials, home repair, crafts, holidays, pets, gardening, health, cookbooks, popular biographies, travel and books on contemporary issues.

Reference

Reference materials are for in-house use. They provide quick, concise and up-to-date information. Included are indexes, encyclopedias, bibliographies, biographical resources, dictionaries, almanacs, and directories.

Additional selection criteria for Reference Materials:

- Ease of use
- Format
- Authoritativeness
- Frequency of use
- Scope and depth of coverage
- Demands on subject areas which circulating collection cannot meet

SPECIAL COLLECTIONS

The Vestavia Hills Library in the Forest maintains a few special collections for which the development and management differ somewhat from the general collections.

A. Genealogy and Local History

The Vestavia Hills Library maintains a growing collection of local history and genealogical materials. Much of this collection is considered as Reference and as such does not circulate.

B. "Go Green" Sustainable Living

The Vestavia Hills Library in the Forest is LEED Certified and therefore very aware of the importance of "living green." Our collection on sustainable living provides materials emphasizing ways in which everyone can contribute to sustainable living for our future. The collection, including adult, teen and children's books, includes information about green building techniques, pollution and recycling, reuse of materials, and much more.

Approved by the Library Board March 2015

Vestavia Hills Library in the Forest Materials Selection for Children and Teens

Materials are selected by professional librarians/department heads in an effort to maintain a well-balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community as a whole. Librarians utilize the reviews in professional journals such as *Library Journal*, *School Library Journal*, *Booklist*, *VOYA*, and *Publisher's Weekly* as well as patron and staff requests during the selection process. Factors affecting materials selection include suitability of a material's format for Library purposes, availability of funds, availability of new materials in needed subject areas, replacement of outdated and worn materials (weeding), and space. Materials are offered in a variety of formats including print, large print, digital, audio, video, and pre-loaded devices.

Careful consideration is given to the introduction of new formats to the Library's collection. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format. The selection of material in any new format may result in the Library's decision to discard specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology.

General Criteria for the Selection of Library Materials

In selecting materials, Professional Librarians use the following criteria:

- Appropriateness to library's mission and service roles
- Relationship to existing collection and other titles available
- Availability elsewhere or more in keeping with other institutions roles
- Availability to purchase or access
- Requests by patrons, advisory groups, and staff
- Suitability of format for user's needs and subject
- Community interests and needs
- Relevance to the experiences and contributions of diverse populations
- Levels of funding and cost of item
- Anticipated use
- Physical quality of material
- Value of resource in relation to its cost
- Authority, accuracy and accessibility of presentation
- Currency of information
- Reputation of author, publisher or issuing body
- Attention and response of critics, reviewers and general public
- Subject matter and scope
- Historical significance
- Quality and style of writing
- Inclusion of work in bibliographies, recommendations lists, indexes

COLLECTIONS FOR TEENS AND CHILDREN

The range of users served by Young Adult and Children's collections include preschool children, home schooling families, private and public school students, and university students of Education, especially Children's Literature.

The Vestavia Hills Library in the Forest Collection Development Policy applies to materials in the Teen and Children's Departments.

Additional Selection Criteria for Materials for Children and Teens

- Age and interest-appropriate content and presentation
- Emphasis on quality, critically acclaimed materials as demonstrated in awards, specialized bibliographies and/or reviews.
- Quality and aesthetics of illustrations to stimulate the imagination
- Awareness of curriculum-based needs of public, private, and home school students.
- Information and stories, representing a spectrum of family styles, values and interests.
- Materials which represent the richness and diversity of young people's local and world community.
- Materials which meet the particular developmental need of youth at different stages.
- In accordance with the APLS Administrative Code Section 520-2-2-.03, and in an effort to safeguard minors, collections residing in the Children's and Teen Departments will remain free of material containing obscenity, sexually explicit or other material deemed inappropriate for children or youth. Further, the selection criteria prevent the purchase or otherwise acquiring of any material advertised for consumers under the age of 18 which contain obscenity, sexually explicit or other material deemed inappropriate for children or youth."
- If any material is found to be in violation of this policy, it will either be removed or relocated in accordance with the Library's Censorship and Reconsideration policy.
- Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be against this rule.

PARENTAL INVOLVEMENT

The library has put in place all precautions to limit minor access to age-inappropriate, obscene, or sexually explicit materials under the Alabama Administrative Code. However, parents and guardians are ultimately responsible for their minor dependent's library use and the condition and return of any library materials lent to them. The library encourages parents and guardians to guide their minor dependent's library use and material selections. This collaborative approach ensures minors can access diverse resources that align with their needs and family values.

CHILDREN'S COLLECTION

- **Easy/Picture Books:** board books, wordless books, simple concept and informational books, classic and contemporary preschool stories and folklore; book and CD packages, book and MP3 device packages, pre-loaded video players.

- **Readers:** books specifically designed for the emerging reader with controlled and/or progressively constructed vocabularies, book and CD packages, book and MP3 packages, pre-loaded video players.
- **First Chapter/Easy Fiction:** simple chapter books and popular easy chapter series (primarily with chapters less than 10 pages and with some illustrations within the chapters), books on CD, books on MP3 player, book and MP3 packages.
- **Award Winners:** books which have won major children's literary awards including but not limited to Caldecott, Newbery and Coretta Scott King.
- **Juvenile Fiction:** quality contemporary and historical fiction for readers from age eight to twelve. Genres include fantasy, science fiction, mystery, inspirational, realistic fiction, historical fiction, classics, popular series, graphic novels and best sellers.
- **Juvenile Nonfiction:** informational books for youth up to age twelve, including but not limited to mythology and folklore; physical and natural science; arts and crafts; sports; poetry and classical literature; biographies; cultures, customs and history of man; and geography of the U.S. and other countries. Many nonfiction selections include a list of websites and other resources that add an interactive component to these materials.
- **Juvenile Reference:** a highly selective collection of bibliographic resources and encyclopedias for key areas of research by youth.
- **Media:** Music CDs with popular children's performers, preloaded video devices for preschool to elementary, preloaded MP3 devices primarily for elementary to middle school; books on CD for elementary to middle school, DVD and Blu-Ray collection with popular, best-seller and educational selections suitable for preschool to family, nonfiction DVDs, book and CD packages, book and MP3 packages.
- **Periodicals:** magazines and periodicals for children of all ages are chosen based on popularity, diversity of subject matter and target age.

TEEN COLLECTION

The Teen Department provides materials suitable for teens in grades six and up in a variety of formats and in sufficient number to meet the current and anticipated needs of the community.

A young adult, or teen, is generally defined as anyone in or entering grades six through twelve. The types of materials selected are diverse in the social, emotional, and intellectual maturity required to read them due to the wide range of ages served. The collection includes the curricular requirements of local schools, both fiction and nonfiction. Materials are available in a

variety of formats such as print, periodicals, graphic novels, manga, audiobooks (digital, CD and pre-loaded devices), DVDs, Blu Ray, and Video Games.

Parents or legal guardians are solely responsible for supervising or limiting their teen's access to Library materials.

DISPLAYS

Both the Children's and Teen Departments will frequently construct a diverse collection of book displays and/or book recommendations for their respective age groups to promote various library materials and to remain current with popular trends. The Library Director and her designee(s) have authority to approve these book displays and/or book recommendations.

NON-DISCRIMINATION STATEMENT

The public library must not deny service to anyone on the basis of age, race, sex, creed, religion, sexual orientation, gender identity, national origin, disability, or any other legally protected class. Exercising discretion in the location of sexually explicit material or other material deemed by the public library board to be inappropriate for children or youth does not constitute a denial of service on the basis of age. Taking age into account when recommending, displaying, or otherwise actively promoting library materials does not constitute a denial of service on the basis of age.

Approved by the Library Board March 2015

Updated and Approved October 23, 2024

Vestavia Hills Library in the Forest Materials Selection for Digital and Multi-Media Resources

Materials are selected by professional librarians/department heads in an effort to maintain a well-balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community as a whole. Librarians utilize the reviews in professional journals such as *Library Journal*, *School Library Journal*, *Booklist*, *VOYA*, and *Publisher's Weekly* as well as patron and staff requests during the selection process. Factors affecting materials selection include suitability of a material's format for Library purposes, availability of funds, availability of new materials in needed subject areas, replacement of outdated and worn materials (weeding), and space. Materials are offered in a variety of formats including print, large print, digital, audio, video, and pre-loaded devices.

Careful consideration is given to the introduction of new formats to the Library's collection. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format. The selection of material in any new format may result in the Library's decision to discard specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology.

General Criteria for the Selection of Library Materials

In selecting materials, Professional Librarians use the following criteria:

- Appropriateness to library's mission and service roles
- Relationship to existing collection and other titles available
- Availability elsewhere or more in keeping with other institutions roles
- Availability to purchase or access
- Requests by patrons, advisory groups, and staff
- Suitability of format for user's needs and subject
- Community interests and needs
- Relevance to the experiences and contributions of diverse populations
- Levels of funding and cost of item
- Anticipated use
- Physical quality of material
- Value of resource in relation to its cost
- Authority, accuracy and accessibility of presentation
- Currency of information
- Reputation of author, publisher or issuing body
- Attention and response of critics, reviewers and general public
- Subject matter and scope
- Historical significance
- Quality and style of writing
- Inclusion of work in bibliographies, recommendations lists, indexes

DIGITAL AND MULTI-MEDIA RESOURCES

The Vestavia Hills Library in the Forest provides access to global digital resources all library patrons. The Library recognizes that the development of digital information and networking poses new challenges as well as new opportunities for patrons, Board and staff. The Library believes that these challenges and opportunities are best addressed by adherence to the fundamental principles of traditional library use and the principles of a free society.

Internet Access

The internet enables the library to provide information resources beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. While the Internet offers a wealth of materials that are personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, illegal, inaccurate or incomplete. The Library provides filtered, free access to the internet to the public. The responsibility for what minors read or view on the internet rests with parents or guardians. In support of parental responsibility, the Vestavia Hills Library in the Forest requires children under the age of 16 to have parental/guardian permission to obtain a Library card.

Digital Resources

Professional staff will identify and recommend interesting and useful internet destinations and resources from the Library's website, which supports the Library's Mission and service roles, as we do for the in-house library materials collection. Links to information resources are based on staff's judgment of the best resources available and do not imply endorsement. Users should recognize, however, that the Library is not responsible for the content of linked sites, or for the content of sources accessed through subsequent links. The library cannot control or monitor material that may be accessible from internet sources because the internet is a vast and unregulated medium with access points that can and do change rapidly and unpredictably.

Questions considered when evaluating whether to link to a remote website:

1. Is the subject matter and information useful for our patrons?
2. Is the remote site easily accessible?
3. Is it relevant to the overall mission of the Library?
4. Is it a local resource?
5. Is the resource of sufficient quality to merit a link?
6. Who has established the page? (Authority)
7. Is there a sponsor?
8. Is the information accurate?
9. Is there discernable bias?
10. Does the page have a posting and/or revision date?
11. Is the site regularly maintained?

Digital and Online Databases

The State of Alabama offers all citizens of the state access to its premier database collection, the Alabama Virtual Library (AVL). The AVL is a collection of 55 databases encompassing all age groups and a vast range of topics. The Alabama Virtual Library uses geo-location technology to authenticate Alabama residents. This technology allows most Alabama residents access to AVL from their homes without the need for a username and password. If the geolocation technology is unable to "recognize" a user as an Alabama resident, then residents may login with an AVL Card.

Periodicals and Newspapers

Periodicals are an important source of new ideas, current topics, and consumer information and are in high demand as recreational reading material. The Vestavia Hills Library in the Forest subscribes to a broad range of approximately 100 periodicals and newspapers in both print and digital formats. Print periodicals are generally retained for six months and newspapers are

generally retained for six weeks. The periodicals collection is reviewed annually for additions and deletions.

Audio/Visual Materials

As with print materials, the audio/visual collections are selective rather than comprehensive in scope. All materials selected will contribute to the fulfillment of goals of the Library as a whole, and criteria for the selection of audio and video materials are much the same as those used in the selection of other collections.

- *Audio Books (CD's, MP3s, Playaways, downloadables)*
Audio materials are considered an adjunct to the print collection; this collection is not intended to mirror development of literature or to systematically cover non-fiction topics. Unabridged titles are preferred but abridged titles may be purchased and added to the collection upon request. Fiction is emphasized over non-fiction. As patrons move from CDs, MP3s, and Playaways to digital/downloadable formats the ratio of these materials will also change over time.
- *DVDs and Blu Rays*
The goals of the DVD and Blu Ray collection are:
 - To provide basic information on a variety of subjects of interest to patrons. The video collection is considered an adjunct to the print collection, with emphasis placed on purchases in which the nature of the medium adds substantially to the viewer's understanding.
 - To provide children with a quality selection of preschool learning and entertainment ideas such as film versions of children's literature; selected non-fiction DVDs and Blu Rays that reflect areas of interest across generations, and award-winning children's films.
 - To provide patrons with DVDs and Blu Rays including feature films. Specifically collected are family entertainment and literature-based materials. In addition to popular film and movie titles, the collections include quality productions from such entities as PBS, BBC, and classic television series.
 - DVDs are protected by copyright and are for home use only.
- *Music*
Selections for the music collection are in CD and digital formats and cover all music periods and tastes.

Additional selection criteria for Audio/Visual Materials

- Technical quality of audio and visual reproduction
- Presentation or experience that is unique to format and provides an alternative to print
- Significance of performance or diversity in interpretation
- Critical acclaim as demonstrated in awards, nomination for awards, and/or reviews
- Suitability to be circulated or housed in a sturdy, safe and convenient manner

Approved by the Library Board March 2015

Total Number of Records	2025	2024	2023
Bibliographic	985,955	972,624	970,062
Item	1,856,469	1,873,290	1,900,906
Patron	215,905	228,438	273,124
Checkin	6,639	6,655	6,779
Authority	175,314	176,257	177,232
eBooks	67,362	113,423	100,284
Downloadable AudioBooks	33,227	74,458	65,596
eMagazines	4,307	n/a	n/a
Databases provided by State Library Agency 6.2	106	108	114
Total Circulation	2025	2024	2023
Jefferson County Library Cooperative (includes Overdrive)	3,932,048	3,930,494	3,722,619
Intralibrary Loans (loans between the public libraries of Jeff. Co.)	284,253	273,326	266,385
Books-by-Mail	9,288	9,340	9,603
Holds	2025	2024	2023
Holds Placed	463,687	460,812	441,641
Holds Filled	355,388	354,605	340,546
% average of hold placed that are filled	77%	77%	77%
Holds Placed (Overdrive)	538,428	522,777	428,887
Website	2025	2024	2023
JCLC Website visits	369,000	341,000	280,609

Midfield closed Nov 2020

East Lake Library closed due to HVAC issues June 15, 2021-June 2, 2025

Network down Aug 11, 2023. Gradually added back access to a few libraries at a time during Aug and Sept 2023

Leeds closed May 1-June 16, 2025 - for floor replacement. Trussville pickup location for Leeds

Gardendale closed for repairs Dec 27, 2022-June 2023. Did curbside pickup while closed.

Mt. Brook Closed May 5 for flooding. Opened Temporary Location with limited items June 1-July 27. Reopened Sept 20, 2023

Irondale closed Aug 8-Oct 11, 2025, for move to new location. Mt. Brook pickup for Irondale

Warrior closed Aug 31, 2025, for move to new location.

Circulation broken down by Audience and Format 2025

	5.3a	5.3b	5.3c	5.5a	5.5b	5.5c	5.5d	5.5e	5.5f	5.5g	5.7a	5.7b	5.7c	5.7d	5.7e	5.7f	
	Adult Book	YA Book	Juvenile Book	Adult Ebooks	Adult ESerials	Adult E-Audiobooks	Adult EVideos	Total Adult E-Materials	Total YA Electronic Materials	Total Juvenile Electronic Materials	Adult Physical Audio/Video	YA Physical Audio/Video	Juvenile Physical Audio/Video	Adult Other	YA Other	Juvenile Other	Total
Adamsville	2,990	272	2,589	1,604	227	2,405	n/a	2,405	n/a	n/a	387	0	76	0	0	2	12,957
Bessemer	12,176	2,588	15,165	7,171	2,781	11,507	n/a	11,507	n/a	n/a	3,395	27	770	0	0	0	67,087
Birmingham (BPL)*	161,211	7,350	112,303	67,634	28,675	86,363	n/a	86,363	n/a	n/a	50,338	637	14,586	799	35	1,094	617,388
Botanical Gardens	5,667	0	2,079	335	360	635	n/a	635	n/a	n/a	53	0	90	2	0	8	9,864
Center Point	5,666	937	3,959	1,890	294	1,977	n/a	1,977	n/a	n/a	1,815	3	350	0	0	0	18,868
Clay	2,792	555	13,376	2,194	456	4,054	n/a	4,054	n/a	n/a	634	5	1,026	0	0	1	29,147
Fairfield	527	58	871	952	100	667	n/a	667	n/a	n/a	549	1	55	0	0	0	4,447
Fultondale	5,718	881	7,964	3,419	760	5,644	n/a	5,644	n/a	n/a	1,237	0	231	0	0	0	31,498
Gardendale	29,848	5,172	53,422	10,161	4,928	18,389	n/a	18,389	n/a	n/a	10,151	97	2,680	87	2	70	153,396
Graysville	4,867	126	1,504	752	66	1,851	n/a	1,851	n/a	n/a	285	0	10	0	0	0	11,312
Homewood	73,468	28,773	165,514	46,233	11,645	44,330	n/a	44,330	n/a	n/a	57,969	319	15,423	5,133	4	448	493,589
Hoover	274,479	26,815	450,356	109,299	32,557	122,980	n/a	122,980	n/a	n/a	62,480	155	69,556	9,005	0	16,525	1,297,187
Hueytown	10,531	527	6,220	3,979	772	5,378	n/a	5,378	n/a	n/a	1,932	0	1,752	27	0	6	36,502
Irondale	15,943	929	19,317	9,215	3,234	10,807	n/a	10,807	n/a	n/a	4,030	13	1,466	192	0	87	76,040
Leeds	12,842	1,575	19,093	7,101	1,648	8,957	n/a	8,957	n/a	n/a	5,339	13	3,217	82	0	192	69,016
Midfield	0	0	0	348	3	246	n/a	246	n/a	n/a	0	0	0	0	0	0	843
Mountain Brook	94,373	11,835	193,210	35,000	10,923	41,623	n/a	41,623	n/a	n/a	15,508	0	15,967	318	0	5,301	465,681
Pinson	8,413	2,554	19,711	3,919	866	5,199	n/a	5,199	n/a	n/a	6,264	8	2,646	271	0	65	55,115
Pleasant Grove	8,460	301	5,461	1,781	344	3,238	n/a	3,238	n/a	n/a	1,029	0	227	27	0	9	24,115
Tarrant	5,085	1,289	5,084	812	181	941	n/a	941	n/a	n/a	2,328	0	1,421	0	0	0	18,082
Trussville	62,465	16,969	112,249	24,705	4,031	30,223	n/a	30,223	n/a	n/a	14,819	7,665	18,404	425	154	508	322,840
Vestavia Hills	85,188	20,715	117,523	61,555	17,250	61,903	n/a	61,903	n/a	n/a	26,837	10,387	15,893	1,064	0	479	480,697
Warrior	8,238	422	10,075	5,295	3,259	9,435	n/a	9,435	n/a	n/a	1,243	24	725	61	0	158	48,370
JCLC	0	0	0	25,393	6,951	33,882	n/a	33,882	n/a	n/a	0	0	0	0	0	0	100,108

I have included only Overdrive in the Adult Electronic Material. If you have other sources like Hoopla, Kanopy, etc. you will need to add them to the total.

*Avondale	20,928	1,271	34,537	n/a	n/a	n/a	n/a	n/a	n/a	n/a	6,319	312	3,349	217	0	279	67,212
BBM	6,341	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,013	0	60	60	0	0	7,474
BPL Best Sellers Club	5,996	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	5,996
BPL Mobile	220	0	63	n/a	n/a	n/a	n/a	n/a	n/a	n/a	51	0	6	0	0	0	340
Central	145	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	85	0	0	230
Central Archives	1	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	1
Central Arts	10,527	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3,343	0	0	130	0	0	14,000
Central BST	9,125	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	615	0	0	2	0	0	9,742
Central Fiction	25,951	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	5,879	0	0	0	0	0	31,830
Central Gov Docs	30	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	30
Central International	774	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	774
Central Local Authors	236	1	14	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	251
Central Popular	1,388	1	5	n/a	n/a	n/a	n/a	n/a	n/a	n/a	141	0	67	0	0	0	1,602
Central Social Science	15,728	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	782	0	0	2	0	0	16,512
Central Southern	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0
Central Youth	6	2,609	26,461	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	132	2,484	0	26	518	32,236
East Ensley	992	56	713	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,694	0	272	29	0	4	3,760
East Lake	972	49	462	n/a	n/a	n/a	n/a	n/a	n/a	n/a	283	0	138	6	0	0	1,910
Five Points West	9,134	836	10,755	n/a	n/a	n/a	n/a	n/a	n/a	n/a	2909	49	950	33	2	47	24,715
Inglenook	517	49	419	n/a	n/a	n/a	n/a	n/a	n/a	n/a	821	0	95	0	0	0	1,901
Interlibrary Loan	3,106	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	3,106
Literacy	12	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	12
North Avondale	550	83	906	n/a	n/a	n/a	n/a	n/a	n/a	n/a	918	28	457	5	0	10	2,957
North Birmingham	6,289	311	4,815	n/a	n/a	n/a	n/a	n/a	n/a	n/a	6,367	14	1,400	13	0	28	19,237
Powderly	1,046	104	835	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,332	17	366	52	0	2	3,754
Pratt City	2,480	101	2,407	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,719	0	501	17	0	6	7,231
Smithfield	1,420	88	831	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,522	8	346	2	0	2	4,219
Southside	4,701	205	2,631	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3,409	16	546	48	0	0	11,556
Springville Road	24,308	1,072	19,479	n/a	n/a	n/a	n/a	n/a	n/a	n/a	5,879	11	1,603	65	7	145	52,569
Titusville	2,588	185	2,972	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,495	3	498	7	0	8	7,756
West End	2,311	201	1,590	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,369	47	431	18	0	3	5,970
Woodlawn	2,318	93	1,412	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,412	0	484	6	0	0	5,725
Wylam	847	35	996	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,066	0	533	2	0	42	3,521

Non-Owned Item Checkouts

Borrows 5.15

Where checked out	2025	2024	2023
Adamsville	2,491	2,631	2,588
Avondale	12,693	12,128	13,010
Books-by-Mail	1,360	1,306	1,575
Bessemer	4,515	2,605	2,064
Botanical Gardens	778	794	1,246
Interlibrary Loan	0	0	0
Best Sellers Club	147	205	133
BPL Mobile	307	250	85
Center Point	1,233	638	816
Central	10,339	8,193	8,010
Clay	7,594	8,056	9,564
East Ensley	361	406	537
East Lake	391	0	0
Fairfield	227	458	313
Five Points	2,080	2,206	2,359
Fultondale	3,089	3,170	2,637
Gardendale	13,991	12,553	13,722
Graysville	3,401	3,470	4,197
Homewood	29,966	28,533	28,695
Hoover	66,866	60,727	56,981
Hueytown	3,110	2,602	3,157
Inglennook	229	244	112
Irondale	7,749	9,099	10,050
Leeds	9,999	10,626	9,608
Literacy Branch	0	0	0
Midfield	2	0	0
Mountain Brook	17,058	18,587	14,476
North Avondale	163	208	122
North Birmingham	1,096	737	326
Pinson	5,711	6,697	6,421
Pleasant Grove	2,130	2,342	1,626
Powderly	727	565	968
Pratt City	2,079	2,116	1,257
Smithfield	433	865	445
Southside	3,154	3,966	3,417
Springville Road	6,833	6,494	6,869
Tarrant	1,799	2,059	2,224
Titusville	1,043	834	912
Trussville	24,183	22,960	21,630
Vestavia Hills	25,121	25,618	23,606
Warrior	5,267	5,063	4,654
West End	607	740	645
Woodlawn	1,960	1,916	1,948
Wylam	1,056	659	509

Where checked out, is where the item that belongs to another library checked out.

Non-Owned Item Checkouts

Loans 5.16

Who owned	2025	2024	2023
Adamsville	1,573	1,657	2,438
Avondale	11,578	11,172	10,714
Books-by-Mail	649	424	254
Bessemer	5,756	5,278	4,941
Botanical Gardens	1,750	1,669	1,660
Interlibrary Loan	2,472	2,680	2,798
Best Sellers Club	5,331	4,330	4,592
BPL Mobile	32	19	53
Center Point	3,949	4,534	4,562
Central	36,599	40,465	44,929
Clay	1,571	917	716
East Ensley	844	678	496
East Lake	468	9	10
Fairfield	297	384	414
Five Points	7,554	6,508	6,852
Fultondale	2,803	2,553	2,381
Gardendale	13,470	11,553	8,473
Graysville	951	944	872
Homewood	23,769	23,960	25,240
Hoover	35,466	29,693	30,404
Hueytown	2,584	2,383	2,375
Inglennook	435	390	256
Irondale	9,659	11,051	10,610
Leeds	5,533	5,480	4,230
Literacy Branch	4	25	36
Midfield	0	1	1
Mountain Brook	22,917	21,385	17,471
North Avondale	617	832	768
North Birmingham	1,623	1,832	1,507
Pinson	5,987	6,147	5,973
Pleasant Grove	3,829	3,803	3,106
Powderly	502	466	491
Pratt City	1,264	1,161	990
Smithfield	798	896	882
Southside	2,539	2,305	2,125
Springville Road	12,746	11,671	10,092
Tarrant	5,143	4,859	4,945
Titusville	975	991	1,314
Trussville	19,793	18,897	18,144
Vestavia Hills	25,259	23,783	23,254
Warrior	1,892	2,104	1,920
West End	1,390	1,420	1,328
Woodlawn	1,238	1,263	1,134
Wylam	644	714	600

Who owned, is who owned the item that checked out at another location.

Jefferson County Library Cooperative Membership

	RESIDENCY (where patron lives) PTYPE			HOME LIBRARY (Library patron uses) <i>HOME LIBR 5.1</i>		
	2025	2024	2023	2025	2024	2023
Library						
Adamsville	1,445	1,626	2,064	1,068	1,260	1,621
Bessemer	9,404	10,130	12,606	8,576	9,617	12,390
Birmingham (BPL)	61,776	68,502	86,256	67,474	76,252	101,281
Botanical Gardens	N/A	N/A	N/A	346	349	411
Center Point	3,280	3,378	3,961	1,220	987	808
Clay	1,687	1,699	2,027	1,505	1,617	1,973
Fairfield	1,741	2,134	2,863	1,413	1,755	2,367
Fultondale	2,793	2,680	3,394	2,464	2,362	3,068
Gardendale	4,458	4,685	5,529	7,309	7,525	8,496
Graysville	894	963	1,132	930	997	1,192
Homewood	12,168	12,417	13,768	16,684	16,876	19,691
Hoover	29,519	29,873	36,512	38,308	39,010	47,593
Hueytown	3,080	3,295	3,998	3,037	3,370	4,262
Irondale	3,692	3,874	4,425	2,983	3,140	3,525
Leeds	3,900	3,915	4,435	3,849	3,868	4,409
Midfield	832	1,426	1,994	684	1,101	1,758
Mountain Brook	8,900	8,888	9,470	12,045	12,707	14,416
Pinson	3,137	3,518	4,311	3,532	3,831	4,256
Pleasant Grove	2,334	2,468	2,978	2,123	2,217	2,652
Tarrant	1,063	1,169	1,417	968	1,076	1,321
Trussville	10,128	10,481	10,890	14,092	14,344	14,845
Vestavia Hills	16,881	17,288	19,213	17,022	16,810	17,991
Warrior	1,537	1,601	1,942	2,584	2,603	3,302
Other areas of Jeff. County	10,680	10,710	12,359	N/A	N/A	N/A
Out-of-County members	4,291	3,960	4,405	N/A	N/A	N/A
Other Cards	2025	2024	2023			
Books By Mail	136	235	259			
Business	45	48	52			
College Student	116	105	128			
ILL Library Cards	1,591	1,467	1,205			
Libraries	92	73	85			
Limited Use Cards	8,935	11,369	20,091			
Self-Registering Patrons	2,298	2,832	3,023			
Staff	336	340	357			
Teacher/Group	62	75	83			
Temp Shelters	684	709	918			
Total number of card holders of the public libraries of Jefferson County is 214,330						

Item Count 2025

JCLC MEMBER LIBRARIES	Total	6.1 Print	6.3 Audio	6.4 Video	6.5 Other
Adamsville	15,737	14,387	597	743	10
Bessemer	34,853	31,777	1,006	2,044	26
Birmingham (BPL)*	617,571	553,347	24,624	38,621	979
Botanical Gardens	12,780	12,349	36	276	119
Center Point	13,228	12,069	71	1,076	12
Clay	8,377	6,781	212	1,375	9
Fairfield	13,776	12,622	124	1,030	0
Fultondale	26,656	23,535	689	2,422	10
Gardendale	52,219	44,263	2,045	5,883	28
Graysville	16,536	15,335	491	710	0
Homewood	106,568	81,972	8,863	15,041	692
Hoover	196,217	172,790	7,834	13,997	1,596
Hueytown	23,226	21,421	402	1,391	12
Irondale	31,687	28,330	594	2,729	34
Leeds	33,082	28,128	1,405	3,462	87
Midfield	0	0	0	0	0
Mountain Brook	125,170	112,230	5,906	6,795	239
Pinson	27,912	21,687	1,052	5,103	70
Pleasant Grove	20,611	18,129	1,016	1,458	8
Tarrant	25,037	22,772	501	1,764	0
Trussville	79,641	65,480	3,647	10,306	208
Vestavia Hills	79,518	68,469	2,606	8,250	193
Warrior	13,599	11,093	522	1,921	63

*BPL LIBRARIES	Total	6.1 Print	6.3 Audio	6.4 Video	6.5 Other
Avondale	46,005	39,673	2,193	4,075	64
Books By Mail	3,471	2,477	987	0	7
Bookmobile	740	663	17	60	0
BPL Best Sellers Club	502	502	0	0	0

Central	738	728	0	3	7
Central Local Authors	265	265	0	0	0
Central Archives	520	507	1	11	1
Central Arlington	0	0	0	0	0
Central Arts	52,921	43,030	8,472	1,375	44
Central BST	25,827	24,363	260	1,199	5
Central Fiction	43,810	39,843	2,381	1,586	0
Central Gov Docs	27,563	27,413	1	57	92
Central International	2,522	2,522	0	0	0
Central Microforms	1,766	1,766	0	0	0
Central Popular	215	214	1	0	0
Central Social Sciences	36,101	34,174	514	1,413	0
Central Southern	92,626	92,620	0	0	6
Central Youth	33,467	31,615	263	1,326	263
East Ensley	8,263	5,860	234	2,145	24
East Lake	8,071	6,981	65	1,010	15
Five Points West	50,639	44,603	2,779	3,181	76
Inglenook	5,289	3,847	48	1,380	14
Literacy	633	578	4	49	2
North Avondale	9,720	8,438	129	1,136	17
North Birmingham	24,527	21,608	637	2,217	65
Powderly	7,450	5,648	333	1,448	21
Pratt City	8,229	6,410	328	1,462	29
Smithfield	12,040	10,310	339	1,380	11
Southside	21,766	18152	1275	2324	15
Springville Road	42,690	37,479	2,008	3,081	122
Titusville	12,777	10,093	475	2,187	22
West End	17,074	15,398	305	1,342	29
Woodlawn	13,208	10,687	492	2,018	11
Wylam	6,136	4,880	83	1,156	17

Jefferson County Library Cooperative Circulation

5.21 Annual number of uses (Sessions) of Internet Computers			
	2025	2024	2023
Adamsville	850	1,179	2,019
Bessemer	15,594	14,763	13,834
Birmingham (BPL)*	106,749	141,166	132,376
Botanical Gardens	n/a	n/a	n/a
Center Point	3,559	3,784	2,460
Clay	1,307	1,778	1,535
Fairfield	918	1,632	1,232
Fultondale	2,819	3,546	4,444
Gardendale	5,388	6,067	3,520
Graysville	424	697	779
Homewood	n/a	n/a	6,006
Hoover	n/a	6,111	30,773
Hueytown	4,091	7,595	7,402
Irondale	2,475	7,149	6,508
Leeds	1,491	1,696	1,303
Midfield	0	0	6
Mountain Brook	n/a	n/a	n/a
Pinson	3,950	6,317	6,538
Pleasant Grove	2,067	3,238	2,541
Tarrant	2,600	3,360	2,826
Trussville	4,705	7,115	8,157
Vestavia Hills	9,711	10,051	9,098
Warrior	1,034	1,788	2,229

*Birmingham Public Library total	106,749	141,166	132,376
Avondale	6,495	7,311	6,170
Central	23,788	34,427	30,391
East Ensley	1,512	1,770	667
East Lake	1,130	2	5
Five Points West	12,099	19,653	19,674
Inglenook	809	723	443
North Avondale	4,958	5,803	4,494
North Birmingham	5,877	7,359	6,436
Powderly	2,178	2,497	1,835
Pratt City	5,383	7,217	5,298
Smithfield	5,931	6,151	6,185
Southside	7,783	8,352	6,806
Springville Road	11,619	13,789	12,794
Titusville	4,402	6,157	6,777
West End	5,693	8,986	14,332
Woodlawn	4,929	8,635	7,093
Wylam	2,163	2,334	2,975

ADDENDUM I
JEFFERSON COUNTY LIBRARY COOPERATIVE, INC.

**ANNUAL AGREEMENT REGARDING STATE AID DISTRIBUTION AND
CONTRACT FEES FOR MEMBER LIBRARIES**

Chapter 520-2-2, Supplemental State Aid to Public Libraries

Where a public library system exists, all State Aid funds for libraries or governmental units contracting to participate in the system will be forwarded to the system headquarters, providing that copies of the annually reviewed contracts are sent to APLS prior to receipt of state funding (Rule 520-2-2.04(2)).

A public library that wishes to change its status as a State Aid recipient by either joining or withdrawing from a system must file written notification with APLS and the **Cooperative** by July 1 to ensure provision of State Aid by the new fiscal year beginning October 1 (Rule 520-2-2-.04(4)(a)).

In order to provide equitable and cost-efficient service to all **Member Libraries**, the **Board** has voted to cap the annual amount a **Member Library** may be eligible to receive at 70% of the effective per capita rate as determined by APLS. The Headquarters Library is eligible to receive up to 82.5% percent of the effective per capita rate as determined by APLS due to **Cooperative** services rendered. To receive any amount of State Aid funds distributed to the **Cooperative**, the **Member Library** must be determined to be eligible to receive State Aid funds by APLS and must also be in good standing with the **Cooperative**. In the event a **Member Library** changes its status as a State Aid system participant, additional fees may be assessed to the **Member Library** to offset the loss of revenue required to subsidize **Cooperative** services.

Operating fees will be re-assessed as needed. These operating fees are intended to equitably divide the Integrated Library System's operating costs and all other **Cooperative** services provided to **Member Libraries**.

BILLING AND PAYMENT

Under this contract the **Cooperative** will bill the **Member Library** for financial obligations incurred by the **Cooperative** on behalf of the **Member Library** under this Contract. The **Member Library** agrees to pay within thirty (30) days of receipt of the bill.

All **Cooperative** payments for the fiscal year (October 1-September 30) must be received in the **Cooperative** office by September 15 of each year. All operating assessments paid by the **Member Library** to the **Cooperative** are non-refundable.

Billing

The **Cooperative** will bill all **Member Libraries** for operating fees/expenses quarterly in October, January, April, and July. The **Member Library** agrees to pay within thirty (30) days of receipt of the bill. A 10% surcharge may be added to invoices not paid by the beginning day of the next quarter.

All operating assessments paid by the **Member Library** to the **Cooperative** are non-refundable.

Default In Payment

Should a **Member Library** fail to make any payment to the **Cooperative** within the period set forth previously, the **Cooperative** shall give the **Member Library** written notice of such default in payment. If the **Member Library** fails to correct the default within thirty (30) days after the date of such written notice and

the payments are ninety (90) days delinquent, the **Cooperative** shall have the right to discontinue services to the **Member Library**. Exceptions to this policy may be accepted if written documentation is submitted outlining the reason for the delinquency to the **Cooperative** Executive Director in writing at least thirty (30) days prior to the ninety (90) day delinquent date.

The **Cooperative** reserves the right if required to enter upon the premises of the **Member Library** to remove any electrical and telecommunications equipment and wiring necessary to disconnect the **Member Library** from access to the **Cooperative** network. The discontinuation of services shall not relieve the **Member Library** from liability for payment for services previously provided.

In the event of any action to enforce rights under this Agreement, the prevailing party shall be entitled to its cost and expenses, including reasonable attorney's fees, incurred in connection with such action.

Services discontinued for default in payment may include but are not limited to the following:

- Internet access
- Library records removed or suppressed and all access to the Integrated Library System discontinued
- Cataloging services
- Interlibrary and intra-library loan services
- Delivery services
- E-content and database access

Any credits accrued to the **Cooperative** will be dispersed at the direction of the **Board**.

In the event of default, the **Cooperative** (non-defaulting party) shall be entitled to collect its costs, expenses, and reasonable attorney's fees from the defaulting party. All notices required or provided shall be in writing and shall be addressed to the party to whom said notice is directed and shall be deposited in the United States mail, certified mail, return receipt requested, with postage prepaid. Such notice shall be effective on the date of the receipt.

**JEFFERSON COUNTY
LIBRARY COOPERATIVE, INC.**



40 Libraries • 1 County • 1 Card

2025

MEMBER LIBRARY CONTRACT

JEFFERSON COUNTY LIBRARY COOPERATIVE, INC.
2100 PARK PLACE, BIRMINGHAM, AL 35203

A CONTRACT TO PROVIDE COOPERATIVE MEMBER LIBRARY SERVICE IN JEFFERSON COUNTY

In an effort to provide library service on the most efficient basis, public libraries in Jefferson County and/or affiliate members have agreed to share their resources and to honor a common membership card. Realizing that this **Cooperative** Agreement is made solely on a voluntary basis and that this Agreement implies no abdication of local autonomy, with the exception of **Cooperative** specified purchase of software and equipment or except for equipment and software used on the JCLC Integrated Library System, the **Member Library** enters into this Agreement.

This Agreement supersedes and replaces any and all prior agreements, understandings, or representations, whether written or oral, between the parties with respect to the subject matter hereof.

I. DEFINITIONS

ALABAMA PUBLIC LIBRARY SERVICE (APLS) – The State agency responsible for coordinating public library development. APLS is responsible for developing criteria for the use of Federal and State funds and is the administering agency for such funds.

BOARD – The Board of Directors (hereafter referred to as the “**Board**”) of the **Cooperative**, i.e. The Corporation. The property, business, and affairs of the Corporation shall be managed by the **Board**. Except as otherwise provided by law, by the Articles of Incorporation, or the By-laws, the **Board** shall have and may exercise all of the powers of the Corporation. The **Board** shall be responsible for developing guidelines for **Cooperative** services and countywide policies.

COOPERATIVE – PUBLIC LIBRARIES IN JEFFERSON COUNTY, DOING BUSINESS AS (dba) - JEFFERSON COUNTY LIBRARY COOPERATIVE, INC., i.e. The Corporation (hereafter referred to as the “**Cooperative**”) – The organization composed of member libraries and/or affiliated organizations voluntarily joined in a common purpose as defined by a written contract. The **Cooperative** is legally established under the corporate name of **Jefferson County Library Cooperative, Inc.** The non-profit corporation has received 501(c)(3) status by the Internal Revenue Service and is the recognized fiduciary agency for all State and County funds which are appropriated to the **Cooperative**.

EXECUTIVE COMMITTEE – The Executive Committee is composed of three directors elected by the **Board**, the director of the Birmingham Public Library and one key administrative staff (ex-officio) appointed by the director to represent the Headquarters and the **Cooperative**, and the director of the Hoover Public Library and/or one key administrative staff (ex-officio) appointed by the Hoover director. As needed the **Board** can appoint an ad hoc member of the **Board** to serve in an advisory capacity during a specified period of time. The Executive Committee shall make recommendations to the **Board** in the management of the business and affairs of the Corporation.

EXECUTIVE DIRECTOR – The Executive Director is appointed by the **Board** and serves as the chief executive officer. The Executive Director manages the day-to-day **Cooperative** operations and

implements policies determined by the **Board**. The Executive Director serves as the secretary, a non-voting member of the **Board**, and on the Executive Committee.

HEADQUARTERS LIBRARY – The library designated as responsible for providing and/or sharing the following services that include technology, Integrated Library System, delivery system, interlibrary loan, Books-by-Mail, and the **Cooperative's** administrative office. To assist in meeting these responsibilities, the Headquarters Library will receive supplemental support from the County and/or the Jefferson County Library Cooperative, Inc. as funding is available. The Central facility of the Birmingham Public Library is designated as the Headquarters Library.

INTEGRATED LIBRARY SYSTEM (ILS) – An Integrated Library System is a software platform that manages and automates core library functions such as cataloging, circulation, acquisitions, and patron management. An ILS may include functions to facilitate online discovery of materials, collection and transactional reporting, and authentication management.

NETWORK – The **Cooperative** network consists of Local Area Networks and a Wide Area Network.

- **LOCAL AREA NETWORK (LAN)** – A communications network that serves users within a **Member Library**.

- **WIDE AREA NETWORK (WAN)** – A communications network that covers a wide geographical area and can connect the LANs of the **Member Libraries**.

RULES AND REGULATIONS FOR SUPPLEMENTAL STATE AID TO PUBLIC LIBRARIES – Rules governing the distribution of State Aid as set by the Alabama Public Library Service (see Rule 520-2-2). The Alabama Public Library Service determines a public library's eligibility to receive State Aid.

TYPES OF MEMBER LIBRARIES (hereafter referred to as "**Member Library/Libraries**") –

- **PUBLIC LIBRARY:** A public library is defined as an agency which is overseen by a single legally established policy-making board of trustees (see *Code of Alabama* 1975,11-90-(1-4)). A public library may or may not have branch library agencies.

- **AFFILIATE LIBRARY:** An affiliate library is defined as an agency that offers free publicly accessible library service but may not be established according to the *Code of Alabama* 1975,11-90-(1-4). Special libraries, archives, museum libraries, and municipal libraries may be examples of affiliate libraries.

II. GOVERNANCE

It is understood that this Agreement represents a summary of the specific policies, procedures, and guidelines that have been formulated by the **Board** and approved by the governing agency of the **Member Library**. It is further understood that the policies, procedures, and guidelines will be reviewed and/or revised as necessary.

A. The Board

1. The **Board** shall represent the interests and concerns of the libraries within the **Cooperative**. Neither the **Board** nor the staff of the **Cooperative** shall have operating authority over the **Member Library**. The **Board** shall be responsible for presenting the funding requirements for public library service to the Jefferson County Commission and for the administration of those said funds. The **Board** shall also serve as the legal applicant for State Aid funds and shall be responsible for the distribution and use of those funds in accordance with the rules and regulations for Supplemental State Aid established by the Alabama Public Library Service (Rule 520-2-2).

2. The **Board** shall meet a minimum of eight times annually with the **Cooperative** Executive Director. Each **Board** member or a representative shall attend a minimum of two meetings per year. **Board** meeting minutes will be distributed to **Member Libraries** in print or electronically. The **Board** will develop policies and procedures for the implementation of the various system-wide services.

B. Executive Committee

1. The role of the Executive Committee shall be to identify, define, discuss, and prepare recommendations for solutions to problems of the **Cooperative**. The Executive Committee's recommendations will be presented to the **Board**.
2. The Executive Committee shall review the annual budget and recommend any changes for possible action by the **Board**.
3. The Executive Committee shall nominate officers.

C. Integrated Library System

1. The bibliographic records, which represent the collective database of all participants in the **Cooperative**, shall be regarded as the property of the **Cooperative**. The collective records of a **Member Library** shall be regarded as that **Member Library's** collection database. The **Cooperative** shall have the right to limit the use by non-system members and to charge for its use where appropriate. The **Cooperative** allows for full allowable use of the records by any of its **Member Libraries**. Transfer of these bibliographic records to non-system members is not allowed.
2. Patron records, registration and circulation, are protected by State law.

The Code of Alabama, Confidentiality of Library Records, 41-8-10 states: "It is recognized that public library use by an individual should be of confidential nature. Any other provision of general, special or local law, rule or regulation to the contrary notwithstanding, the registration and circulation records and information concerning the use of the public, public school, college and university libraries of this state shall be confidential. Registration and circulation records shall not be open for inspection by, or otherwise available to, any agency or individual except for the following entities:

- the library which manages the records;
- the state education department for a library under its jurisdiction when it is necessary to assure the proper operation of such library; or
- the state public library service for a library under its jurisdiction when it is necessary to assure the proper operations of such library."

III. TERMS OF PARTICIPATION

- A. A library or institution wishing to join the **Cooperative** must submit in writing to the **Board** their desire to be considered as a prospective member. The **Board** will have final determination on the candidacy of any prospective member wishing to join the **Cooperative**. The **Board** may require buy-in fees and/or the adoption of policies as the **Board** deems necessary and appropriate before the prospective member may be approved as a **Member Library**.

- B. The **Member Library** agrees to pay in full all charges incurred as the result of membership in the **Cooperative**. Certain operating fees will be assessed annually or as required. These operating fees are intended to equitably divide the costs of **Cooperative** services rendered on behalf of the **Member Libraries**. These fees are determined by the **Board**.
- C. The **Member Library** agrees to abide by the **Cooperative** By-laws, as well as all other policies and procedures established by the **Cooperative**. The **Cooperative** may impose penalties on the **Member Library** for a **Member Library's** failure to comply with this Agreement and/or the By-laws, including but not limited to, monetary fines, reduction in services or temporary elimination of access to services.
- D. The **Member Library** must participate in the intra-library loan (among the **Member Libraries**) and interlibrary loan (ILL requests from outside of the **Cooperative** through the Headquarters Library) exchange of materials.
- E. The **Member Library** shall not provide any services to non-system members that are the subject of this Contract without permission of the **Cooperative**.
- F. A public library that is not currently receiving State Aid but wishes to do so must file written notification with APLS and submit documentation that it meets the requirements of Rule 520-2-2 by July 1 to ensure provision of State Aid by October 1. Eligibility to receive State Aid is determined by APLS (Rule 520-2-2.04(4)(b)). In order to receive any amount of State Aid funds distributed to the **Cooperative**, the **Member Library** must be determined to be eligible to receive State Aid funds by APLS and must also be in good standing with the **Cooperative**.
- G. A public library that wishes to change its status as a State Aid recipient by either joining or withdrawing from a system must file written notification with APLS and the **Cooperative** by July 1 to ensure provision of State Aid by October 1. (Rule 520-2-2.04(4)(a))
- H. It is understood the term of this Contract is perpetual until terminated and will be reviewed as needed.

IV. BILLING AND PAYMENT

- A. Under this contract the **Cooperative** will bill the **Member Library** for financial obligations incurred by the **Cooperative** on behalf of the **Member Library**. The **Member Library** agrees to pay within thirty (30) days of receipt of the bill.

All **Cooperative** payments for the fiscal year (October 1-September 30) must be received in the **Cooperative** office by September 15 of each year. All operating assessments paid by the **Member Library** to the **Cooperative** are non-refundable.

- B. **Billing**

The **Cooperative** will bill all **Member Libraries** for operating fees/expenses quarterly in October, January, April, and July. The **Member Library** agrees to pay within thirty (30) days of receipt of the bill. A 10% surcharge may be added to invoices not paid by the beginning day of the next quarter.

All operating assessments paid by the **Member Library** to the **Cooperative** are non-refundable.

C. Default In Payment

Should a **Member Library** fail to make any payment to the **Cooperative** within the period set forth previously, the **Cooperative** shall give the **Member Library** written notice of such default in payment. If the **Member Library** fails to correct the default within thirty (30) days after the date of such written notice and the payments are ninety (90) days delinquent, the **Cooperative** shall have the right to discontinue services to the **Member Library**. Exceptions to this policy may be accepted if written documentation is submitted outlining the reason for the delinquency to the **Cooperative** Executive Director in writing at least thirty (30) days prior to the ninety (90) day delinquent date.

The **Cooperative** reserves the right if required to enter upon the premises of the **Member Library** to remove any electrical and telecommunications equipment and wiring necessary to disconnect the **Member Library** from access to the **Cooperative** network. The discontinuation of services shall not relieve the **Member Library** from liability for payment for services previously provided.

In the event of any action to enforce rights under this Agreement, the prevailing party shall be entitled to its cost and expenses, including reasonable attorney's fees, incurred in connection with such action.

Services discontinued for default in payment may include but are not limited to the following:

- Internet access
- Library records removed or suppressed and all access to the Integrated Library System discontinued
- Cataloging services
- Interlibrary and intra-library loan services
- Delivery services
- E-content and database access

D. Any credits accrued to the **Cooperative** will be dispersed at the direction of the **Board**.

E. In the event of default, the **Cooperative** shall be entitled to collect its costs, expenses, and reasonable attorney's fees from the defaulting party. All notices required or provided shall be in writing and shall be addressed to the party to whom said notice is directed and shall be deposited in the United States mail, certified mail, return receipt requested, with postage prepaid. Such notice shall be effective on the date of the receipt.

V. TERMINATION/WITHDRAWAL OF MEMBERSHIP

A. If a **Member Library** fails to comply with any of the provisions herein, the **Board** may, in its sole discretion, terminate/withdraw such **Member Library's** membership in the **Cooperative**.

B. Parties to this Contract may mutually agree to its termination or withdrawal upon a minimum of twelve (12) months written notice to the **Cooperative** and to all **Member Libraries** of the **Cooperative**. The **Board** may waive the 12-month minimum notice requirement at its discretion. In accordance with State Aid Rules and Regulations (State Aid Rules and Regulations, 520-2-2.04(4)(a)), a public library that wishes to change its status as a State Aid recipient by either joining or withdrawing from a system must file written notification with the **Cooperative** and APLS.

- C. In the event of the **Board** terminating a **Member Library's** membership for non-compliance of this Contract, the **Cooperative** shall be entitled to collect its costs, expenses, and reasonable attorney's fees from the defaulting party, if required. Notices to the **Member Library** authorities and governing agencies are required, shall be in writing, and shall be addressed to the parties to whom said notice is directed, and shall be deposited in the United States mail, certified mail, return receipt requested, with postage prepaid. The **Board** may make the determination as to the date of termination based upon the circumstances at the time.
- D. The exiting **Member Library** must pay all fees incurred from the twelve (12) months of notification and will be responsible for any outstanding financial obligations within thirty (30) days of billing. All maintenance costs and other charges to the **Cooperative** shall be computed and paid up to the official date of termination.
- E. The exiting **Member Library** agrees to such other terms of its termination as are acceptable to the **Cooperative** in a written statement of terms.
- F. During the twelve (12) month termination period, the exiting **Member Library** will no longer be considered a voting member and will be removed from all **Cooperative** committees and may be excluded from the **Board** meetings.
- G. In the event the **Member Library** terminates membership, ownership of all **Cooperative** software, and any hardware, if owned or leased by the **Cooperative**, reverts and returns to the **Cooperative**.
- H. It is further agreed that in the event of termination of membership, the **Member Library** will bear all costs in retrieving and extracting the **Member Library's** data. The data may include the bibliographic and item holdings and patron data of the **Member Library**.

VI. DISPUTES

The **Cooperative** is committed to resolving disputes at the local level. Where there is a dispute concerning the **Cooperative** to which a **Member Library** shall belong, services rendered to **Member Libraries**, or the operation of the **Cooperative** system which cannot be resolved on the local level, these guidelines will be followed:

1. The local library director, and staff if appropriate, and/or representative of the local governing agency concerned shall meet with the **Cooperative** President and Executive Director and attempt in good faith to resolve any problem.
2. If a resolution to the problem is not reached, the governing agency of the library concerned shall petition the **Cooperative** President and the **Board** in writing for redress of the matters in dispute specifying the remedies sought.
3. The **Cooperative** President and Executive Director shall present the petition to the **Board** within 60 days along with their recommendation. The President and Executive Director shall report the decision of the **Board** to all parties concerned promptly and in writing.
4. If this effort is not sufficient to resolve the dispute, if appropriate, the matter shall be reported to the Alabama Public Library Service (APLS) by the **Board** or by the local governing agency of the appealing **Member Library** with copies of all documentation.

VII. SERVICES AND RESPONSIBILITIES OF THE HEADQUARTERS LIBRARY

Under this Agreement centralized services will be provided for (or contracted for) the benefit of all **Member Libraries** as funding allows. These services may include but may not be limited to the following:

- A. Books-By-Mail provided to all eligible residents of Jefferson County without charge to the users or to the **Member Libraries** in whose jurisdiction service may be rendered. These services are intended to serve the physically handicapped, geographically isolated, home bound and institutionalized. A separate card or membership is set up for Books-By-Mail recipients for this specialized service.
- B. The Headquarters Library Cataloging staff will be responsible for centralized cataloging as well as the production and maintenance of all the bibliographic holdings of the **Member Libraries**
- C. The Headquarters Library will provide an interlibrary loan (requests outside of the **Cooperative**) program to the **Member Libraries** that maximizes the use of all available resources in the catalog. Such service will be conducted according to generally acceptable guidelines and may be limited by policies adopted by the **Board**.

VII. SERVICES AND RESPONSIBILITIES OF THE COOPERATIVE

Under this Agreement **Cooperative** services will be provided for (or contracted for) the benefit of all **Member Libraries**, as funding allows. These services may include but may not be limited to the following:

- A. The **Cooperative** ensures that circulation/registration procedures are in place to allow registered cardholders holding a full-use library card in good standing the use of library collections and/or services at any **Member Library**. Pay-per-use services may be an exception as determined by the **Member Library**.
- B. The **Cooperative** agrees to protect the confidentiality of circulation and patron records and further agrees not to make such records available outside of the network system except with the consent of the **Cooperative** and the **Member Library** contributing the records, unless subject to an appropriate subpoena issued by a court. Patron membership applications will be stored at the **Member Library** of receipt as desired.
- C. The **Cooperative** will provide a regular delivery service among the **Member Libraries** to ensure the timely delivery of library materials and correspondence throughout the **Cooperative**.
- D. The **Cooperative** will maintain a network which will allow prompt and effective communication for reference and referral services as well as for communication among **Member Libraries**.
- E. The **Board** will establish and maintain a procedure for the loan of library materials among its **Member Libraries** (intra-library loan - among the **Member Libraries**). Interlibrary loan (outside of the **Cooperative**) will be conducted according to generally acceptable guidelines and may be limited by policies adopted by the **Board**.

- F. The **Cooperative** will provide professional library continuing education to eligible staff of the **Member Libraries** as funding allows.
- G. A calendar of events for **Member Libraries** will be available online and/or in print, as feasible.
- H. A **Cooperative** website will be maintained to allow remote access to the catalog and all online resources available and to promote services to the public countywide. A staff intranet will be maintained to provide library staff with **Cooperative** information and services.
- I. The **Board** shall notify the **Member Library** in writing of any intent to reduce or discontinue any services at least three (3) months prior to said action or as early as practical if action must be taken due to circumstances beyond the control of the **Board**.
- J. The **Cooperative** may act as the bidding agent for the purchase of barcodes, library cards, and such other equipment and supplies as may be necessary for participating in the **Cooperative** system. Equipment and supplies purchased under this Agreement shall meet all specifications as required under the operating rules of the **Cooperative**.
- K. **Cooperative** library staff will be provided to serve in an advisory capacity upon request, including but not limited to: building projects, collection development, grant applications, reference, technical services, staff training, and development, etc. as requested by individual **Member Libraries**. Service will be provided based upon the availability of staff and funds.
- L. The title and ownership of the Integrated Library System hardware and software purchased by the **Cooperative** shall be held by the **Cooperative**.
1. The title and ownership of hardware peripherals used with the **Cooperative** and purchased by the **Member Library** shall be held by the **Member Library**.
 2. Any equipment or supplies used by the **Member Library** in connection with the **Cooperative** must meet requirements established by the service providers or Innovative Interfaces, Inc. and their use must be approved by the **Cooperative**.
 3. The **Cooperative** acts as the purchasing agent and primary contact on behalf of the **Member Libraries**.
- M. The **Cooperative** holds sole ownership of the bibliographic and authority database.
1. Under the terms of this Contract, any publicly accessed collective database, whether available on-line or produced by the **Cooperative**, will include all the cataloged records and holdings of the **Member Libraries** and patron database.
 2. The **Member Library** shall have access to appropriate use of the Integrated Library System records. The **Member Library** is responsible for attaching item holding records to the appropriate bibliographic records according to guidelines and procedures determined by the **Cooperative**.
- N. The Integrated Library System and the Network
1. The **Cooperative** will provide support and services necessary for the operation of the Network and the Integrated Library System.
 2. The implementation and operation of the Integrated Library System is a costly and complex process affecting the functioning of basic services to the **Member Library**. All signatories to this Contract will be jointly responsible for the development of policies and

procedures to manage all aspects of the Integrated Library System and Network. These policies and procedures must be consistent with the requirements and capabilities of the Integrated Library System and Network and consistent with the provisions of this Contract.

3. No alteration of this Contract will be offered to any library without the approval of the **Board**.
 4. The **Member Library** agrees that no claims may be brought against the **Cooperative** for equipment or software malfunctions or shortcomings.
 5. The **Member Library** recognizes that the **Cooperative** has no control over telecommunications vendors and therefore cannot warrant the telecommunications networks used to transfer data between the **Cooperative** and the **Member Library**.
- O. Member Fees.** The **Cooperative** shall establish membership fees no later than June 1 for the next fiscal year which shall run from October 1 to September 30.

VIII. SERVICES AND RESPONSIBILITIES OF MEMBER LIBRARIES

- A.** The **Member Library** agrees to maintain on file with the **Cooperative** these signed documents:
1. This signed contract
 2. Addendum I – Member Fee Contract
 3. Addendum II - Information Technology Service Level Agreement
- B.** A **Member Library** that wishes to be eligible to receive State Aid also agrees to maintain on file with the **Cooperative** and APLS the following signed documents. Eligibility to receive State Aid is determined by the Alabama Public Library Service (see Rule 520-2-2). In order to receive any amount of State Aid funds distributed to the **Cooperative**, the **Member Library** must be determined to be eligible to receive State Aid funds by APLS and must also be in good standing with the **Cooperative**.
1. APLS Application for State Aid
 2. APLS Annual Statistical Report
 3. APLS Statement of Fiscal Responsibility
 4. Certification of Required Board Meetings
- C.** The **Member Library** will provide access to library materials and services in accordance with system-wide procedures. Those procedures may include but may not be limited to the following:
1. Provide free membership to any adult resident of Jefferson County.
 2. Accept a valid full-use **Cooperative** library card in good standing without the requirement of additional registration.
 3. Issue **Cooperative** membership cards only within adopted **Cooperative** guidelines.
 4. Provide membership to non-residents of Jefferson County at a cost voted upon by the **Board**. The **Member Library** at which the non-resident membership is taken may retain the remainder of the non-resident fees collected to be used at the local library's discretion. The **Member Library** may waive the local portion of the fees for designated groups (e.g. employees of the City). However, the **Cooperative** portion should be collected and forwarded to the **Cooperative**.
 5. Pay-per-use services funded by the **Member Library** may be limited at the discretion of the **Member Library**.

D. The Member Library will participate in the joint countywide Integrated Library System and adhere to its policies and procedures. The **Member Library** will use system-wide procedures developed by the **Board** in the submission of application forms, the amendment of patron records, the collection of fines, and Catalog Policy/Guidelines.

1. Each **Member Library** is responsible for accurately and properly maintaining the member database for the **Cooperative**. Each **Member Library** is responsible for ensuring that all records are added and maintained according to **Cooperative** rules and procedures. Procedures for the entering of information in the membership and bibliographic database will be provided to the **Member Library**. To ensure the integrity of the database for all users, the **Member Library** agrees to direct its staff to follow such guidelines. Failure to abide by such guidelines may result in the **Member Library** being assessed the costs associated with correction of faulty records, or the termination of access to the Integrated Library System.
2. The **Member Library** at which the fines are paid shall retain overdue fines. It shall be that **Member Library's** responsibility to clear the patron's record of those. Fees and fines accrued for usage of the interlibrary loan service is an exception.
3. Money collected for lost or damaged materials shall be returned to the **Member Library** owning the material.

The Code of Alabama, Confidentiality of Library Records, 41-8-10 states: "It is recognized that public library use by an individual should be of confidential nature. Any other provision of general, special or local law, rule or regulation to the contrary notwithstanding, the registration and circulation records and information concerning the use of the public, public school, college and university libraries of this state shall be confidential. Registration and circulation records shall not be open for inspection by, or otherwise available to, any agency or individual except for the following entities:

- the library which manages the records;
 - the state education department for a library under its jurisdiction when it is necessary to assure the proper operation of such library; or
 - the state public library service for a library under its jurisdiction when it is necessary to assure the proper operations of such library."
1. **In accordance with the Code of Alabama, Confidentiality of Library Records, 41-8-10**, the **Member Library** agrees to adopt and follow a policy of strict privacy in regards to library patron information and patron circulation records. The providing of such information other than for the purposes provided for in the law may result in the termination of access to the Integrated Library System.
 2. **Any disclosure** of current patron information to legal authorities, as required by law with search warrant or subpoena, must be authorized by the Director of the **Member Library** where the search warrant or subpoena is served and will then be presented to the appropriate department to provide the information, if available, to respond to the subpoena.
 3. **Confidentiality.** The **Member Library** agrees to protect the confidentiality of circulation and patron records, and further agrees not to make such records available outside of the network system except with the consent of the **Cooperative** and the

particular member(s) contributing the records, unless subject to an appropriate subpoena issued by a court.

The **Member Library** agrees to maintain the confidentiality of any proprietary information - and agrees not to disclose such proprietary information in any form to any person or entity other than to employees of the **Member Library** having a need to obtain such disclosure in the ordinary course of their employment.

Nothing in this paragraph shall be construed to prohibit the **Cooperative** from contracting with other parties to perform record processing, data conversion, or other aspects of the services, nor shall this paragraph prohibit the **Cooperative** from merging or interfacing its database with any other network.

4. In accordance with the Civil Rights Act of 1964 (and its various amendments) and in accordance with the Americans with Disabilities Act, the **Member Library** agrees to provide equal access to library services and equal employment opportunity.
- E. Each **Member Library** is required to have a minimum of one (1) trained director or staff member with a working knowledge of the Integrated Library System and other network resources.

IX. ADDENDA AND AGREEMENTS –

ADDENDUM I - ANNUAL AGREEMENT REGARDING STATE AID DISTRIBUTION AND CONTRACT FEES FOR MEMBER LIBRARIES

ADDENDUM II - JCLC BY-LAWS, INCLUDES CODE OF ALABAMA

For other documents – see JCLC Intranet

- JCLC INFORMATION TECHNOLOGY SERVICE LEVEL AGREEMENT
- JCLC CATALOGING POLICY/GUIDELINES
- ALABAMA PUBLIC LIBRARY SERVICE (APLS) STATE AID RULES AND REGULATIONS

Under the Information Technology (IT) Service Level Agreement, the **Cooperative** agrees to provide the **Member Library** with the use of the **Cooperative's** Integrated Library System. No ownership or share of ownership is being transferred. The **Cooperative** will contract for all hardware, software, and personnel necessary to operate the Integrated Library System and WAN.

The **Cooperative** will work with vendors, utilities, and **Member Libraries** to ensure that the Integrated Library System and WAN are as dependable as possible.

The **Cooperative** will take all reasonable steps to ensure that the Integrated Library System is accurate and reliable.

Telecommunications between the **Member Library** and the **Cooperative's** Integrated Library System will be provided by whatever telephone company serves the **Member Library**. Installation will be coordinated by the **Cooperative** and the **Member Library** will be billed directly by the service provider.

A. General Wide Area Network (WAN) Responsibilities of the Cooperative

1. The Information Technology Department (ITD) will monitor the countywide WAN to assure that no alterations are made to the software or hardware settings on the WAN, and there are no breaches to WAN security or information distribution that could jeopardize the countywide WAN.
2. ITD will be responsible for the daily technical support for the Headquarters Library hardware and software connected to the WAN. Technical support will be the responsibility of the ITD and contractual vendors as necessary.
3. ITD will be responsible for working with the telecommunications provider on the day-to-day operations of Internet accessibility for the WAN.
4. ITD will be responsible for working with contractual vendors as necessary to support the WAN.

B. Integrated Library System Responsibilities of the Cooperative and the Headquarters Member Library

The Catalog Department staff will be responsible for the following:

1. Producing the bibliographic records for all locations in the **Cooperative**.
2. Maintaining, upgrading, and the day-to-day operations of the online public access catalog and circulation system by providing day-to-day authority work, running maintenance programs, maintaining the backbone software including passwords, tables, logins, authorizations, etc.
3. Recommending, installing, training, and maintaining any new or upgraded software, module, or enhancement for the Integrated Library System.
4. Providing software support for **Member Libraries** in the **Cooperative** experiencing problems or questions regarding the functioning of the Integrated Library System.
5. Working with the vendor as necessary to support and enhance the Integrated Library System.
6. Training of **Cooperative** and **Member Library** staff to use the Integrated Library System properly and effectively. Training should be offered for **Member Library** staff as often as needed and as scheduled by mutual agreement. The **Member Library** shall be responsible for training its staff. Staff attendance at training sessions and subsequent compliance with **Cooperative** procedures is required. On-going training will be provided as agreed upon by the **Cooperative**.

All services provided by the Cooperative and Headquarters Member Library are subject to adequate funding.

It is understood that this Agreement represents a summary of the specific policies, procedures and guidelines that have been formulated by the **Board** and approved by the governing agency of the **Member Library** as shown by the authorized representative's signature.

Contract to be reviewed and/or revised as needed.

Last revision approved **October 9, 2025** by the JCLC Board of Directors

Past Revisions: 2015, 2009, 2002, 1994, 1991, 1983; first contract approved 1980

**Jefferson County Library
Member Library Contract
Revised October 9, 2025**

This JCLC Member Library Contract 2025 and revisions were officially adopted by the Board of Directors of the Jefferson County Library Cooperative on October 9, 2025.

Governing Agency Authorized Signer	Role	Date
---	-------------	-------------

Member Library Director/Authorized Signer	Role	Date
--	-------------	-------------

JCLC Board President		Date
-----------------------------	--	-------------

JCLC Executive Director		Date
--------------------------------	--	-------------

ADDENDUM I
JEFFERSON COUNTY LIBRARY COOPERATIVE, INC.

**ANNUAL AGREEMENT REGARDING STATE AID DISTRIBUTION AND
CONTRACT FEES FOR MEMBER LIBRARIES**

Chapter 520-2-2, Supplemental State Aid to Public Libraries

Where a public library system exists, all State Aid funds for libraries or governmental units contracting to participate in the system will be forwarded to the system headquarters, providing that copies of the annually reviewed contracts are sent to APLS prior to receipt of state funding (Rule 520-2-2.04(2)).

A public library that wishes to change its status as a State Aid recipient by either joining or withdrawing from a system must file written notification with APLS and the **Cooperative** by July 1 to ensure provision of State Aid by the new fiscal year beginning October 1 (Rule 520-2-2-.04(4)(a)).

In order to provide equitable and cost-efficient service to all **Member Libraries**, the **Board** has voted to cap the annual amount a **Member Library** may be eligible to receive at 70% of the effective per capita rate as determined by APLS. The Headquarters Library is eligible to receive up to 82.5% percent of the effective per capita rate as determined by APLS due to **Cooperative** services rendered. To receive any amount of State Aid funds distributed to the **Cooperative**, the **Member Library** must be determined to be eligible to receive State Aid funds by APLS and must also be in good standing with the **Cooperative**. In the event a **Member Library** changes its status as a State Aid system participant, additional fees may be assessed to the **Member Library** to offset the loss of revenue required to subsidize **Cooperative** services.

Operating fees will be re-assessed as needed. These operating fees are intended to equitably divide the Integrated Library System's operating costs and all other **Cooperative** services provided to **Member Libraries**.

BILLING AND PAYMENT

Under this contract the **Cooperative** will bill the **Member Library** for financial obligations incurred by the **Cooperative** on behalf of the **Member Library** under this Contract. The **Member Library** agrees to pay within thirty (30) days of receipt of the bill.

All **Cooperative** payments for the fiscal year (October 1-September 30) must be received in the **Cooperative** office by September 15 of each year. All operating assessments paid by the **Member Library** to the **Cooperative** are non-refundable.

Billing

The **Cooperative** will bill all **Member Libraries** for operating fees/expenses quarterly in October, January, April, and July. The **Member Library** agrees to pay within thirty (30) days of receipt of the bill. A 10% surcharge may be added to invoices not paid by the beginning day of the next quarter.

All operating assessments paid by the **Member Library** to the **Cooperative** are non-refundable.

Default In Payment

Should a **Member Library** fail to make any payment to the **Cooperative** within the period set forth previously, the **Cooperative** shall give the **Member Library** written notice of such default in payment. If the **Member Library** fails to correct the default within thirty (30) days after the date of such written notice and

the payments are ninety (90) days delinquent, the **Cooperative** shall have the right to discontinue services to the **Member Library**. Exceptions to this policy may be accepted if written documentation is submitted outlining the reason for the delinquency to the **Cooperative** Executive Director in writing at least thirty (30) days prior to the ninety (90) day delinquent date.

The **Cooperative** reserves the right if required to enter upon the premises of the **Member Library** to remove any electrical and telecommunications equipment and wiring necessary to disconnect the **Member Library** from access to the **Cooperative** network. The discontinuation of services shall not relieve the **Member Library** from liability for payment for services previously provided.

In the event of any action to enforce rights under this Agreement, the prevailing party shall be entitled to its cost and expenses, including reasonable attorney's fees, incurred in connection with such action.

Services discontinued for default in payment may include but are not limited to the following:

- Internet access
- Library records removed or suppressed and all access to the Integrated Library System discontinued
- Cataloging services
- Interlibrary and intra-library loan services
- Delivery services
- E-content and database access

Any credits accrued to the **Cooperative** will be dispersed at the direction of the **Board**.

In the event of default, the **Cooperative** (non-defaulting party) shall be entitled to collect its costs, expenses, and reasonable attorney's fees from the defaulting party. All notices required or provided shall be in writing and shall be addressed to the party to whom said notice is directed and shall be deposited in the United States mail, certified mail, return receipt requested, with postage prepaid. Such notice shall be effective on the date of the receipt.

ADDENDUM II
BY-LAWS OF
JEFFERSON COUNTY LIBRARY COOPERATIVE, INC.
2100 Park Place
Birmingham, Alabama 35203

ARTICLE I
Organization

SECTION 1.1 NAME.

The name of the organization shall be the Jefferson County Library Cooperative, Inc. (the "Corporation" or "JCLC"). The Corporation, for publicity purposes, may choose to use Public Libraries In Jefferson County as needed, d/b/a Jefferson County Library Cooperative.

SECTION 1.2 PURPOSE.

The Corporation is organized exclusively for charitable, literary, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law), including, without limiting the generality of the foregoing, the following specific purposes. The Corporation is a non-profit corporation organized to serve a consortium of member libraries, jointly hereafter "member libraries" or "Consortium" to optimize customer-oriented, automated products and support to enable its members to leverage costs, improve services, and facilitate improved communication.

- To assist Jefferson County member libraries, in the provision of materials and services through cooperative planning, purchasing and the provision of services on a contractual basis
- To improve the management of circulation control and other library information activities
- To provide a system of delivery among libraries
- To provide reciprocal borrowing through a circulating collection and material sharing among libraries
- To contract for, own and operate the equipment, and to contract for the services necessary, to provide service to Jefferson County member libraries

SECTION 1.3 MISSION.

The mission of the JCLC is to connect all citizens countywide by providing resources and community building opportunities that inspire lifelong learning.

The Corporation will work to provide the best possible public library services, information

technology and telecommunications to the citizens of Jefferson County.

The Corporation's strength comes from its diversity, its unity of purpose, and its dedication to excellent service.

By working with other institutions, the Corporation strengthens public library services and lifelong learning for all citizens of Jefferson County.

SECTION 1.4 MEMBERS.

Participation in the services provided by the Corporation is limited to member libraries of the Corporation. Membership in the Corporation is voluntary, and the Corporation shall develop a membership application. Members of the Corporation shall be those libraries who have signed an agreement with the Corporation and who have incurred a financial obligation as a result of that agreement.

Membership is generally restricted to public libraries in Jefferson County and/or institutions offering free publicly accessible library service that agree to take part in the sharing of resources with other member libraries.

Types of member library can include:

PUBLIC LIBRARY: A public library is defined as an agency which is overseen by a single legally established policy-making board of trustees (see Code of Alabama 1975,11-90-(1-4)). A public library may or may not have branch library agencies

AFFILIATE LIBRARY: An affiliate library is defined as an agency that offers free publicly accessible library service but may not be established according to the Code of Alabama 1975,11-90-(1-4). Special libraries, archives, museums, and municipal libraries are examples of affiliate libraries.

Membership shall be maintained by the timely payment of assessments, execution of a Contract and Information Technology Service Level Agreement (Network Agreement), and compliance with all the requirements of membership as stated in these By-laws and in such other policies as may be established by the Corporation.

Membership is also contingent upon receiving a two-thirds vote of all the Corporation Board members at a duly called meeting.

The Corporation reserves the right to establish other types of membership from time to time as needed and as approved by a two-thirds vote of the Corporation Board.

A library or institution wishing to join the Corporation must submit in writing to the Board their desire to be considered as a prospective member. The Corporation Board will have final determination on the candidacy of any prospective member wishing to join the Corporation. The Corporation Board may require buy-in fees and/or the adoption of policies as the Corporation Board deems necessary and appropriate before the prospective member may be approved as a member of the Corporation.

ARTICLE II
Board of Directors

SECTION 2.1 GENERAL.

The property, business and affairs of the Corporation shall be managed by a Board of Directors (the "Board"). Except as otherwise provided by law, by the Articles of Incorporation or by these By-laws, the Board shall have and may exercise all of the powers of the Corporation.

SECTION 2.2 COMPOSITION AND VOTING.

The number of members of the Board shall be equal to the number of members of the Corporation.

The Board shall be composed of the director of each member of the Corporation.

SECTION 2.3 VOTING AND RESPONSIBILITIES.

Each member library director shall have one vote. A vote of the Board shall be required for the election of the officers of the Board, and of the Executive Committee, approval of amendments to the Articles of Incorporation and By-laws of the Corporation, and dissolution of the Corporation. The Board shall vote in respect to any other business affairs of the Corporation as required by these By-laws.

If a library director is unable to attend a meeting of the Board, he/she may send a representative to participate in the meeting, but such representative shall have no voting rights.

Voting shall be by voice vote or ballot and the results included in the minutes. A simple majority vote of members present is required unless otherwise noted in the By-laws. Members of the Board have responsibilities that include but are not limited to:

- Attending meetings on a regular basis; or when the director of a library is not able to attend a meeting, they are encouraged to send another staff member, or local Board member, for discussion and report to the Director
- Voting on issues brought before the membership
- Abiding by the Corporation's policies, contracts, and honoring the existing policies of other members
- Working toward good communication and understanding
- Providing the necessary equipment to support the services of the Corporation
- Entering high quality patron records and item records into the database.

SECTION 2.4 ANNUAL MEETING.

The annual meeting of the Board shall be held in January at the principal office of the Corporation at the Headquarters Library in the City of Birmingham, Alabama, or at such other place within or without the State of Alabama as may be deemed advisable by the Board.

SECTION 2.5 REGULAR MEETINGS.

Regular meetings of the Board shall be held monthly at a time and date to be determined by the Board, at the principal office of the Corporation at the Headquarters Library in the City of Birmingham, Alabama or at such other place within Jefferson County, or the State of Alabama as may be deemed advisable by the Board.

SECTION 2.6 SPECIAL MEETINGS.

Special meetings of the Board may be called by or at the request of the President, or Vice-President, or a majority of the whole Board.

The person or persons authorized to call special meetings of the Board may fix any place within the State of Alabama. The purpose of the meeting shall be stated in the call.

SECTION 2.7 NOTICE OF SPECIAL MEETINGS.

Notice of the time, place and purpose for holding special meetings of the Board shall be given at least two (2) days prior thereto by written notice delivered personally or sent by e-mail (with receipt acknowledged) to each member of the Board at the address shown by the records of the Corporation. Whenever any notice is required to be given to any member of the Board, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be the equivalent to giving notice. Further, the attendance of a member of the Board at any meeting shall constitute a waiver of notice of such meeting, except where such member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

SECTION 2.8 QUORUM.

One third of the directors shall constitute a quorum at any meeting of the Board for the transaction of business. A person who attends a meeting as a representative of the directors shall not be counted as a director for the purpose of establishing a quorum.

Directors may not vote by proxy.

Members of the Board may participate in any meeting of the Board by means of a conference telephone or similar communications equipment provided that all persons participating at the meeting can hear each other at the same time.

If a quorum is not present, the meeting may still be held, and a vote may be taken but it shall not be effective until ratified at the next regular meeting of the Board at which a quorum is present.

SECTION 2.9 MANNER OF ACTING.

The act of a majority of those members of the Board present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law, the Articles of Incorporation of the Corporation, or these By-laws.

SECTION 2.10 VACANCIES.

Any vacancy occurring on the Board shall be filled by the public library that no longer has a director on the Board.

The Board of Trustees or the governing agency of a member library may appoint an interim or acting director to serve on the Board until the public library fills its director position with a permanent director.

SECTION 2.11 COMPENSATION.

Directors shall not receive any compensation for their services as a member of the Board.

SECTION 2.12 ACTION BY UNANIMOUS WRITTEN CONSENT OF BOARD OF DIRECTORS FOR EMERGENCIES.

Any action which may be taken at a meeting of the Board, may be taken without a meeting if a consent in writing or e-mail, setting forth the action so taken, shall be signed, (or receipt acknowledged), by all of the members of the Board entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a majority vote of the Board when a quorum was present.

SECTION 2.13 TRANSACTIONS WITH DIRECTORS, ETC.

Except as may otherwise be provided by applicable law, these By-laws or the Articles of Incorporation of the Corporation, no contract or other transaction between the Corporation and one or more of its directors or any other corporation, firm, association or entity in which one or more of its directors or officers are financially interested, shall be either void or voidable because of such relationship or interest or because such director or directors are present at the meeting of the Board or a committee thereof which authorizes, approves or ratifies such contract or transaction, if the contract or transaction is fair and reasonable to the Corporation and if the fact of such relationship or interest is disclosed to the Board or committee which authorizes, approves or ratifies the contract or transaction by a vote or consent sufficient for the purpose without counting the votes or consents of such interested directors or considering such interested directors as present for purposes of constituting a quorum.

SECTION 2.14 COMPLIANCE WITH OPEN MEETINGS ACT.

Notices of regular and special meetings shall be provided as required by the Alabama Open Meetings Act. All meetings, regular or special, shall be open to the public, except when the Board meets in executive session as authorized by and in accordance with state law, and only for those purposes authorized by law.

ARTICLE III
Executive Committee

SECTION 3.1 COMPOSITION.

There shall be an Executive Committee composed of three directors elected by the Board, the director of the Birmingham Public Library and one key administrative staff appointed by the Birmingham Public Library director to represent the Headquarters Library and the Corporation, and the director of the Hoover Public Library, or key administrative staff appointed by the Hoover Library director, to serve on the Executive Committee (the "Representatives"). As needed the Board can appoint an ad hoc member of the Board to serve in an advisory capacity during a specified period of time.

The three elected directors shall be elected by the Board for a two-year term and may only serve two successive terms on the Executive Committee, unless the Board approves an extended term of office.

In addition, the Executive Director of the Corporation shall serve as a non-voting member of the Executive Committee.

The Executive Committee shall not have the power of the Board and shall serve only in an advisory capacity to the Board.

SECTION 3.2 MEETINGS.

The Executive Committee shall hold meetings at such times and upon such notice, if any, as it may decide.

A majority of the members of the Executive Committee shall constitute a quorum.

The Executive Committee shall keep minutes of its meetings, and such minutes shall be submitted via email prior to the next regular meeting of the Board.

Any member of the Board may attend an Executive Committee meeting.

SECTION 3.3 DUTIES.

The Executive Committee shall have the following responsibilities:

- A) The Executive Committee shall define, discuss and prepare recommendations to the Board for solutions to problems and review and recommend modifications to the following:
- The membership contract shall be reviewed a minimum of every three years, or as required.
 - The Strategic Plan shall be reviewed a minimum of every five years, or as required.

- The By-laws shall be reviewed and revisions recommended as needed, a minimum of every six years.
 - The Personnel Policies/Staff Manual shall be reviewed a minimum of every four years.
 - The Articles of Incorporation shall be reviewed as needed.
- B) Prepare a slate of officers, with nominations from the Board, and committee chairmen;
- C) Review procedures, policies and performance of the Corporation with regard to existing agreements and contracts; resolve any issues arising from existing agreements or contracts;
- D) There shall be a Finance Committee composed of the Executive Committee, chaired by the Treasurer, and one member appointed as financial representative by the President from the Board. The Finance Committee shall oversee the budget of the Corporation, establish long range financial planning, amending fiscal budgets, and determining when the Corporation shall borrow money or take steps to raise capital and make recommendations to the Board on all matters concerning the financial affairs of the Corporation. The Executive Director shall be present at all meetings as appropriate.

The Finance Committee shall report to the Board at its annual meeting whether the Corporation is in sound condition.

The Finance Committee shall annually review the cooperative fee structure to member libraries for services and recommend any necessary changes as part of the budget process. At the April Board meeting, the Finance Committee will lead a discussion of the current and next fiscal budget.

A recommended annual proposed budget and cooperative fee structure proposal will be presented to the Board for approval no later than the May meeting to become effective October 1 of the new fiscal year.

- E) Review and approve, for submission to the member library representatives, a budget on or before the May meeting of each year;
- F) Recommend new library memberships;
- G) Adopt rules for its governance that are consistent with these By-laws.
- H) To make recommendations for the election and replacement of officers of the Corporation; employment of the Executive Director, as provided by these By-laws; recommendation of amendments to the Articles of Incorporation and the By-laws; approval of the Corporations membership fees and annual budget.
- I) Performance of such other duties as is necessary for the management of the business and affairs of the Corporation.

SECTION 3.4 VACANCIES.

A vacancy in any office of the three director members may be filled by the Board for the unexpired portion of the term. If two-thirds of an unexpired term remains, the remaining term will be considered a full term.

SECTION 3.5 DISMISSAL

An Executive Committee member who has failed to attend three (3) consecutive meetings shall forfeit his/her right to serve on the Executive Committee, and the vacancy shall be filled as prescribed above.

ARTICLE IV
Officers

SECTION 4.1 OFFICERS.

The officers of the Corporation shall consist of a President, Vice President, Treasurer, and Secretary. The officers shall be elected by the Board, except the Executive Director who shall also serve as Secretary.

The Board may elect or appoint other officers, as it shall deem desirable.

The officers of the Corporation shall have the authority and perform the duties prescribed in these By-laws as well as such other duties as shall be prescribed from time to time by the Board. A vacancy for whatever reason shall be filled by appointment by the Board President for the unexpired portion of the officer's term.

Any two or more offices may be held by the same person, except the offices of President and Secretary.

SECTION 4.2 ELECTION AND TERM OF OFFICE.

The President, Vice-President and Treasurer shall be elected annually by the Board prior to its annual meeting in January and may serve two (2) year terms.

If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as reasonably convenient.

Each officer shall hold office until his/her successor shall have been duly elected and qualified.

No officer shall serve for more than two successive terms in the same office, with the exception of the Treasurer and Secretary. For banking purposes the Treasurer may be appointed from the Birmingham Public Library administrative level and serve a longer term to be decided on by the Board.

SECTION 4.3 REMOVAL.

Any officer elected by the Board may be removed by the Board whenever in its judgment the best interest of the Corporation would be served thereby, and elect a replacement at a duly called meeting, with or without cause by majority vote of all members of the Board.

SECTION 4.4 PRESIDENT.

Shall be the principal executive officer of the Corporation and shall preside at all meetings of the Board, and he/she shall perform all duties incident to the office of President and such other duties as from time to time may be assigned to her/him by said Board, and shall supervise all of the business and affairs of the Corporation; in conjunction with the Executive Committee and Executive Director.

Shall approve the agenda for and preside at all meetings of the Board.

May sign, with the Executive Director or Treasurer or any other officer of the Corporation authorized by the Board, any deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board, by these By-laws or by statute to some other officer or agent of the Corporation.

Shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board from time to time.

SECTION 4.5 VICE PRESIDENT.

Shall perform the duties of the President in the absence of the President or in the event of the President's inability, or otherwise unable to act, and, when so acting, shall have all the powers of and be subject to all the restrictions imposed upon the President.

Shall perform such other duties as from time to time may be assigned to him/her by the President or by the Board.

SECTION 4.6 TREASURER

The Treasurer, in tandem with the Executive Director, provides oversight of the Corporation's financial affairs, including, but not limited to the Corporation's expenses and income in accordance with policies established by the Board. The Treasurer shall be an authorized signatory for all accounts, and financial instruments of the Corporation and shall sign all vouchers and checks of the Corporation, or jointly with such other officer(s) as may be designated by the Board, and shall notify the Board as required. The Treasurer shall chair the Finance Committee, shall review the financial statements on a regular basis and shall provide reports to the Board, and, in general, perform all the duties as from time to time may be assigned to him/her by the President or by the Board.

SECTION 4.7 EXECUTIVE DIRECTOR.

The Executive Committee, or Personnel Committee, shall make a recommendation to the Board for hiring an Executive Director. The Executive Committee shall determine his or her duties and

salary, and shall evaluate his or her performance.

Shall devote full time service to the Corporation's activities and shall be responsible for the management, administrative and financial operation of the business of the Corporation.

May sign with the approval of President or Treasurer or any other officer of the Corporation authorized by the Board, any deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases when the signing and execution thereof shall be expressly delegated by the Board, by these By-laws or by statute to some other officer or agent of the Corporation;

The Board shall hire the Executive Director. All other employees shall be hired by the Executive Director, or designee, i.e. supervisor of the department the employee will be employed within

Shall also hold the office of Secretary and be a non-voting member of the Executive Committee and the Board

SECTION 4.8 SECRETARY.

The Executive Director of the Corporation shall serve as the Secretary and shall be an ex-officio non-voting member of the Board. The Secretary, or the designee, shall be responsible for giving and serving of notices required by the By-laws and for the recording the minutes of all Executive Committee and Board meetings; he/she may sign with the President in the name of the Corporation all contracts authorized by said Board. He/she shall have charge of all books and papers as said Board may direct, all of which shall at all reasonable times be open to the examination of any member of the Board, and he/she shall fulfill whatever duties may be assigned by the Board, Executive Committee or incidental to the office of the Secretary.

- See that all notices are duly given in accordance with the provisions of these By-laws or as required by law
- Be custodian of the corporate records and the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these By-laws
- Keep a register of the address of the members of the Board
- Perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the President or by the Board.

ARTICLE V **Committees**

SECTION 5.1 GENERAL.

The Board may create such standing committees, as it may deem necessary to promote the purposes and carry out the work of the Corporation provided that each committee shall consist of

at least two (2) members of the Board. The Executive Director, or designee, shall keep the minutes of all Committee meetings, if in attendance, keep an accurate record of all business transacted, shall be custodian of all records; shall conduct all correspondence of the Committee, unless otherwise provided; and distribute minutes of each meeting to the full Board.

Except as provided herein, the President, or Vice-President shall appoint the chairman of each committee and the chairman shall appoint the members.

In addition, the President, and Executive Director, shall be an ex officio member of each committee. The committees can exercise the power of the Board, except that no committee shall have the power to: (i) amend or restate the Articles of Incorporation; (ii) adopt a plan of merger or consolidation; (iii) amend, alter, or repeal the By-laws; (iv) elect, appoint, or remove any member of any such committee or any director or officer of the Corporation; (v) authorize the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the Corporation; (iv) adopt a plan for the distribution of the assets of the Corporation; (vii) amend, alter or repeal any action or resolution of the Board, unless by its terms it provides that it may be amended, altered or repealed by such committee; or (viii) effect a dissolution of the Corporation.

The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board, or any individual member thereof, of any responsibility imposed upon it or him/her by law.

SECTION 5.2 AUDIT COMMITTEE.

There shall be an Audit Committee composed of the Executive Committee, chaired by the Treasurer, and one member appointed as financial representative by the President from the Board. The Audit Committee shall make recommendations as to the engagement or termination of the Corporation's outside auditors, review the overall audit plan to determine whether the plan is appropriate and shall recommend improvements, review the external audit, review the internal audit and review internal accounting controls.

The Audit Committee shall report to the Board at its annual meeting whether adequate internal controls and procedures are being maintained.

SECTION 5.3 PERSONNEL COMMITTEE.

There shall be a Personnel Committee composed of the President and three members of the Board; or the Executive Committee may serve in this capacity.

The chairman shall be the President or a member of the Executive Committee appointed to serve as the chairman by the President. The chairman of the Personnel Committee shall appoint three members of the Board to serve on the Personnel Committee.

The Personnel Committee shall set forth the duties, responsibilities and compensation of the Executive Director of the Corporation and shall annually review the performance of the Executive Director.

The Personnel Committee shall report to the Board at its annual meeting whether the Executive

Director is fulfilling his/her duties and responsibilities and assist in developing annual objectives for the Executive Director.

In the event of vacancy in the position of Executive Director of the Corporation, the Personnel Committee shall recommend the job description, salary range, and conduct a search to find an individual to recommend to the Board to fill such position.

The Personnel Committee, in collaboration with the Executive Director, shall also review and make recommendations as to the establishment or abolishment of positions of employment and review Personnel Policies and benefits.

Meetings will be rescheduled if a quorum of three (3) is not present. Minutes of each meeting shall be recorded and distributed to the full membership.

SECTION 5.4 NOMINATING COMMITTEE.

There shall be a Nominating Committee composed of the President and three members of the Board.

The President, or Vice-President, shall serve as the chairman or appoint a member of the Executive Committee to serve as chairman.

The chairman shall appoint three members of the Board to serve on the Nominating Committee, or the Executive Committee may serve in this capacity.

The Nominating Committee shall recommend nominees from members of the Board to serve as officers of the Corporation and recommend candidates for membership on the Executive Committee and other committees of the Board.

SECTION 5.5 TERM OF OFFICE.

Each member of a committee shall serve until the next annual meeting of the Board and until his/her successor is appointed, unless the committee shall be sooner terminated.

SECTION 5.6 CHAIRMAN.

Except as otherwise provided herein, the President of the Board shall appoint the chairman of each committee.

SECTION 5.7 VACANCIES.

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

SECTION 5.8 QUORUM.

Unless otherwise provided in the resolution of the Board establishing a committee, two thirds of the whole committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

SECTION 5.9 RULES.

Each committee may adopt rules for its own governance not inconsistent with the Articles of Incorporation of the Corporation, these By-laws or rules adopted by the Board.

ARTICLE VI **Advisory Committees**

SECTION 6.1 GENERAL.

The President shall appoint the chairman of each committee, or the Executive Committee may serve in this capacity as required. The chairman shall appoint members of the committee. Membership shall consist of representatives from all size libraries; membership is open to any person within the cooperative; each member on the committee shall have one vote; any member thereof may be removed by the President or the Board whenever in his/her or its judgment the best interests of the Corporation shall be served by such removal.

SECTION 6.2 PLANNING AND SERVICES COMMITTEE.

There shall be a Planning and Services Committee of the Board whose purpose is to work with the Executive Director, as required:

- The Committee will recommend both short and long range plans
- The Committee will provide continuous monitoring of the plan of service
- The Committee will monitor the quality and need for cooperative services

SECTION 6.3 POLICY COMMITTEE.

There shall be a standing committee of the Board whose purpose is to work with the Executive Director to review all By-laws, contracts, and cooperative policies for consideration by the Board. Proposed amendments and revisions will be recommended to the Executive Committee who in turn will submit proposals to the Board for consideration and approval/vote.

SECTION 6.4 OTHER COMMITTEES.

Other advisory committees not having and exercising the authority of the Board in the management of the business and affairs of the Corporation may be established in such manner as may be designated by a resolution adopted by two-thirds of the Board members present at a meeting at which a quorum is present.

ARTICLE VII **Execution of Contracts, Deeds, etc., and** **Transfers and Representation** **with Reference to Securities**

SECTION 7.1 CONTRACTS, DEEDS, ETC.

Except as otherwise provided by resolution of the Board, all contracts, deeds, mortgages, pledges, transfers and other written instruments binding upon the Corporation shall be executed on behalf of the Corporation by the Executive Director, President, Vice President or Finance Officer.

SECTION 7.2 VOTING SECURITIES OWNED BY THE CORPORATION.

Unless otherwise provided by resolution of the Board, the Executive Director, President or Finance Officer shall have full power and authority, on behalf of the Corporation, to attend, to act and to vote at any meetings of the stockholders, bondholders or other security holders of any corporation, trust or association in which the Corporation may hold securities and at any such meeting shall possess and may exercise any and all the rights and powers incident to the ownership of such securities which, as owner thereof, the Corporation might have possessed if present, including the power and authority to delegate such power and authority to a proxy selected by them or either of them. The Board may, by resolution, from time to time, confer like powers upon any other person or persons.

SECTION 7.3 SALE OF SECURITIES.

Unless otherwise provided by resolution of the Board, the Executive Director, President or Finance Officer of the Corporation are authorized and empowered jointly, to buy and sell stocks held or owned by the Corporation, for such consideration or considerations as shall meet their approval, and to that end, they are further authorized and empowered to execute any and all bills of sale, transfers, assignments and other writings necessary or convenient for effectuating such purposes, to give or have given the proper notices of any such action, to have any and all such dispositions registered and noted on the books and records of this or any other corporation or partnership where required, and to do any and all other matters in order to accomplish such purchases or sales, as fully and as effectual as if done by said Corporation under specific authority of the Board; provided, however, no such action shall be taken if the transaction would result in the denial or loss of tax exempt status for the Corporation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any corresponding provision of future revenue laws.

ARTICLE VIII
Exculpation of Directors

SECTION 8.1 EXCULPATION OF DIRECTORS.

No member of the Board shall be liable to anyone for any acts on behalf of the Corporation or any omissions with respect to the Corporation committed by such director, except for his/her own willful neglect or misconduct, nor shall any member of the Board be liable to anyone for any act of neglect or default on the part of any one or more of the other members of the Board.

ARTICLE IX

Nondiscriminatory Policy

SECTION 9.1 NONDISCRIMINATORY POLICY.

The Corporation shall maintain a policy by which no person shall be discriminated against because of age, sex, race, color, national origin, or disability.

ARTICLE X **Parliamentary Authority**

SECTION 10.1 PARLIAMENTARY AUTHORITY.

The rules contained in the most current edition of Robert's Rules of Order shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules of order that may be adopted

ARTICLE XI **Amendments, etc.**

SECTION 11.1 AMENDMENTS, ETC.

These By-laws may be altered, amended or repealed, and new By-laws may be adopted, by two-thirds of the members of the Board present at any regular meeting or special meeting at which a quorum is present if at least two days written notice is given of intention to alter, amend or repeal or to adopt new By-laws at such meeting; provided, that no amendment may be made so as to avoid any limitations imposed by the Articles of Incorporation, as they may be amended from time to time.

Proposed amendments to the Articles of Incorporation, By-laws, contract, personnel policies, and long range plan, must first be submitted to the Executive Committee for discussion and review. Such proposed amendments to the By-laws and said policies shall be distributed to the Board prior to voting on any said documents.

ARTICLE XII **Miscellaneous**

SECTION 12.1 CHECKS, DRAFTS, ETC.

The Executive Director of the Corporation, Treasurer, and any member of the Executive Committee shall sign checks, drafts or orders for the payment of money, notes or other evidences of indebtedness on behalf of the Corporation. In the absence of the Executive Director of the Corporation, a signature stamp may be used and countersigned by any member of the Executive Committee. In addition, all checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by two persons so authorized and designated by the Executive Committee.

SECTION 12.2 FISCAL YEAR.

The fiscal year of the Corporation shall begin on October 1 of each calendar year and shall end on September 30 in the next calendar year, but may be changed by resolution of the Board.

SECTION 12.3 AUDIT.

The books and records of the Corporation shall be audited no later than two (2) months following the close of each fiscal year of the Corporation by a certified public accounting firm to be selected by the Finance and Audit Committee and approved by the Board. Copies of the auditor's report shall be made available to the Alabama Public Library Service and to any agency for which the Corporation shall perform services, on a contractual basis or otherwise.

SECTION 12.4 RECORDS AND FINANCES.

Records - All books and records of the Corporation and the Board shall be maintained at the principal office of the Corporation.

Finances - The organization shall operate with funds provided by the Alabama Public Library Service, and with funds provided by local governments, public institutions, member libraries, and private donations.

In exchange for such funding, the Corporation shall provide specific services to libraries in the Jefferson County area and agreements between the Corporation and participating libraries shall be reflected in written contracts.

The Corporation may apply for additional funds from any appropriate agency.

SECTION 12.5 INVESTMENTS.

The Corporation shall have the right to retain all or any part of any securities or property acquired by it in any manner whatsoever, and to invest and reinvest any funds held by it, according to the judgment of the Board without regard to restrictions which a director is or may be permitted to impose on a class of investments; provided, however, that no action shall be taken by or on behalf of the Corporation if such action is a prohibited transaction or would result in the denial or loss of the Corporation's status as a tax exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any future United States Internal Revenue Law, and its Regulations as they now exist or as they may hereafter be amended.

ARTICLE XIII
Effective Date

SECTION 13.1 EFFECTIVE DATE.

The By-laws shall become effective upon their approval by the Board of the Corporation.

Adoptions, Revisions, Board of Directors Approval:

Adopted February, 1985;
Revised and approved January 7, 1999;
Revised and approved March 12, 2009;
Revised and approved February 20, 2011;
Revised and approved July 9, 2015

Revised and approved October 9, 2025

History/Notes: Initially Adopted By-laws Feb. 1985 and Articles of Incorporation certified Feb. 28, 1985, as Birmingham Area Library Service.

- Revised By-laws, approved by JCLC Board of Directors, January 7, 1999; Articles of Incorporation amended name change to Jefferson County Library Cooperative, Inc.
- Major Revisions to By-laws; Approved and Recommendation by Policy Committee and Executive Committee 2008;
- Revisions Review and Approval by JCLC Board of Directors - March 12, 2009;
- Board approved revision to Article XV, - Executive Committee, Section 3.1. Composition, February 20, 2011;
- Revised and approved July 9, 2015
- Revised and approved October 9, 2025 – Minor revision related to member types

ADDENDUM TO BY-LAWS

CODE OF ALABAMA RELATING TO PUBLIC LIBRARIES AND SYSTEMS 2009 DOC

SECTION 11-90-1

Powers of counties and municipalities as to establishment and maintenance of free public libraries generally.

The county commissions of the counties of this state and municipalities, through their governing bodies, may establish and maintain or aid in establishing and maintaining free public libraries for the use of the citizens of the respective counties or municipalities, either separately or in connection with public schools, and to that end may accept gifts, donations and bequests of land, buildings or money therefor and may make appropriations from the county or municipal treasury in support thereof in such sums as they may deem proper.

(Acts 1920, Ex. Sess., No. 93, p. 146; Code 1923, §1545; Acts 1939, No. 198, p. 350; Code 1940, T. 55, §285.)

SECTION 11-90-2

Library boards - Composition; appointment and terms of members; vacancies in office.

The government and supervision of such libraries shall be vested in a library board consisting of five members who shall be appointed by the county commission or the governing body of the municipality. The terms of membership on the library board, as first appointed, for one member shall be for one year, for the second member shall be for two years, for the third member shall be for three years, and for the remaining two members the terms shall be for four years. After the first term, all appointments shall be for four years. The county commission Members of the library board shall serve without compensation.

(Acts 1919, No. 763, p. 1124; Code 1923, §1546; Acts 1939, No. 199, p. 351; Code 1940, T. 55, §286.)

SECTION 11-90-3

Library boards - Powers and duties.

- A) The library board shall have full power and authority to:
- 1) Control the expenditure of all funds received or appropriated for such libraries;
 - 2) Erect or rent buildings to cost not in excess of the funds available to it;
 - 3) Purchase books and equipment;
 - 4) Provide a system of library service to be made easily available to all citizens of the county or municipality through central library, branches, stations, book truck service or other appropriate means;

- 5) Elect a librarian and other employees; and
 - 6) Manage and control the said library in order to carry out the full intent and purpose of this chapter.
- B) A careful and complete record and set of books shall be kept by the library board, showing the proceedings of their several meetings and the receipts and disbursements in detail of all funds.
- C) In counties where a city having a population of not less than 65,000 already maintains a free public library, a separate county library board need not be appointed, and the county libraries and the appropriations authorized shall be administered by the governing board of such free public library on such terms as may be agreed upon between the county commission and the said governing board.

(Acts 1919, No. 763, p. 1124; Code 1923, §1547; Acts 1939, No. 200, p. 351; Code 1940, T. 55, §287.)

Return to Jefferson County Library Cooperative
Statement Certifying Library Board Meetings
Fiscal Year October 1, 2024 – Sept. 30, 2025

In compliance with the requirements of the Alabama Administrative Code, Chapter 520-2-2, as relating to the purpose and use of state aid funds to public libraries as administered by the Alabama Public Library Service, the state library agency, and in accordance with the Code of Alabama, Section 41-22-2(a), the undersigned recognizes the minimum requirements outlined below in order to receive state aid funding.

State Aid Rules and Regulations:

520-2-2-.03 Library Establishment, Policy and Service Requirements.

- (2) In order to receive state aid, a library board must
(b) meet a minimum of four times per year;

This document acknowledges this fact in lieu of depositing library board minutes at the Jefferson County Library Cooperative (JCLC) administrative headquarters.

Library Name Vestavia Hills Library in the Forest
Town Served Jefferson County, Vestavia Hills
Library Board Chair Signature April J MacLennan
Library Board Chair (Name Printed) April Jackson MacLennan
Library Director Signature Janasha Y Tucker
Library Director (Name Printed) Taneisha Tucker

Library board meeting dates for FY2025: (Held between Oct. 1, 2024-Sept. 30, 2025;
a minimum of 4 meetings are required to receive state aid)

- | | |
|-----------------------------|------------------------------|
| 1. <u>October 23, 2024</u> | 7. <u>September 24, 2025</u> |
| 2. <u>December 11, 2024</u> | 8. _____ |
| 3. <u>February 26, 2025</u> | 9. _____ |
| 4. <u>April 23, 2025</u> | 10. _____ |
| 5. <u>June 25, 2025</u> | 11. _____ |
| 6. <u>August 27, 2025</u> | 12. _____ |

Vestavia Hills Library in the Forest

Statement of Fiscal Responsibility for Fiscal Year 2025

Statement of Fiscal Responsibility for Fiscal Year

Due: January 1, 2026

INSTRUCTIONS:

Please complete and electronically submit the Statement of Fiscal Responsibility as part of the required documentation to be eligible for State Aid. The library director should review and complete the electronic signature portion before electronically submitting. At the end of the form, you will find a link to a printable PDF. The PDF certifies that the information input into the electronic Statement of Fiscal Responsibility is true and correct to the best of your knowledge. It must be printed, signed by the board chair and library director, notarized, and mailed to Alabama Public Library Service (APLS), Attn: Stephanie Taylor. State Aid cannot be issued until all necessary forms are received.

ALA. ADMIN. CODE r. 520-2-2-.05 (2024) Statement of Fiscal Responsibility Requirement

(1) All public libraries receiving State Aid funds appropriated by the State of Alabama and administered by the Alabama Public Library Service (APLS) in any fiscal year shall, in the first quarter of the subsequent fiscal year, provide to APLS a Statement of Fiscal Responsibility denoting the usage of State Aid funds during the most recently completed fiscal year. All public libraries receiving and using State Aid funds in a fiscal year, either directly or indirectly, shall comply annually. The form and substance of the Statement of Fiscal Responsibility shall be mandated by APLS and shall be made available to the public libraries of Alabama by APLS.

(2) APLS shall make the Statement of Fiscal Responsibility form available to the public libraries of Alabama on or prior to October 1. In addition to the certification of receipt and expenditure of State Aid, the public library director shall indicate that the funds were utilized in accordance with the public library's Five-Year, Long-Range Program of Public Library Service on file with APLS. All segments of the form must be completed by the public library. At the end of form, you will find a link to a printable PDF. The PDF certifies that the information input into the electronic statement of fiscal responsibility is true and correct to the best of your knowledge. It must be printed, signed by the library director, notarized, and mailed to Alabama Public Library Service (APLS), Attn: Stephanie Taylor. State Aid cannot be issued until all necessary forms are received.

(3) The financial records of the library and all the financial records of the libraries to which it transfers State Aid will be made available upon request from APLS to the Alabama Department of Examiners of Public Accounts and/or the Alabama Public Library Service. The library may be subject to an annual financial review by a licensed public accountant unless APLS requests an audit to be done by the Department of Examiners of Public Accounts. Copies of this document will be forwarded to APLS and the Alabama Department of Examiners of Public Accounts.

(4) APLS shall accept a certified public accountant audit detailing the usage of State Aid funds by a public library in lieu of the Statement of Fiscal Responsibility, if the audit is received in the first quarter of the subsequent fiscal year and the audit provides a comparable reporting of the Statement of Fiscal Responsibility.

(5) Failure to comply with these audit requirements for State Aid funds shall result in the suspension of further funding of State Aid funds to noncompliant public libraries.

LIBRARY IDENTIFICATION

1.1 Name of Library Vestavia Hills Library in the Forest

- 1.2 Name of person completing form Taneisha Tucker
- 1.3 Communities/Town Served Vestavia Hills
- 1.4 Total State Aid Funds Received Directly or From Library System - Fiscal Year 2025 \$34,384.55

SUMMARY BUDGET FOR STATE AID

For each line item below, enter the total of the State Aid expenditures for each category. The amount entered for personnel may not exceed 50% total State Aid received.

- 2.1 FY25 Actual State Aid Spent on Materials \$0.00
- 2.2 FY25 Actual State Aid Spent on Equipment \$0.00
- 2.3 FY25 Actual State Aid Spent on Personnel (may not exceed 50%) \$0.00
- 2.4 FY25 Actual State Aid Spent on Operations \$0.00
- 2.5 **For system headquarters only. Independent and member libraries should report zero:** Actual State Aid Distributed to Member Libraries \$34,384.55
- 2.6 FY25 Actual State Aid Carried Over \$0.00
- 2.7 **Total State Aid. This must match Total State Aid Funds Received Directly or From Library System for Fiscal Year FY25 as reported on question 1.4. (The program will compute 2.1 + 2.2 + 2.3 + 2.4 + 2.5 + 2.6)** \$34,384.55

NARRATIVE

Please explain how the State Aid expenditures benefited the library and its community. Refer to the library’s goals and objectives in the library’s Five-Year, Long-Range Program of Public Library Service. Describe any positive impact that came from receiving State Aid.

- 3.1 The Vestavia Hills Library in the Forest is part of the Public Libraries of Jefferson County, and State Aid funds are used for operational expenses through the PLJC Cooperative. Expenses include internet, the library's online catalog, shared databases, Cooperative membership fees, and more.

CERTIFICATION

CERTIFICATION

Date Due: January 1, 2026

In compliance with the requirements of the ALA. ADMIN. CODE r. 520-2-2-.05 (2024), as relating to the purpose and use of State Aid funds to public libraries as administered by the Alabama Public Library Service, the State Library agency of the State of Alabama, and in accordance with the ALA. CODE § 41-22-2(a), the undersigned recognizes the stated amount of State Aid funds distributed to the state public library as true and correct for the fiscal year. The undersigned also acknowledges that the received State Aid funds were utilized in a manner consistent with the rules and regulations for said funds as stated in the ALA. ADMIN. CODE r. 510-2-2 (2024), and further understands that records showing compliance in the usage of State Aid funds shall be maintained by the public library for a period of three plus one year (4) years and during that time may be subject to an audit by the Alabama Department of Public Accounts.

For Public Library Director to complete:

I certify that the library is in compliance with the requirements of the ALA. ADMIN. CODE r. 520-2-2-.05 (2024), as relating to the purpose and use of State Aid funds to public libraries as administered by the Alabama Public Library Service, the State Library agency of the State of Alabama, and in accordance with the ALA. CODE § 41-22-2(a).

4.1 The undersigned recognizes the stated amount of State Aid funds distributed to the state public library as true and correct for the fiscal year. The undersigned also acknowledges that the received State Aid funds were utilized in a manner consistent with the rules and regulations for said funds as stated in the ALA. ADMIN. CODE r. 510-2-2 (2024), and further understands that records showing compliance in the usage of State Aid funds shall be maintained by the public library for a period of three plus one year (4) years and during that time may be subject to an audit by the Alabama Department of Public Accounts.

Taneisha K. Tucker

Public Library Director Name

Yes

Before electronically submitting this form, click the link below to print your FY25 Statement of Fiscal of Responsibility Signature and Notarization Form. This form certifies that the information input into the electronic Statement of Fiscal Responsibility is true and correct to the best of your knowledge. It must be printed, signed by the board chair and library director, notarized, and mailed to Alabama Public Library Service (APLS), Attn: Stephanie Taylor. State Aid cannot be issued until all necessary forms are received.

Link to Signature Page:

[FY25 Statement of Fiscal of Responsibility Signature and Notarization Form](#)

Vestavia Hills Library in the Forest 2025 Alabama Public Library Survey

CURRENT YEAR

PREVIOUS YEAR

Library Identification (1.1 - 1.13)

Date Due: December 15, 2025

1.1	FSCS ID	AL0106	<i>AL0106</i>
1.2	Fiscal Year of Report	October 1, 2024 - September 30, 2025	<i>October 1, 2023 - September 30, 2024</i>
1.3	Name of library	VESTAVIA HILLS LIBRARY IN THE FOREST	<i>VESTAVIA HILLS LIBRARY IN THE FOREST</i>

Street Address

1.4	Street Address	1221 MONTGOMERY HIGHWAY	<i>1221 MONTGOMERY HIGHWAY</i>
1.5	City	VESTAVIA HILLS	<i>VESTAVIA HILLS</i>
1.6	County	JEFFERSON	<i>JEFFERSON</i>
1.7	Zip Code	35216	<i>35216</i>

Mailing Address

1.8	Mailing Address	1221 MONTGOMERY HIGHWAY	<i>1221 MONTGOMERY HIGHWAY</i>
1.9	City	VESTAVIA HILLS	<i>VESTAVIA HILLS</i>
1.10	Zip Code	35216	<i>35216</i>
1.11	Phone number	2059780155	<i>2059780155</i>
1.12	Person Completing Form	Taneisha Tucker	<i>Taneisha Tucker</i>
1.13	Total Hours Open in a Typical Week	62	<i>62</i>

Service Outlets (2.1 - 2.4)

Date Due: December 15, 2025

2.1	Number of Central Libraries	1	<i>1</i>
-----	-----------------------------	---	----------

2.2	Number of Branch Libraries	0	0
2.3	Number of Bookmobiles	0	0
2.4	Other Service Outlets	1	1

Library Staff (3.1 - 3.6)

Date Due: December 15, 2025

3.1	Number of full time equivalent paid librarian positions with ALA-MLS degree (To calculate, add hours a week worked and divide by 40)	4	3
3.2	Number of full time equivalent paid employee positions in a librarian position without an ALA-MLS degree (To calculate, add hours a week worked and divide by 40)	3	3
3.3	Total full time equivalent librarian positions (The program will compute 3.1 + 3.2)	7.00	6.00
3.4	Number of all other full time equivalent paid staff positions (To calculate, add hours a week worked and divide by 40)	19.5	19.5
3.5	Total full time equivalent paid employees (The program will compute 3.3 + 3.4)	26.50	25.50
3.6	Number of volunteer hours worked	1,555	1,184

Public Service Hours (4.1 - 4.4)

Date Due: December 15, 2025

4.1	Total annual public service hours main library was open to the public during the fiscal year (Should match main library hours (CE) reported in section 13).	3,070	3,047
4.2	Total annual public service hours branches were open to the public during the fiscal year (ALL Branch Libraries) (Should match sum of all branch hours (BR) reported in section 13).	0	0

4.3	Total annual public service hours bookmobile(s) were open to the public during the fiscal year (Should match sum of all bookmobiles hours (BS) reported in section 13). (Do not include transportation time)	0	0
4.4	Total Public Service Hours Per Year (The program will compute 4.1 + 4.2 + 4.3)	3,070	3,047

Services (5.1 - 5.47)

Date Due: December 15, 2025

Registered Users

5.1	Number of Registered Users	16,881	17,234
5.2a	Total number of library visits (people entering the library)	333,560	328,862
5.2b	How does your library gather visit data (select from dropdown)	CT - Annual Count	<i>CT - Annual Count</i>

Circulation and Electronic Collection Use

5.3a	Adult, Book Circulation	85,631	82,462
5.3b	YA, Book Circulation	20,823	19,999
5.3c	Juvenile, Book Circulation	117,543	124,444
5.4	Total Book Circulation (The program will compute 5.3a + 5.3b + 5.3c)	223,997	226,905
5.5a	Total Circulation of E-Books	68,961	71,959
5.5b	Total Circulation of E-Serials	17,250	15,216
5.5c	Total Circulation of E-Audio	88,831	83,521
5.5d	Total Circulation of E-Video	6,809	6,770
5.5e	Total Circulation of Adult E-Materials	133,714	145,156
5.5f	Total Circulation of YA E-Materials	10,960	11,631
5.5g	Total Circulation of Juvenile E-Materials	19,927	20,679

5.6	Total Electronic Material Circulation (The program will compute 5.5a + 5.5b + 5.5c + 5.5d)	181,851	177,466
5.7a	Adult, Physical Audio/Video Circulation	26,913	30,850
5.7b	YA, Physical Audio/Video Circulation	3,512	3,626
5.7c	Juvenile, Physical Audio/Video Circulation	9,337	9,491
5.7d	Adult, Other Physical Material Circulation	1,780	1,594
5.7e	YA, Other Physical Material Circulation	6,883	6,040
5.7f	Juvenile, Other Physical Material Circulation	7,282	8,125
5.8a	Total Other Physical Material Circulation (The program will compute 5.7d + 5.7e + 5.7f)	15,945	15,759
5.8b	Total Nonbook Physical Material Circulation (The program will compute 5.7a + 5.7b + 5.7c + 5.8a)	55,707	59,726
5.9	Total Circulation of Adult materials (The program will compute 5.3a + 5.5e + 5.7a + 5.7d)	248,038	260,062
5.10	Total Circulation of YA Materials (The program will compute 5.3b + 5.5f + 5.7b + 5.7e)	42,178	41,296
5.11	Total Circulation of Children's Physical Materials (The program will compute 5.3c + 5.7c + 5.7f)	134,162	142,060
5.12	Total Circulation of Physical Items (The program will compute 5.4 + 5.8b)	279,704	286,631
5.13	Total Circulation of Materials (The program will compute 5.6 + 5.12)	461,555	464,097
Reference			
5.14a	Total Number of Reference Transactions	35,568	30,568
5.14b	Method of gathering reference statistics (select from dropdown)	CT - Annual Count	CT - Annual Count

Interlibrary Loans

5.15	Inter-Library Loans Provided To Other Libraries	25,259	23,648
5.16	Inter-Library Loans Received From Other Libraries	25,021	25,289

Automated Services

5.17	Type of Internet Connection	Metro Ethernet	<i>Metro Ethernet</i>
5.18	Internet Speed (Megabits per second)	200	200
5.19	Number of Computers/Tablets Used by General Public	40	36
5.20	Number of staff computers	28	32
5.21	Annual number of uses (sessions) of Public Internet Computers	79,234	63,104
5.22	How does your library gather Public Internet Computer use data? Select from dropdown.	CT - Annual Count	<i>CT - Annual Count</i>
5.23	Does the library filter public use internet connections?	Yes	<i>Yes</i>
5.24	Does your library receive E-rate? Select from dropdown.	Alabama Supercomputer or another entity applies for E-rate for library	<i>Alabama Supercomputer or another entity applies for E-rate for library</i>
5.25	Does the library have an integrated system for circulation, cataloging and public access catalog?	Yes	<i>Yes</i>
5.26	Name of system's vendor for circulation system/automation system	Innovative Interfaces	<i>Innovative Interfaces</i>
5.27	Website Visits	177,727	177,244

5.28 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? Yes Yes

NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials. Select from dropdown.

The following set of questions are Yes or No, If unknown report M for missing

5.29 Does the library offer automatic renewals for any physical materials during the reporting period? Yes Yes

Electronic Books

5.30 Does the library provide access to e-books purchased solely by the library? Yes Yes

5.31 Does the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes Yes

5.32 Does the library provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the library? Yes Yes

Electronic Serials

5.33 Does the library provide access to e-serials purchased solely by the library? No No

5.34 Does the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes Yes

5.35 Does the library provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the library? Yes Yes

Electronic Audio

5.36	Does the library provide access to e-audio purchased solely by the library?	Yes	<i>Yes</i>
5.37	Does the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level	Yes	<i>Yes</i>
5.38	Does the library provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the library?	No	<i>No</i>
Electronic Video			
5.39	Does the library provide access to e-videos purchased solely by the library?	Yes	<i>Yes</i>
5.40	Does the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level	Yes	<i>No</i>
5.41	Does the library provide access to e-videos provided by the state library agency or another state agency at no or minimal cost to the library?	No	<i>No</i>
Research Databases			
5.42	Does the library provide access to research databases purchased solely by the library?	No	<i>No</i>
5.43	Does the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level	Yes	<i>Yes</i>
5.44	Does the library provide access to research databases provided by the state library agency or another state agency at no or minimal cost to the library?	Yes	<i>Yes</i>
Online Learning Platforms			
5.45	Does the library provide access to research online learning platforms purchased solely by the library?	Yes	<i>Yes</i>

5.46	Does the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level	Yes	<i>Yes</i>
------	---	-----	------------

5.47	Does the library provide access to online learning platforms provided by the state library agency or another state agency at no or minimal cost to the library?	Yes	<i>Yes</i>
------	---	-----	------------

Library Collection (6.1 - 6.6)

Date Due: December 15, 2025

Book Volumes

6.1	Total Book Volumes in print format	69,254	<i>69079</i>
-----	------------------------------------	--------	--------------

Electronic Materials

6.2	Electronic Collections (databases) provided by State Library Agency	106	<i>108</i>
-----	---	-----	------------

Audio Physical Units

6.3	Total Audio Physical Units	2,693	<i>5955</i>
-----	----------------------------	-------	-------------

Video Physical Units

6.4	Total Video Physical Units	8,392	<i>10,158</i>
-----	----------------------------	-------	---------------

Other

6.5	Total Other Physical Circulating Materials Not Counted Above	175	<i>194</i>
-----	--	-----	------------

6.6	Total Physical Items (The program will compute 6.1 + 6.3 + 6.4 + 6.5)	80,514	<i>85,386</i>
-----	---	--------	---------------

Library Operating Income (7.1 - 7.13)

Date Due: December 15, 2025

Local Government Income (Include all local income appropriated to the library and/or paid directly by local government for the benefit of the library.)

7.1	Name of City or Town	Vestavia Hills	<i>Vestavia Hills</i>
-----	----------------------	----------------	-----------------------

7.2	Library Income provided	\$3,319,639	\$3,014,519
7.3	Name of County	Jefferson	Jefferson
7.4	Library Income provided	\$0	\$0
7.5	Total Local Government Income (The program will compute 7.2 + 7.4)	\$3,319,639	\$3,014,519

State Aid Income

7.6	Total State Aid	\$34,385	\$32,572
7.6a	Other State Funds	\$0	\$0
7.6b	Total State Funds Received (the program will compute 7.6 + 7.6a)	\$34,385	\$32,572

Federal Income

7.7	LSTA funds received in reporting FY	\$0	\$24,750
7.8	Other Federal funds received in reporting FY	\$0	\$0
7.9	Total Federal Funds received (The program will compute 7.7 + 7.8)	\$0	\$24,750

Other Library Income

7.10	Total Other Income not reported above	\$179,734	\$167,542
------	--	-----------	-----------

Grand Total Library Operating Income

7.11	Grand Total Operating Income for Reporting FY (The program will compute 7.5 + 7.6b + 7.9 + 7.10)	\$3,533,758	\$3,239,383
7.12	Balance brought forward from previous FY	0	\$0
7.13	Total Operating Funds Available (The program will compute 7.11 + 7.12)	\$3,533,758	\$3,239,383

Library Operating Expenditures (8.1 - 8.41)

Date Due: December 15, 2025

Remember to include all expenditures from available funds whether from appropriations or funds paid directly by local government for the benefit of the library.

Personnel

LOCAL PERSONNEL EXPENDITURES

8.1	Local Expenditures: Salaries	\$1,743,988	\$1,668,053
8.2	Local Expenditures: Benefits	\$500,489	\$482,346
8.3	Total Local Expenditures (The program will compute 8.1 + 8.2)	\$2,244,477	\$2,150,399

STATE PERSONNEL EXPENDITURES

8.4	State Aid Expenditures: Salaries	\$0	\$0
8.5	State Aid Expenditures: Benefits	\$0	\$0
8.6	Total State Aid Expenditures (The program will compute 8.4 + 8.5)	\$0	\$0

FEDERAL PERSONNEL EXPENDITURES

8.7	Federal Expenditures: Salaries	\$0	\$0
8.8	Federal Expenditures: Benefits	\$0	\$0
8.9	Total Federal Expenditures (The program will compute 8.7 + 8.8)	\$0	\$0

OTHER PERSONNEL EXPENDITURES

8.10	Other Funds Expenditures: Salaries	\$0	\$0
8.11	Other Funds Expenditures: Benefits	0	\$0
8.12	Total Other Funds Expenditures (The program will compute 8.10 + 8.11)	\$0	\$0

TOTAL PERSONNEL EXPENDITURES

8.13	Total Salary Expenditures (The program will compute 8.1 + 8.4 + 8.7 + 8.10)	\$1,743,988	\$1,668,053
8.14	Total Benefits Expenditures (8.2 + 8.5 + 8.8 + 8.11)	\$500,489	\$482,346

8.15 Total Personnel Expenditures (\$2,244,477 \$2,150,399
The program will compute 8.13 + 8.14)

Collection Expenditures

LOCAL COLLECTION EXPENDITURES

8.16 Local Expenditures: Print \$97,838 \$87,229
Materials

8.17 Local Expenditures: Electronic \$168,630 \$167,518
Materials

8.18 Local Expenditures: Audio and \$75,203 \$45,866
Video And Other Physical Units

8.19 Total Local Expenditures (The \$341,671 \$300,613
program will compute 8.16 + 8.17 +
8.18)

STATE COLLECTION EXPENDITURES

8.20 State Aid Expenditures: Print \$0 \$0
Materials

8.21 State Aid Expenditures: \$0 \$0
Electronic Materials

8.22 State Aid Expenditures: Audio \$0 \$0
and Video And Other Physical Units

8.23 Total State Aid Expenditures (\$0 \$0
The program will compute 8.20 + 8.21
+ 8.22)

FEDERAL COLLECTION EXPENDITURES

8.24 Federal Expenditures: Print \$0 \$0
Materials

8.25 Federal Expenditures: \$0 \$0
Electronic Materials

8.26 Federal Expenditures: Audio \$0 \$0
and Video and Other Physical Units

8.27 Total Federal Expenditures (\$0 \$0
8.24 + 8.25 + 8.26)

OTHER COLLECTION EXPENDITURES

8.28 Other Funds Expenditures: Print \$0 \$0
Materials

8.29	Other Funds Expenditures: Electronic Materials	\$0	\$0
8.30	Other Funds Expenditures: Audio and Video and Other Physical Units	\$0	\$0
8.31	Total Other Funds Collection Expenditures (The program will compute 8.28 + 8.29 + 8.30)	\$0	\$0

TOTAL COLLECTION EXPENDITURES

8.32	Total Print Materials Expenditures (The program will compute 8.16 + 8.20 + 8.24 + 8.28)	\$97,838	\$87,229
8.33	Total Electronic Materials Expenditures (The program will compute 8.17 + 8.21 + 8.25 + 8.29)	\$168,630	\$167,518
8.34	Total Audio/Video Physical Units and Other Library Materials Expenditures (The program will compute 8.18 + 8.22 + 8.26 + 8.30)	\$75,203	\$45,866
8.35	Total Collection Expenditures (The program will compute 8.32 + 8.33 + 8.34)	\$341,671	\$300,613

Expenditures for Library Operations

LOCAL LIBRARY OPERATIONS EXPENDITURES

8.36	Local Expenditures: Library Operation and Maintenance	\$1,075,162	\$864,120
------	--	-------------	-----------

STATE LIBRARY OPERATIONS EXPENDITURES

8.37	State Aid Expenditures: Library Operation and Maintenance	\$34,385	\$32,572
------	--	----------	----------

FEDERAL LIBRARY OPERATIONS EXPENDITURES

8.38	Federal Expenditures: Library Operation and Maintenance	\$0	\$0
------	--	-----	-----

OTHER LIBRARY OPERATIONS EXPENDITURES

8.39	Other Expenditures: Library Operation and Maintenance	\$0	\$0
------	--	-----	-----

TOTAL LIBRARY OPERATIONS EXPENDITURES

8.40	Total Expenditures Library Operations and Maintenance (The program will compute 8.36 + 8.37 + 8.38 + 8.39)	\$1,109,547	\$896,692
------	--	-------------	-----------

8.40a	Total Other Operating Expenditures (The program will compute 8.31 + 8.34 + 8.39)	\$75,203	\$45,866
-------	--	----------	----------

Grand Total Library Expenditures

8.41	Grand Total Library Expenditures (The program will compute 8.15 + 8.35 + 8.40)	\$3,695,695	\$3,347,704
------	--	-------------	-------------

Capital Income and Expenditures (9.1 - 9.6)

Date Due: December 15, 2025

9.1	Local Government Capital Revenue	\$163,717	\$154,829
-----	----------------------------------	-----------	-----------

9.2	State Government Capital Revenue	\$0	0
-----	----------------------------------	-----	---

9.3	Federal Government Capital Revenue	\$0	\$21,324
-----	------------------------------------	-----	----------

9.4	Other Capital Revenue	\$16,017	\$12,713
-----	-----------------------	----------	----------

9.5	Total Capital Revenue (The program will compute 9.1 + 9.2 + 9.3 + 9.4)	\$179,734	\$188,866
-----	--	-----------	-----------

9.6	Total Capital Expenditures	\$215,478	\$72,198
-----	----------------------------	-----------	----------

Programs and Attendance (10.1 - 10.22)

Live (Occurring at the Same Time) Programs by Age Group

Date Due: December 15, 2025

NOTE: This section has been revised extensively with several updates and/or new questions. Please thoroughly read and review all definitions.

- A synchronous (live) library program session is any planned event which introduces the group attending to library services or which directly provides information to participants.
- Program sessions may cover use of the library, library services, or library tours.
- Program sessions may also provide cultural, recreational, or educational information, often designed to meet a specific social need e.g., film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- If program sessions are offered as a series, count each program session in the series e.g., a film series offered once a week for eight weeks should be counted as eight program sessions.
- If a program session is combined and offered to both children and young adults, count the program session only once under the most appropriate children or young adult program session category rather than counting it in each of the categories. Do NOT count the one program in each category. Report attendance at these program sessions regardless of attendees' age.
- If a program session is intended to be for all ages, count the program session only once under General Interest Programs rather than counting it in each of the other categories (children, young adult, adult). Do NOT count the one program in each category. Report attendance at these program sessions regardless of attendees' age.

INCLUDE

- All program sessions, whether held on-site or off-site, that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or library staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, DO NOT include a group hosting a speaker or holding a discussion in a meeting room without facilitation from library staff.

- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, DO NOT include sharing a video from an author's website of him or her reading a book.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, DO NOT include leaving an art project or puzzle on a table for participants to complete.

See definitions for more detailed information.

10.1	Number of Live Program Sessions Targeted at Children Ages 0-5. This includes in-person and virtual..	199	165
10.2	Number of Live Program Sessions Targeted at Children Ages 6-11. This includes in-person and virtual.	145	165
10.3	Number of Live Program Sessions Targeted at Young Adults Ages 12-18. This includes in-person and virtual.	180	180
10.4	Number of Live Program Sessions Targeted at Adults Age 19 or Older. This includes in-person and virtual.	173	165
10.5	Number of Live General Interest Program Sessions. This includes in-person and virtual.	158	85
10.6	Total Number of Live Programs (The program will compute 10.1 + 10.2 + 10.3 + 10.4 + 10.5)	855	760
Live Program by Age Group Attendance			
10.7	Attendance at Live Programs Targeted at Children Ages 0-5. This includes in-person and live virtual attendees.	7,130	5,465

10.8 Attendance at Live Programs Targeted at Children Ages 6-11. This includes in-person and live virtual attendees.	7,644	8,782
10.9 Attendance at Live Programs Targeted at Young Adults 12-18. This includes in-person and live virtual attendees.	2,566	1,689
10.10 Attendance at Live Programs Targeted at Adults Age 19 or Older. This includes in-person and live virtual attendees.	3,084	2,921
10.11 Attendance at Live General Interest Programs. This includes in-person and live virtual attendees.	35,365	8,857
10.12 Total Attendance at Live Programs (The program will compute 10.7 + 10.8 + 10.9 + 10.10 + 10.11)	55,789	27,714

Live Programs by Location

Programs counted in this section should also be counted above. 10.6 (Total Number of Live Programs) MUST MATCH the total of 10.13 (Live In-Person Onsite Programs) + 10.14 (Live In-Person Offsite Programs) + 10.15 (Live Virtual Programs)

10.13 Number of Live In-Person <u>Onsite</u> Program Sessions	800	740
10.14 Number of Live In-Person <u>Offsite</u> Program Sessions	55	20
10.15 Number of Live <u>Virtual</u> Program Sessions	0	0
10.15b Total Live Programs. This should match 10.6. (The program will compute 10.13 + 10.14 + 10.15)	855	760

Live Attendance by Location

Attendance counted in this section should also be counted above. 10.12 (Total Attendance Live Programs) MUST match the total of 10.16 (Live In-Person Onsite Attendance) + 10.17 (Live In-Person Offsite Attendance) + 10.18 (Live Virtual Attendance)

10.16 Live In-Person <u>Onsite</u> Program Attendance	17,217	15,938
10.17 Live In-Person <u>Offsite</u> Program Attendance	38,572	11,776

10.18 Live <u>Virtual</u> Program Attendance	0	0
10.18b Total Live Program Attendance. This should match 10.12. (The program will compute 10.16 + 10.17 + 10.18)	55,789	27,714
Other Programs NOT counted above		
10.19 Total Number of Recorded Program Presentations	0	0
10.20 Total Views of Recorded Program Presentations within 30 Days	0	0
10.21 Total Number of Passive/Self-Directed Programs	10	102
10.22 Total Number of Passive/Self-Directed Program Participants	908	748

Library Director's Salary (11.1 - 11.7)

Date Due: December 15, 2025

11.1 Current Library Director's Annual Salary	\$173,596	\$157,456
11.2 Average number of hours director works per week	40	40
11.3 Library Director provided a retirement program?	Yes	Yes
11.4 Library Director provided health insurance?	Yes	Yes
11.5 Number of years Director has held current position	18	17
11.6 Is director exempt or non-exempt? (select from dropdown)	exempt	exempt
11.7 Does the Library Director have a Masters in Library Science or related degree?	Yes	Yes

Library Board (12.1 - 12.9)

Date Due: December 15, 2025

Please make sure all board members are listed with their own personal contact information. Do not use the library's contact information. To add members, click the Add Group button at the bottom of the page. Use the most current board list at the time of completion of this survey.

12.1	Board Chairman or Board Trustee	Board Trustee	<i>Board Trustee</i>
12.2	Board Member's Name	Susan Swagler	<i>Susan Swagler</i>
12.3	Mailing Address	2926 Smyer Road	<i>2926 Smyer Road</i>
12.4	City	Vestavia Hills	<i>Vestavia Hills</i>
12.5	Zip Code	35216	<i>35216</i>
12.6	Phone Number	(205) 541-0079	<i>(205) 541-0079</i>
12.7	E-mail Address	sswagler@me.com	<i>sswagler@me.com</i>
12.8	Terms of service (Example: 2020-2024)	2023-2027	<i>2023-2027</i>
12.9	Has completed Trustee Training (dropdown menu yes or no)	Yes	<i>Yes</i>
12.1	Board Chairman or Board Trustee	Board Chairman	<i>Board Chairman</i>
12.2	Board Member's Name	April MacLennan	<i>April MacLennan</i>
12.3	Mailing Address	1820 Post Oak Road	<i>1820 Post Oak Road</i>
12.4	City	Vestavia Hills	<i>Vestavia Hills</i>
12.5	Zip Code	35216	<i>35216</i>
12.6	Phone Number	(205) 253-6660	<i>(205) 253-6660</i>
12.7	E-mail Address	amjjackson@gmail.com	<i>amjjackson@gmail.com</i>
12.8	Terms of service (Example: 2020-2024)	2018-2026	<i>2018-2026</i>
12.9	Has completed Trustee Training (dropdown menu yes or no)	Yes	<i>Yes</i>
12.1	Board Chairman or Board Trustee	Board Trustee	<i>Board Trustee</i>
12.2	Board Member's Name	Erica Barnes	<i>Lawrence Cochran</i>
12.3	Mailing Address	3112 Altaloma Cove	<i>2312 Comer Place East</i>
12.4	City	Vestavia Hills	<i>Vestavia Hills</i>
12.5	Zip Code	35216	<i>35216</i>
12.6	Phone Number	(205) 587-0421	<i>(205) 807-7538</i>
12.7	E-mail Address	erica.w.barnes@gmail.com	<i>n2_jazz@charter.net</i>

12.8	Terms of service (Example: 2020-2024)	2024-2028	2017-2025
12.9	Has completed Trustee Training (dropdown menu yes or no)	Yes	Yes
12.1	Board Chairman or Board Trustee	Board Trustee	<i>Board Trustee</i>
12.2	Board Member's Name	Christopher Gerety	<i>Kevin Archer</i>
12.3	Mailing Address	2608 Southminster Road	<i>2625 Greenmont Drive</i>
12.4	City	Vestavia Hills	<i>Vestavia Hills</i>
12.5	Zip Code	35216	<i>35226</i>
12.6	Phone Number	(205) 240-8661	<i>(205) 603-3898</i>
12.7	E-mail Address	cgeretyboard@gmail.com	<i>kevinarcher@google.com</i>
12.8	Terms of service (Example: 2020-2024)	2024-2028	2019-2024
12.9	Has completed Trustee Training (dropdown menu yes or no)	Yes	Yes
12.1	Board Chairman or Board Trustee	Board Trustee	<i>Board Trustee</i>
12.2	Board Member's Name	Jimmy Bartlett	<i>Christopher Gerety</i>
12.3	Mailing Address	2328 Countryridge Drive	<i>2608 Southminster Road</i>
12.4	City	Vestavia Hills	<i>Vestavia Hills</i>
12.5	Zip Code	35243	<i>35216</i>
12.6	Phone Number	(205) 907-6764	<i>(205) 240-8661</i>
12.7	E-mail Address	jbartlett049@gmail.com	<i>cgeretyboard@gmail.com</i>
12.8	Terms of service (Example: 2020-2024)	Emeritus	2024-2028
12.9	Has completed Trustee Training (dropdown menu yes or no)	Yes	Yes

Library Outlet Information (13.1 - 13.12)

Date Due: December 15, 2025

Make sure all outlets (main library, branches, bookmobiles, etc.) are listed. To add outlets, click the Add Group button at the bottom of the page.

13.1	Outlet Type Code	CE	CE
------	------------------	----	----

13.2	Name of Outlet	Vestavia Hills Library in the Forest	<i>Vestavia Hills Library in the Forest</i>
13.3	Street Address	1221 Montgomery Highway	<i>1221 Montgomery Highway</i>
13.4	Mailing Address	1221 Montgomery Highway	<i>1221 Montgomery Highway</i>
13.5	City	Vestavia Hills	<i>Vestavia Hills</i>
13.6	County	Jefferson	<i>Jefferson</i>
13.7	Zip Code	35216	<i>35216</i>
13.8	Area Code and Phone Number	(205) 978-0155	<i>(205) 978-0161</i>
13.9	Total Usable Square Feet Available in Outlet	34,500	<i>35,000</i>
13.10	Number of Bookmobiles in Outlet Record	0	<i>0</i>
13.11	Public Service Hours Per Year	3,070	<i>3,047</i>
13.12	Number of Weeks Library is Open	52	<i>52</i>

For State Use Only (14.1 - 14.7)

Date Due: December 15, 2025

14.1	Interlibrary Relationship	ME	<i>ME</i>
14.2	Legal Basis Code	CI	<i>CI</i>
14.3	Administrative Structure Code	SO	<i>SO</i>
14.4	FSCS Public Library Definition	Y	<i>Y</i>
14.5	Geographic Code	PL1	<i>PL1</i>
14.6	Population of the Legal Service Area (same as State Aid Population as set by APLS for the reporting year).	38,020	<i>38,292</i>
14.7	Legal Service Area Boundary Change	N	<i>N</i>

Miscellaneous Questions (15.1 - 15.4)

Date Due: December 15, 2025

15.1	Does the library have meeting space available for public use (non-library sponsored programs, meetings and/or events)	Yes	<i>Yes</i>
------	---	-----	------------

15.2	Total number of non-library sponsored programs, meetings and/or events in a library meeting space	221	161
15.3	Would you like regional/local continuing education/training opportunities?	Yes	
15.4	If yes, please specify what type(s)	Leadership, Best Practices for Librarianship, New Trends in Technology, Understanding the Administrative Code	