



**Vestavia Hills
Library Board of Trustees Agenda
March 18, 2026
4:00 PM**

Meeting Items

1. Call to Order - Susan Swagler, Chair
2. Approval Of The Agenda
3. Approval Of January 28, 2026 Minutes
4. Director's Report - Taneisha Tucker

Library Board Packet Items

5. News Articles and Correspondence
6. Marketing Report
7. Monthly Statistical Report January 2026
8. February 2026 Budget Report
9. January 2026 Funds 12 and 13 Balance Sheets
10. February 2026 Funds 12 and 13 Balance Sheets

Unfinished Business

11. BOT Bylaws Update (VOTE)

New Business

12. Extended Hours for Study Breaks (VOTE) - Daniel Tackett
13. Close Early Teen Summer Reading Kickoff (VOTE) - Daniel Tackett

Committee Reports

Friends Report - Elise Bodenheimer, Chair

Foundation Report - Ann Hamiter, Chair

Informational Items

14. 2026 Strategic Planning Presentation - Taneisha Tucker

15. Spring Movie Night - March 27, 2026

Library Board Meeting Minutes January 28, 2026

I. Call to Order – April MacLennan, Chair

The Vestavia Hills Library in the Forest Board of Trustees met in regular session on Wednesday, January 28, 2026 at 4:01pm.

Present:

Ms. April MacLennan – Chair
Ms. Susan Swagler – Vice Chair
Mr. Christopher Gerety – Member
Ms. Erica Barnes – Member
Ms. Kathleen Duquette – Member
Dr. Jimmy Bartlett – Board Emeritus
Councilor Kimberly Cook – City Liaison
Ms. Elise Bodenheimer – Friends Chair
Ms. Ann Hamiter – Foundation Chair
Ms. Taneisha Tucker – Library Director
Mr. Daniel Tackett – Deputy Director
Mr. Todd Richardson – Marketing Department Head
Ms. Marie Nash – Administrative Assistant
Ms. Bethany Mitchell – Recorder

Absent:

Mr. Jeff Downes – City Manager

II. Approval of Today’s Agenda

Ms. Barnes motioned to approve the January 28, 2026 agenda. Mr. Gerety seconded the motion. The agenda for today’s meeting was unanimously approved.

III. Approval of Minutes from Wednesday, December 3, 2025

Ms. Barnes motioned to approve the minutes from December 3, 2025. Mr. Gerety seconded the motion. The BOT minutes from December 3, 2025, were unanimously approved.

IV. Director’s Report – Ms. Tucker

Included in the packet. Ms. MacLennan welcomed Ms. Duquette to the board. Ms. Tucker thanked the board members for their attendance at the donor event and at city council meetings in support of the library. Mr. Tackett stated that sewage and plumbing issues due to a clog on January 22 damaged the floors in the Community Room, Makerspace, and Historical Room. It also damaged some bookshelves in the bookstore. The affected areas have been cleaned and sanitized. Mr. Tackett said he is getting quotes for the restoration process. The city will cover the expenses. The goal is to stay under \$50,000. Don’s Carpet One Floor and Home will replace the floor, which could take anywhere from 2-6 weeks. It is likely that the entire Community Room floor will need to be replaced. Documents in the Historical Room were not damaged and have already been digitized by an archivist.

V. Library Board Packet Items

a. News Articles and Correspondence

Included in the packet.

b. Marketing Report

Included in the packet. Partnerships with the library are now in high demand. As a result, outreach and partnerships have already been planned for the entire year. Mr. Richardson stated that he plans to promote the library's hiking trail more once the pedestrian bridge is complete.

c. Monthly Statistical Report: November 2025

Included in the packet.

d. Monthly Statistical Report: December 2025

Included in the packet.

e. November 2025 Budget

Included in the packet.

f. December 2025 Budget

Included in the packet.

g. Funds 12 and 13 Balance Sheets: November 2025

Included in the packet.

h. Funds 12 and 13 Balance Sheets: January 19, 2026

Included in the packet.

VI. Unfinished Business

a. Strategic Plan 2026-2031 – Ms. Tucker

i. 2021-2026 Strategic Map

Included in the packet.

ii. Proposal from Barika Hamilton

Included in the packet. Ms. Hamilton's proposal includes an assessment of the library's strengths, weaknesses, and more. Her fees for her services are \$7,800. The strategic plan is due to APLS by the end of the year.

Ms. Swagler motioned to approve Barika Hamilton's proposal. Ms. Barnes seconded the motion. Barika Hamilton's proposal was unanimously approved.

VII. New Business

a. Amend 2026 Holiday Closing Schedule – Ms. Tucker

Ms. Tucker requested that the library close at 6pm on December 21, 22, 28, and 29 for 2026. Mr. Gerety motioned to approve the amended 2026 Holiday Closing Schedule. Ms. Swagler seconded the motion. The amended Holiday Closing Schedule was unanimously approved.

b. BOT Bylaws Update – Ms. Barnes

The BOT discussed potential revisions of the BOT bylaws in detail. Some key points included adding a Conflict of Interest section, revising information pertaining to public comments, clarifying the frequency of committee meetings, and more. The board will review the proposed changes, make final comments, and vote on the bylaws at the next meeting.

c. Election of 2026 Officers – Ms. MacLennan

Ms. MacLennan motioned to approve appointing Ms. Swagler as Library Board Chair. Mr. Gerety seconded the motion. Ms. Swagler's appointment as Library Board Chair was unanimously approved.

Mr. Gerety motioned to approve appointing Ms. MacLennan as Library Board Vice Chair. Ms. Barnes seconded the motion. Ms. MacLennan’s appointment as Library Board Vice Chair was unanimously approved.

d. Library Board Committee Assignments and Initiatives – Ms. MacLennan

The following are the BOT 2026 Committee Assignments:

Responsibility	Primary	Secondary
Budgeting / Finance	Dr. Bartlett	Ms. MacLennan
Facilities / Construction	Mr. Gerety	Ms. Swagler
Human Resources / Staff Support	Ms. MacLennan	Ms. Barnes
Policies	Ms. Barnes	Ms. MacLennan
Foundation Liaison	Ms. Swagler	Mr. Gerety
Friends Liaison	Ms. Duquette	None
PALS Board Liaison	Ms. Swagler	None
Grant Writing / Funding Opportunities	Ms. MacLennan	Dr. Bartlett
Outreach to Schools	Ms. MacLennan	Ms. Duquette
Strategic Planning	Ms. Barnes	Mr. Gerety
Outreach to LP and CH	Ms. Swagler	Ms. MacLennan
Marketing	Ms. Swagler	None

Ms. Tucker reviewed the 2025/2026 initiatives, which are listed in the board packet:

2025 - 2026 Library Board Initiatives

Initiative	Status
Update current website	in process
Purchase new book drops for CH and LP	CH in process; LP on hold
Offer additional outreach and family programming in CH and LP	in process
Replace/reupholster furniture items in the Teen Department	update to pods in 2027
Confirm vendor and secure funding for strategic plan updates	in process
Building maintenance	continuous
Offer drive-in movie night in the parking lot	planned for spring 2026
Investigate a library app that enables patrons to reserve rooms, register for programs and more	as website is updated, will investigate options to add these capabilities
Revive PALS	in process
Support Friends, Teen Advisory Board and other library volunteers	in process
Purchase and install washer and dryer	in process
Interior and exterior light replacement/retrofit	complete
Purchase and install icemaker in the Children’s Department	complete
Interior painting in high traffic areas	complete
Pressure washing entire building exterior	complete
Repair exterior siding	in process
Update library policies	in process
Advocate for a new library located in Liberty Park	continuous
Background checks for adult volunteers	continuous
Replace legacy technology	continuous

Ms. Tucker asked the BOT to let her know if they wanted to add any initiatives, which can then be discussed at the next meeting.

VIII. Committee Reports

IX. Friends Report – Ms. Bodenheimer

As of the end of December, the Friends have \$25,000 in checking and approximately \$53,000 in their CD. Sean Dietrich tickets go on sale February 2. On February 26, the Friends will host a program for spring gardening with a master gardener. The bookstore will be closed for approximately 2-3 weeks to repair bookshelves damaged during the plumbing incident.

X. Foundation Report – Ms. Hamiter

As of December 31, the Foundation has \$275,071.73. The annual mailer yielded approximately \$45,000, \$9,200 of which went to the restricted fund. One family made a \$20,000 donation.

The last board meeting took place January 28. The Foundation is working on resident awareness and community involvement for the potential eastside library. The Foundation board is also preparing for Summer Reading and creating sponsorship forms. Summer Reading sponsorship begins in March, and the budget for Summer Reading is \$15,000. Members continue to plan to be at relevant city council meetings. The next Foundation meeting is March 4.

XI. Informational Items

a. State Aid Quarterly Checks – Ms. Tucker

Included in the packet. Ms. Tucker submitted the final paperwork, and the library received state aid.

b. 2026 Williams Blackstock Feasibility Study Contract – Ms. Tucker

The council voted on January 21, 2026 on the contract. Ms. Cinnamon McCully will lead the committee, which also will include Ms. Tucker, the chair of the BOT, Councilor Kimberly Cook, the city council liaison, Councilor Allie Pilcher, and other interested stakeholders outside of the library.

c. American Library Association Conference, June 26-29, 2026, Chicago, IL <https://2026.alaannual.org/schedule-glance> – Ms. Tucker

Registration for the ALA conference begins in February. Any interested board members may contact Ms. Tucker.

XII. Adjournment

The meeting adjourned at 5:28pm. The next BOT meeting is Wednesday, March 18, 2026, at 4pm at the Vestavia Hills Library.

Taneisha Tucker
Director’s Report to the Library Board of Trustees
February and March 2026
March 13, 2026

News and Correspondence

No items to report.

Statistics and Programming Overview

Please review the statistics report for details.

January 2026	
Total Visits	46,193–16.16% increase
Programs and Attendance	85% increase 72 programs 1,697 patrons
Outreach Efforts	4 events 39 attending
Circulation	37,771, items 1.91% decrease

Budgets and Balance Sheets

Budget Reports as of February 2026

General Fund 01 Balance: \$2,020,130.10
Fund 12 / State Aid Balance: \$17,086.88
Fund 13 / Donations Balance: \$220,174.45

Balance Sheets as of February 2026

Fund 12 / State Aid Balance: \$0 (Not updated by Finance Department)
Fund 13 / Donations Balance \$635,210.29

Director’s Notes

Library Staff

- **Maggie Zaner**, part-time page, has resigned and will join the staff of Avondale Library in the Children’s Department.

Library Happenings

A Season of Programming

- Spring Break Programs for All Ages – March 23-27
- Eggstravaganza at Wald Park – April 3, 11am
- Bunny Hop at Cahaba Heights – April 3, 2pm

Building and Technology Updates

BUILDING

- Hemphill Services scoped the sewer lines looking for the cause of sewage backup. They did not discover an immediate cause, but they believe that the backup was due to a clog. The library's sewage pumps pushed the clog through shortly after the incident occurred.
- Don's Carpet One replaced the flooring in the Historical Room archives, the hallway near the Makerspace, and the Community Room. Ken Moses' crew will soon finish baseboard and sheetrock work, completing the sewage repairs.
- Holt Audiovisual installed a new Blu-Ray player in the Community Room and reprogrammed the system to accommodate the new equipment.
- Johnson Controls (SimplexGrinnell) completed our annual Fire/Burglar alarm testing and backflow inspection. Their inspection required us to replace our backup batteries in the Fire Control Panel, which we have done.
- Ken Moses and his subcontractor (B & B Roofing) continue to investigate the leak in the janitor's closet. With the most recent rainfall, we believe they have located the source and hope to finalize the next steps shortly.
- Hinkle Roofing has started repairs on the library's siding (Budgeted Capital Item). They are working with the siding manufacturer (Nu Cedar) to see if the warranty we originally had will reduce the cost of its replacement.
- Naturescape consulted with us regarding the Rooftop Garden and how we can find a long-term solution for the area's revitalization. Their landscape architects will create multiple possibilities, and we plan to place the project in the Capital Budget for the next fiscal year.

TECHNOLOGY

- Diagnosed issue with vCenter server after power outage in early January. Determined that the current database was beyond repair. Stood up a new server and adopted both hosts into the new database.
- Worked with a city technician to update the names on all phones.
- Migrated the database for the light automation software to the same computer as the doorlock software. Confirmed that it was operational, but we are leaving the old device powered up, but fully off the network as a fallback. This allowed us to remove the last

Windows 7 computer from the network, closing a major hole in our security.

- Migrated VM servers from VMware to Proxmox. This allows us to get ahead of the Broadcom price hike, which saves us roughly \$30,000/year for the next 3 years.
- Migrated the majority of our network infrastructure from EoL Brocade switch stack to new UniFi router and switch stack.
- Purchased replacement computers for patron use in the Adult Services Department. Configured and replaced half of these. We will replace the second half in early March.
- Bethany Mitchell's classes, especially on AI, continue to be a hit. She even held the most recent AI class in the Community Room, which seemed to go well, and she plans to hold more of her lecture style classes in there when available.
- Audited and cleaned up configuration of security camera server. Still a couple of lingering issues with upper parking lot cams, but even those have been less problematic than before.
- Updated the default settings on the public adult printing kiosk. This helps to prevent patrons from being over-charged for color, and the desk staff have been getting a lot less questions regarding this. It also allowed us to remove some printed signs that were being used to help alleviate this issue.

Director's Meetings, Events Schedule included:

- Derek Anderson – strategic planning video
- Daniel Tackett – facilities, library happenings, personnel updates
- Todd Richardson – marketing, publications, Friends, Foundation, strategic planning
- Library Department Heads
- Alabama Standards Committee
- APLS Board Meeting
- City Department Heads (3)
- City Strategic Planning
- City Department Heads Generational Differences Training
- JCLC Library Directors' Meeting
- Jeff Downes – monthly check-in
- Friends - executive board meeting
- Billy Conner – building maintenance
- Over the Mountain Library Directors (2)
- Ryan Hendrix – new Technology Department Head
- Foundation Board Meeting
- Barika Hamilton – Library Strategic Planning
- PALS Coffee Meeting



MARKETING REPORT

March 2026

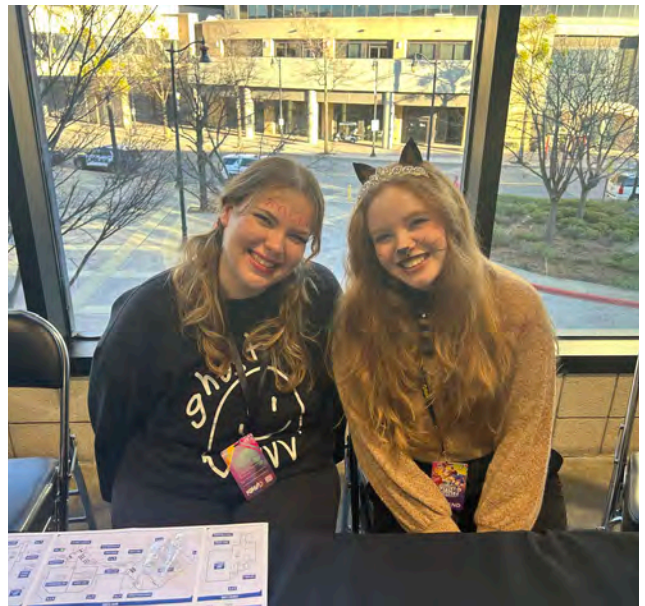
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KAMICON

Februray 2026 : Attendance 22,300







LEADERSHIP VESTAVIA HILLS

Class of 2026 Visits the Library





March 20
10:00 - 11:30 am

vestavialibrary.org/sfaregister

EASTER EGG STRAVAGANZA
11 am • Wald Park
April 3rd



Egg Hunt, Performers, Crafts
Petting Zoo, Bunny Photos

Save the Date
for the 19th Annual

Cherry Blossom Festival

Birmingham Botanical Gardens
2612 Lane Park Rd, Birmingham, AL 35223

March 21st, 2026



BUNNY HOP
2:00 pm
Fox Field in Cahaba Heights
April 3rd



Egg Hunt, Music, Games
Bouncy & Slide, Unless U Scoops

SEAN DIETRICH
MARCH 24
10:30 AM
Tickets \$25
On sale Feb 2



REGISTER HERE!



TEEN ART MARKET

TEENS GRADES 6-12

CALLING ALL TEEN ARTISTS
SAT. APRIL 18 • 1-4PM

vestavialibrary.org/teenartmarket



VHLF Statistics Report January 2026

January

January	January	% Month	# Month	FYTD	FYTD	% FYTD	# FYTD
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Hours

	2026	2025	2026	2026	2026	2025	2026	2026
Total Days Open	27	28	-3.57%	-1	113	114	-0.88%	-1
Total Hours Open	229	245	-6.53%	-16	1,003	1,018	-1.47%	-15

Library Visits

Gate Count	21,837	22,478	-2.85%	(641)	93,485	97,934	-4.54%	-4,449
Curbside Appointments	8	6	33.33%	2	21	27	-22.22%	-6
Website Visits	24,007	16,489	45.59%	7,518	78,095	49,990	56.22%	28,105
Mobile App Sessions	341	792	-56.94%	(451)	1,785	2,691	-33.67%	-906
Total Library Visits	46,193	39,765	16.16%	6,428	173,386	150,642	15.10%	22,744

VHLF Statistics Report January 2026

Programs & Attendance

	2026		2025		2026 FYTD		2025 FYTD	
	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
Adult								
In person	6	134	7	94	26	713	35	880
Outreach (Remote Book Clubs)			1	14	3	39	4	29
Virtual and Passive	1	24	0	0	1	24	1	91
Total Adult Programs & Attendance	7	158	7	94	27	737	36	971
YoY % Change & # Value	0%	68%			-25%	-24%		
Teens								
In person	15	121	14	80	64	737	62	566
Outreach (School Visits)			0	0	0	0	0	0
Virtual and Passive	0	0	0	0	0	0	0	0
Total Teen Programs & Attendance	15	121	14	80	64	737	62	566
YoY % Change & # Value	7%	51%			3%	30%		
Children								
In person	35	882	30	644	132	3,156	112	2,633
Outreach (School Visits)			0	0	6	352	1	125
Virtual and Passive	0	0	0	0	6	225	2	225
Total Children's Programs & Attendance	35	882	30	644	138	3,381	114	2,858
YoY % Change & # Value	17%	37%			21%	18%		
Makerspace								
In person	10	26	8	13	44	92	39	92
Virtual and Passive	0	0	0	0	1	65	0	0
Total Makerspace Programs	10	26	8	13	45	157	39	92
YoY % Change & # Value	25%	100%			15%	71%		
Technology								
In person	3	33	4	42	12	86	10	72
Virtual and One on one	1	13	1	45	4	55	4	120
Total Technology Programs	4	46	5	87	16	141	14	192
YoY % Change & # Value	-20%	-47%			14%	-27%		
Circulation								
Passive	2	464	0	0	2	464	0	0
Tours (LVH)	0	0	0	0	2	366	4	21
Total Circulation Programs	2	464	0	0	4	830	4	21
YoY % Change & # Value	0%	0%			0%	3852%		
Total Programs and Events								
	73	1,697	64	918	294	5,983	269	4,700
YoY % Change & # Value	14%	85%			9%	27%		

VHLF Statistics Report January 2026

Outreach & Events

Sponsor, Location or Department	2026		2025		2026 FYTD		2025 FYTD	
	Programs	Attend.	Programs	Attend.	Programs	Attend.	Programs	Attend.
Birmingham (Location)	0	0	0	0	0	0	0	0
City of VH (Sponsor & Location)	0	0	0	0	3	1,100	4	3,000
Chamber of Commerce (Sponsor)	0	0	0	0	2	2,800	3	2,100
Cabaha Heights (Focus & Location)	0	0	0	0	0	0	0	0
Liberty Park (Focus & Location)	0	0	0	0	2	475	1	1,000
Library (Sponsor & Location)	3	27	0	0	4	34	0	0
Neutral (Location)	0	0	0	0	0	0	0	0
Other (Sponsor & Location)	0	0	0	0	0	0	0	0
Adult Outreach	1	12	1	14	4	51	3	29
Teen Outreach	0	0	0	0	0	0	0	0
Children Outreach	0	0	0	0	6	352	1	125
Makerspace Outreach	0	0	0	0	0	0	0	0
Total Outreach	4	39	1	14	21	4,812	12	6,254
YoY % Change & # Value	300%	179%			74%	-23%		

Services

	January	January	% Month	# Month	FYTD	FYTD	% FYTD	# FYTD
	2026	2025	2026	2026	2026	2025	2026	2026
Borrowed from Other Libraries	2,416	2,352	2.72%	64	7,495	7,882	-4.91%	-387
Coffee	52	93	-44.09%	-41	177	244	-27.46%	-67
Holds for Liberty Park Lockers	394	273	44.32%	121	1,141	927	23.09%	214
Interlibrary Loans	26	48	-45.83%	-22	88	119	-26.05%	-31
Loans to Other Libraries	2,390	2,290	4.37%	100	8,084	8,004	1.00%	80
Notary Service	24	23	4.35%	1	73	33	121.21%	40
Passports	167	191	-12.57%	-24	526	544	-3.31%	-18
Public Computer Usage	6,984	5,264	32.67%	1,720	26,759	21,020	27.30%	5,739
Reserves	414	446	-7.17%	-32	1,346	1,457	-7.62%	-111
Self-Checkout Machine Usage	10,550	10,434	1.11%	116	35,186	37,095	-5.15%	-1,909
Test Proctoring	2	3	-33.33%	-1	17	5	240.00%	12
Voter Registration	0	0	0.00%	0	2	0	2.00%	2
Wireless Network Usage	8,235	4,493	83.29%	3,742	25,781	18,051	42.82%	7,730
Reference Questions Total (Department Breakdown)	2,860	2,760	3.62%	100	11,056	10,757	2.78%	299
Adult	986	873	12.94%	113	3,905	3,960	-1.39%	-55
Teens	975	960	1.56%	15	3,595	3,707	-3.02%	-112
Children	528	550	-4.00%	-22	2,235	1,943	15.03%	292
Technology	225	287	-21.60%	-62	781	771	1.30%	10
Makerspace	146	90	62.22%	56	540	376	43.62%	164
Total Services	34,514	28,670	20.38%	5,944	128,787	116,895	10.17%	11,892

Memberships

Adult Residents	96	74	29.73%	22	224	248	-9.68%	-24
Child Residents	36	17	111.76%	19	67	42	59.52%	25
Adult Non-Residents	75	84	-10.71%	-9	197	202	-2.48%	-5
Child Non-Residents	1	1	0.00%	0	12	9	33.33%	3
Out of County	4	0	4.00%	4	5	3	66.67%	2
Total Memberships	212	176	20.45%	36	505	504	0.20%	1

VHLF Statistics Report January 2026

Meeting Room Use

	Rented 2026	Attend. 2026	Rented 2025	Attend. 2025	R. FYTD 2026	A. FYTD 2026	R. FYTD 2025	A. FYTD 2025
Community Room	6	230	9	470	32	1,283	35	1,797
Historical Room	0	0	1	15	2	16	4	37
Tree House	4	28	2	30	11	125	6	65
Children's Program	5	106	9	147	17	309	24	475
Outdoor Classroom	0	0	0	0	0	0	0	0
Rooftop Garden	0	0	0	0	0	0	0	0
Total Rental Usage	15	364	21	662	62	1,733	69	2,374

Study Room Use

	Reserved 2026	Users 2026	Reserved 2025	Users 2025	R. FYTD 2026	U. FYTD 2026	R. FYTD 2025	U. FYTD 2025
All Rooms	313	452	365	552	1,304	2,118	1,358	2,105
Total Study Room Usage	313	452	365	552	1,304	2,118	1,358	2,105

VHLF Statistics Report January 2026

Library Materials Usage - Physical

January	January	% Month	# Month	FYTD	FYTD	% FYTD	# FYTD
2026	2025	2026	2026	2026	2025	2026	2026

Physical Book Circulation								
Adult Books	5,524	5,800	-4.76%	-276	20,823	21,666	-3.89%	-843
Adult Large Print	1,378	1,500	-8.13%	-122	5,127	5,191	-1.23%	-64
Teen Books	1,496	1,517	-1.38%	-21	5,722	6,127	-6.61%	-405
Children's Books	9,316	8,934	4.28%	382	34,266	33,832	1.28%	434
Total Physical Books	17,714	17,751	-0.21%	-37	65,938	66,816	-1.31%	-878

Adult Physical Non-Book Circulation								
Non-Fiction DVDs / Roku	62	104	-40.38%	-42	276	278	-0.72%	-2
Audiobooks	147	221	-33.48%	-74	683	790	-13.54%	-107
Blu-rays	385	459	-16.12%	-74	1,537	1,744	-11.87%	-207
DVDs	1,470	1,540	-4.55%	-70	5,586	5,106	9.40%	480
Games and Puzzles	48	38	26.32%	10	149	105	41.90%	44
Launchpads	0	1	-100.00%	-1	3	8	-62.50%	-5
Magazines	40	81	-50.62%	-41	166	250	-33.60%	-84
Mixed Media	9	8	12.50%	1	26	32	-18.75%	-6
Misc - Discontinued 6-1-25	0	205	-100.00%	-205	0	814	-100.00%	-814
WiFi-Hotspots	49	45	8.89%	4	167	197	-15.23%	-30
Other: Kits	0	0	0.00%	0	0	5	-100.00%	-5
Other: Hammocks	0	0	0.00%	0	0	0	0.00%	0
Other: Walking Sticks	0	0	0.00%	0	1	0	1.00%	1
Total Adult Physical Non-Book Circulation	2,210	2,702	-18.21%	-492	8,594	9,329	-7.88%	-34

Teen Non-Book Circulation								
Teen Audiobooks - Discontinued	0	5	-100.00%	-5	0	29	-100.00%	-29
Teen Blu-rays	121	79	53.16%	42	477	315	51.43%	162
Teen DVDs	252	168	50.00%	84	785	654	20.03%	131
Teen Games	624	502	24.30%	122	2,158	1,994	8.22%	164
Total Teen Physical Non-Book Circulation	997	754	32.23%	243	3,420	2,992	14.30%	428

Children's Non-Book Circulation								
Audiobooks	12	34	-64.71%	-22	102	118	-13.56%	-16
Augmented Reality	4	5	-20.00%	-1	18	17	5.88%	1
Blu-rays	30	56	-46.43%	-26	171	205	-16.59%	-34
DVDs	416	502	-17.13%	-86	2,108	2,492	-15.41%	-384
Launchpads	42	20	110.00%	22	121	107	13.08%	14
Magazines	9	26	-65.38%	-17	42	112	-62.50%	-70
Mixed Media	397	586	-32.25%	-189	1,485	2,049	-27.53%	-564
Music	0	12	-100.00%	-12	0	59	-100.00%	-59
Self-playing Audio	14	31	-54.84%	-17	51	126	-59.52%	-75
Juvenile Kits (Replaces "Views"; new for 2025-2026)	66	0	66.00%	66	66	0	66.00%	66
Binocular Kits (Renaming of "Other: Kits")	6	4	50.00%	2	66	10	560.00%	56
Total Children's Physical Non-Book Circulation	996	1,276	-21.94%	-280	4,230	5,295	-20.11%	-1,065

VHLF Statistics Report January 2026

Library Materials Usage - Digital

	January 2026	January 2025	% Month 2025	# Month 2025	FYTD 2026	FYTD 2025	% FYTD 2026	# FYTD 2026
Adult Digital Usage								
eBooks (Overdrive & Hoopla)	4,161	4,880	-14.73%	-719	15,437	17,408	-11.32%	-1,971
Graphic Novel Downloads (Hoopla)	38	48	-20.83%	-10	192	217	-11.52%	-25
Audiobook Downloads (Overdrive & Hoopla)	6,847	6,520	5.02%	327	25,571	24,051	6.32%	1,520
Downloadable Music (Hoopla)	28	61	-54.10%	-33	212	226	-6.19%	-14
Movies/Documentaries/TV Downloads (Hoopla & Kanopy)	607	493	23.12%	114	2,076	1,645	26.20%	431
Magazine Downloads	1,615	1,461	10.54%	154	6,662	5,062	31.61%	1,600
Adult Digital Usage Total	13,296	13,463	-1.24%	-167	50,150	48,609	3.17%	1,541
Teen Digital Usage								
Teen eBooks (Overdrive)	539	502	7.37%	37	2,188	2,016	8.53%	172
Teen Audiobook Downloads (Overdrive)	426	386	10.36%	40	1,584	1,402	12.98%	182
Teen Digital Usage Total	965	888	8.67%	77	3,772	3,418	10.36%	354
Children's Digital Usage								
eBooks (Overdrive & Hoopla)	764	950	-19.58%	-186	3,495	3,323	5.18%	172
Graphic Novel Downloads (Hoopla)	54	40	35.00%	14	177	153	15.69%	24
Audiobook Downloads (Overdrive & Hoopla)	741	649	14.18%	92	2,941	2,585	13.77%	356
Downloadable Music (Hoopla)	3	0	3.00%	3	17	18	-5.56%	-1
Movies/TV Downloads (Hoopla)	31	32	-3.13%	-1	200	130	53.85%	70
Children's Digital Usage Total	1,593	1,671	-4.67%	-78	6,830	6,209	10.00%	621
Circulation Totals (By Category)								
Books	17,714	17,751	-0.21%	-37	65,938	66,816	-1.31%	-878
Adult Non-Books	2,210	2,702	-18.21%	-492	8,594	9,329	-7.88%	-735
Teen Non-Books	997	754	32.23%	243	3,420	2,992	14.30%	428
Children's Non-Books	996	1,276	-21.94%	-280	4,230	5,300	-20.19%	-1,070
Adult Digital Usage	13,296	13,463	-1.24%	-167	50,150	48,609	3.17%	1,541
Teen Digital Usage	965	888	8.67%	77	3,772	3,418	10.36%	354
Children's Digital Usage	1,593	1,671	-4.67%	-78	6,830	6,209	10.00%	621
Total Library Materials Usage	37,771	38,505	-1.91%	-734	142,934	142,673	0.18%	261

VHLF Statistics Report January 2026

Electronic Retrieval Sessions / Database Usage

	January 2026	January 2025	% Month 2026	# Month 2026	FYTD 2026	FYTD 2025	% FYTD 2026	# FYTD 2026
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	6	-100.00%	-6	0	98	-100.00%	-98
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	141	124	13.71%	17	408	166	145.78%	242
Other Databases	504	226	123.01%	278	2,445	1,952	25.26%	493
Total Electronic Retrieval Sessions	645	356	81.18%	289	2,853	2,216	28.75%	637

Marketing

Facebook Reach: Main	11,022	7,900	39.52%	3,122	47,370	41,200	14.98%	6,170
Facebook Reach: Kids	84	186	-54.84%	-102	183	1,506	-87.85%	-1,323
Instagram Users: Main	3,190	2,326	37.15%	864	12,502	9,465	32.09%	3,037
Instagram Users: Kids	165	100	65.00%	65	648	380	70.53%	268
TikTok: Teens	1,127	2,296	-50.91%	-1,169	3,906	4,989	-21.71%	-1,083

Library Holdings

Book Volumes	68,607	67,418	1.76%	1,189	275,501	270,857	1.71%	4,644
Serial Volumes	89	97	-8.25%	-8	356	350	1.71%	6
Audiobooks	2,635	3,253	-19.00%	-618	10,478	13,632	-23.14%	-3,154
Digital Collections	146,694	140,787	4.20%	5,907	595,734	554,049	7.52%	41,685
Music CDs	93	2,376	-96.09%	-2,283	383	9,507	-95.97%	-9,124
DVDs and Blu-rays	8,413	10,478	-19.71%	-2,065	33,703	41,912	-19.59%	-8,209
Other	178	179	-0.56%	-1	705	742	-4.99%	-37
Library Holdings Total	226,709	224,588	0.94%	2,121	916,860	891,049	2.90%	25,811

Volunteers

	Volunteers 2026	Hours 2026	Volunteers 2025	Hours 2025	FYTD Vol. 2026	FYTD Hrs 2026	FYTD Vol. 2025	FYTD Hrs 2025
Acquisitions	0	0	1	1	0	0	1	1
Adult	0	0	0	0	0	0	2	4
Children's	3	6	2	2	23	23	16	51
Circulation	0	0	0	0	0	0	0	0
Outreach	0	0	0	0	4	8	6	12
PALS	2	4	0	0	2	4	0	0
Technology	1	13	1	38	4	36	3	81
Teens	16	37	1	6	45	103	6	15
Volunteers Total	22	60	5	47	78	174	34	164

Staff Training By Department

	Staff 2026	Staff 2025	% Month	# Month	FYTD 2026	FYTD 2025	% FYTD	# FYTD
Acquisitions	2	1	100.00%	1	24	12	100.00%	12
Administration	2	0	2.00%	2	3	2	50.00%	1
Adult	8	4	100.00%	4	18	15	20.00%	3
Children's	0	0	0.00%	0	11	12	-8.33%	-1
Circulation	6	6	0.00%	0	24	23	4.35%	1
Technology	9	2	350.00%	7	15	17	-11.76%	-2
Teens	0	0	0.00%	0	6	6	0.00%	0
Staff Training Total	27	13	107.69%	14	101	87	16.09%	14



Vestavia Hills, AL

Monthly Budget Report

Account Summary

For Fiscal: Current Period Ending: 02/28/2026

	February Budget	February 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	149,160.39	142,413.05	6,747.34	4.52%	745,801.95	723,104.91	22,697.04	3.04%	1,790,641.00
01-70-5015-000-500	PAYROLL TAX EXP	11,410.68	10,790.68	620.00	5.43%	57,053.40	54,966.38	2,087.02	3.66%	136,983.00
01-70-5016-000-500	FRINGE BENEFITS EXP	36,478.31	35,812.04	666.27	1.83%	182,391.55	178,010.21	4,381.34	2.40%	437,915.00
01-70-5045-000-500	EMPLOYEE TRAINING	1,332.80	450.00	882.80	66.24%	6,664.00	3,268.48	3,395.52	50.95%	16,000.00
01-70-5050-000-500	MEMBERSHIP & DUES	391.51	555.00	-163.49	-41.76%	1,957.55	1,485.00	472.55	24.14%	4,700.00
01-70-5051-000-500	TRAVEL & CONFERENCE	499.80	0.00	499.80	100.00%	2,499.00	2,600.29	-101.29	-4.05%	6,000.00
01-70-5065-000-500	PHYSICALS/DRUG SCREEN	58.31	28.76	29.55	50.68%	291.55	186.96	104.59	35.87%	700.00
01-70-5070-000-500	VEHICLE ALLOWANCE	41.65	0.00	41.65	100.00%	208.25	141.40	66.85	32.10%	500.00
01-70-5090-000-500	POSTAGE	95.79	0.00	95.79	100.00%	478.95	6.38	472.57	98.67%	1,150.00
01-70-5100-000-500	SUPPLIES/PRINT & OFFICE	666.40	0.00	666.40	100.00%	3,332.00	159.17	3,172.83	95.22%	8,000.00
01-70-5101-000-500	SUPPLIES/LIB PROCESS	833.00	0.00	833.00	100.00%	4,165.00	1,085.38	3,079.62	73.94%	10,000.00
01-70-5105-000-500	SUPPLIES/OTHER	749.70	1,109.83	-360.13	-48.04%	3,748.50	6,952.52	-3,204.02	-85.47%	9,000.00
01-70-5110-000-500	SUPPLIES/JANITORIAL	999.60	874.38	125.22	12.53%	4,998.00	3,341.31	1,656.69	33.15%	12,000.00
01-70-5140-000-500	GASOLINE	149.94	105.72	44.22	29.49%	749.70	974.02	-224.32	-29.92%	1,800.00
01-70-5210-000-500	MAINTENANCE CONTRACTS	17,507.57	1,753.50	15,754.07	89.98%	87,537.85	108,353.76	-20,815.91	-23.78%	210,175.00
01-70-5310-000-500	MAINT/REP-OFFICE EQUIP	83.30	0.00	83.30	100.00%	416.50	0.00	416.50	100.00%	1,000.00
01-70-5350-000-500	MAINT/REP-SMALL EQUIP	124.95	0.00	124.95	100.00%	624.75	0.00	624.75	100.00%	1,500.00
01-70-5370-000-500	MAINT/REP-VEHICLES	201.58	129.26	72.32	35.88%	1,007.90	646.30	361.60	35.88%	2,420.00
01-70-5380-000-500	MAINT/REP-BUILDING	4,581.50	180.00	4,401.50	96.07%	22,907.50	48,827.50	-25,920.00	-113.15%	55,000.00
01-70-5385-000-500	MAINT/REP-HVAC	2,082.50	0.00	2,082.50	100.00%	10,412.50	16,340.45	-5,927.95	-56.93%	25,000.00
01-70-5390-000-500	MAINT/REP-ELEC & PLUMB	2,082.50	737.74	1,344.76	64.57%	10,412.50	8,982.94	1,429.56	13.73%	25,000.00
01-70-5700-000-500	UTILITIES	12,495.00	7,464.63	5,030.37	40.26%	62,475.00	58,978.57	3,496.43	5.60%	150,000.00
01-70-5720-000-500	COMM(INTERNET & TELEPHONE)	1,332.80	1,179.43	153.37	11.51%	6,664.00	6,033.63	630.37	9.46%	16,000.00
01-70-5840-000-500	PROFESSIONAL CONSULTANTS	583.10	0.00	583.10	100.00%	2,915.50	0.00	2,915.50	100.00%	7,000.00
01-70-5940-000-500	COMMUNITY INVOLVEMENT	3,915.10	3,774.67	140.43	3.59%	19,575.50	16,696.61	2,878.89	14.71%	47,000.00
01-70-5940-002-500	OUTREACH/LIB PARK & CH	833.00	993.31	-160.31	-19.24%	4,165.00	993.31	3,171.69	76.15%	10,000.00
01-70-5940-003-500	MARKETING - LIBRARY	987.93	378.15	609.78	61.72%	4,939.65	2,593.30	2,346.35	47.50%	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	1,107.00	-773.80	-232.23%	1,666.00	1,861.15	-195.15	-11.71%	4,000.00
01-70-8205-000-500	PURCHASES/PERIODICAL REPLACE	14,994.00	12,260.30	2,733.70	18.23%	74,970.00	57,321.83	17,648.17	23.54%	180,000.00
01-70-8610-000-500	PURCHASES/BOOKS	15,827.00	9,862.16	5,964.84	37.69%	79,135.00	45,103.23	34,031.77	43.00%	190,000.00
	Total Expense:	280,832.91	231,959.61	48,873.30	17.40%	1,404,164.55	1,351,213.99	52,950.56	3.77%	3,371,344.00
	Total Fund: 01 - GENERAL FUND:	280,832.91	231,959.61	48,873.30	17.40%	1,404,164.55	1,351,213.99	52,950.56	3.77%	3,371,344.00

Monthly Budget Report

For Fiscal: Current Period Ending: 02/28/2026

		February Budget	February 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	2,846.69	0.00	2,846.69	100.00%	14,233.45	17,086.86	-2,853.41	-20.05%	34,174.00
	Total Expense:	2,846.69	0.00	2,846.69	100.00%	14,233.45	17,086.86	-2,853.41	-20.05%	34,174.00
	Total Fund: 12 - LIBRARY-STATE AID:	2,846.69	0.00	2,846.69	100.00%	14,233.45	17,086.86	-2,853.41	-20.05%	34,174.00
Fund: 13 - LIBRARY-BOOKS/DON										
Expense										
13-70-5010-000-500	COMPENSATION	182.34	0.00	182.34	100.00%	911.70	28.08	883.62	96.92%	2,189.00
13-70-5015-000-500	PAYROLL TAX EXP	13.91	0.00	13.91	100.00%	69.55	2.15	67.40	96.91%	167.00
13-70-5045-000-500	EMPLOYEE TRAINING	749.70	0.00	749.70	100.00%	3,748.50	3,419.52	328.98	8.78%	9,000.00
13-70-5050-000-500	MEMBERSHIP & DUES	2,957.15	260.00	2,697.15	91.21%	14,785.75	218.10	14,567.65	98.52%	35,500.00
13-70-5051-000-500	TRAVEL & CONFERENCE	966.28	998.00	-31.72	-3.28%	4,831.40	998.00	3,833.40	79.34%	11,600.00
13-70-5052-000-500	EMPLOYEE MISC EXPENSE	41.65	0.00	41.65	100.00%	208.25	0.00	208.25	100.00%	500.00
13-70-5090-000-500	POSTAGE	458.15	977.00	-518.85	-113.25%	2,290.75	2,790.95	-500.20	-21.84%	5,500.00
13-70-5100-000-500	SUPPLIES/PRINT & OFFICE	41.65	0.00	41.65	100.00%	208.25	0.00	208.25	100.00%	500.00
13-70-5105-000-500	SUPPLIES/OTHER	233.24	0.00	233.24	100.00%	1,166.20	0.00	1,166.20	100.00%	2,800.00
13-70-5110-000-500	SUPPLIES/JANITORIAL	83.30	0.00	83.30	100.00%	416.50	0.00	416.50	100.00%	1,000.00
13-70-5210-000-500	MAINTENANCE CONTRACTS	416.50	0.00	416.50	100.00%	2,082.50	0.00	2,082.50	100.00%	5,000.00
13-70-5220-000-500	COMPUTER SERVICES	749.70	0.00	749.70	100.00%	3,748.50	0.00	3,748.50	100.00%	9,000.00
13-70-5310-000-500	MAINT/REP-OFFICE EQUIP	166.60	0.00	166.60	100.00%	833.00	0.00	833.00	100.00%	2,000.00
13-70-5380-000-500	MAINT/REP-BUILDING	1,249.50	0.00	1,249.50	100.00%	6,247.50	0.00	6,247.50	100.00%	15,000.00
13-70-5605-000-500	RENTAL/STORAGE FACILITY	416.50	329.95	86.55	20.78%	2,082.50	2,619.60	-537.10	-25.79%	5,000.00
13-70-5840-000-500	PROFESSIONAL CONSULTANTS	5,414.50	0.00	5,414.50	100.00%	27,072.50	0.00	27,072.50	100.00%	65,000.00
13-70-5940-000-500	COMMUNITY INVOLVEMENT	3,207.05	576.61	2,630.44	82.02%	16,035.25	5,650.96	10,384.29	64.76%	38,500.00
13-70-5992-000-500	MERCHANT FEES	291.55	0.00	291.55	100.00%	1,457.75	677.28	780.47	53.54%	3,500.00
13-70-8100-000-500	PURCHASE/OFFICE & COMP EQUIP	583.10	0.00	583.10	100.00%	2,915.50	2,276.91	638.59	21.90%	7,000.00
13-70-8150-000-500	PURCHASES-SMALL EQUIP	349.86	0.00	349.86	100.00%	1,749.30	0.00	1,749.30	100.00%	4,200.00
13-70-8205-000-500	PURCHASES/PERIODICAL REPLACE	41.65	0.00	41.65	100.00%	208.25	0.00	208.25	100.00%	500.00
13-70-8600-000-712	PURCHASES-CAP (OVER \$5K)	1,249.50	0.00	1,249.50	100.00%	6,247.50	0.00	6,247.50	100.00%	15,000.00
13-70-8610-000-500	PURCHASES/BOOKS	33.32	0.00	33.32	100.00%	166.60	0.00	166.60	100.00%	400.00
	Total Expense:	19,896.70	3,141.56	16,755.14	84.21%	99,483.50	18,681.55	80,801.95	81.22%	238,856.00
	Total Fund: 13 - LIBRARY-BOOKS/DON:	19,896.70	3,141.56	16,755.14	84.21%	99,483.50	18,681.55	80,801.95	81.22%	238,856.00
Fund: 20 - CAPITAL PROJECTS										
Expense										
20-70-5380-000-500	MAINT/REP-BUILDING	3,381.98	0.00	3,381.98	100.00%	16,909.90	16,700.00	209.90	1.24%	40,600.00
20-70-5610-000-500	LEASE/VEHICLE	1,082.56	1,429.18	-346.62	-32.02%	5,412.80	7,145.90	-1,733.10	-32.02%	12,996.00
20-70-5611-000-500	LEASE/VEHICLE-INTEREST	273.89	0.00	273.89	100.00%	1,369.45	0.00	1,369.45	100.00%	3,288.00
20-70-5630-000-500	LEASE/EQUIPMENT	1,171.61	0.00	1,171.61	100.00%	5,858.05	7,942.98	-2,084.93	-35.59%	14,065.00
20-70-5631-000-500	LEASE/EQUIPMENT-INTEREST	151.43	0.00	151.43	100.00%	757.15	0.00	757.15	100.00%	1,818.00
20-70-8100-000-500	PURCHASE/OFFICE & COMP EQUIP	4,469.04	18,724.10	-14,255.06	-318.97%	22,345.20	25,513.11	-3,167.91	-14.18%	53,650.00
20-70-8500-000-500	PURCHASES-CAP (UNDER \$5K)	833.00	2,971.80	-2,138.80	-256.76%	4,165.00	6,791.80	-2,626.80	-63.07%	10,000.00

Monthly Budget Report

For Fiscal: Current Period Ending: 02/28/2026

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

	February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
PURCHASES-CAP (OVER \$5K)	2,915.50	0.00	2,915.50	100.00%	14,577.50	0.00	14,577.50	100.00%	35,000.00
Total Expense:	14,279.01	23,125.08	-8,846.07	-61.95%	71,395.05	64,093.79	7,301.26	10.23%	171,417.00
Total Fund: 20 - CAPITAL PROJECTS:	14,279.01	23,125.08	-8,846.07	-61.95%	71,395.05	64,093.79	7,301.26	10.23%	171,417.00
Report Total:	317,855.31	258,226.25	59,629.06	18.76%	1,589,276.55	1,451,076.19	138,200.36	8.70%	3,815,791.00

Monthly Budget Report

For Fiscal: Current Period Ending: 02/28/2026

Group Summary

Account Typ...	February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 01 - GENERAL FUND									
Expense	280,832.91	231,959.61	48,873.30	17.40%	1,404,164.55	1,351,213.99	52,950.56	3.77%	3,371,344.00
Total Fund: 01 - GENERAL FUND:	280,832.91	231,959.61	48,873.30	17.40%	1,404,164.55	1,351,213.99	52,950.56	3.77%	3,371,344.00
Fund: 12 - LIBRARY-STATE AID									
Expense	2,846.69	0.00	2,846.69	100.00%	14,233.45	17,086.86	-2,853.41	-20.05%	34,174.00
Total Fund: 12 - LIBRARY-STATE AID:	2,846.69	0.00	2,846.69	100.00%	14,233.45	17,086.86	-2,853.41	-20.05%	34,174.00
Fund: 13 - LIBRARY-BOOKS/DON									
Expense	19,896.70	3,141.56	16,755.14	84.21%	99,483.50	18,681.55	80,801.95	81.22%	238,856.00
Total Fund: 13 - LIBRARY-BOOKS/DON:	19,896.70	3,141.56	16,755.14	84.21%	99,483.50	18,681.55	80,801.95	81.22%	238,856.00
Fund: 20 - CAPITAL PROJECTS									
Expense	14,279.01	23,125.08	-8,846.07	-61.95%	71,395.05	64,093.79	7,301.26	10.23%	171,417.00
Total Fund: 20 - CAPITAL PROJECTS:	14,279.01	23,125.08	-8,846.07	-61.95%	71,395.05	64,093.79	7,301.26	10.23%	171,417.00
Report Total:	317,855.31	258,226.25	59,629.06	18.76%	1,589,276.55	1,451,076.19	138,200.36	8.70%	3,815,791.00

Fund Summary

Fund	February Budget	February Activity	Variance		YTD Budget	YTD Activity	Variance		Total Budget
			Favorable (Unfavorable)	Percent Remaining			Favorable (Unfavorable)	Percent Remaining	
01 - GENERAL FUND	280,832.91	231,959.61	48,873.30	17.40%	1,404,164.55	1,351,213.99	52,950.56	3.77%	3,371,344.00
12 - LIBRARY-STATE AID	2,846.69	0.00	2,846.69	100.00%	14,233.45	17,086.86	-2,853.41	-20.05%	34,174.00
13 - LIBRARY-BOOKS/DON	19,896.70	3,141.56	16,755.14	84.21%	99,483.50	18,681.55	80,801.95	81.22%	238,856.00
20 - CAPITAL PROJECTS	14,279.01	23,125.08	-8,846.07	-61.95%	71,395.05	64,093.79	7,301.26	10.23%	171,417.00
Report Total:	317,855.31	258,226.25	59,629.06	18.76%	1,589,276.55	1,451,076.19	138,200.36	8.70%	3,815,791.00



Vestavia Hills, AL

Balance Sheet

Account Summary

As Of 01/31/2026

Account	Name	Prior Year Balance	Current Year Balance	Variance Favorable / (Unfavorable)
Fund: 12 - LIBRARY-STATE AID				
Assets				
12-00-1031-000-000	CLAIM ON CASH	0.00	0.00	0.00
12-00-1941-000-000	DUE FROM GENERAL FUND	0.00	0.00	0.00
	Total Assets:	0.00	0.00	0.00
Liability				
12-00-2000-000-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
12-00-2005-000-000	ACCOUNTS PAYABLE/OTHER	0.00	0.00	0.00
12-00-2741-000-000	DUE TO GENERAL FUND	0.00	0.00	0.00
12-00-2830-000-000	ENCUMBRANCES	0.00	0.00	0.00
12-00-2840-000-000	RESERVE FOR ENCUMBRANCES	0.00	0.00	0.00
	Total Liability:	0.00	0.00	0.00
Equity				
12-00-2950-000-000	FUND BALANCE/RESTRICTED	0.00	0.00	0.00
	Total Beginning Equity:	0.00	0.00	0.00
	Total Revenue	0.00	17,086.86	17,086.86
	Total Expense	0.00	17,086.86	-17,086.86
	Revenues Over/(Under) Expenses	0.00	0.00	0.00
	Total Equity and Current Surplus (Deficit):	0.00	0.00	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	0.00	0.00	0.00

Balance Sheet

As Of 01/31/2026

Account	Name	Prior Year Balance	Current Year Balance	Variance Favorable / (Unfavorable)
Fund: 13 - LIBRARY-BOOKS/DON				
Assets				
13-00-1010-000-000	PETTY CASH	600.00	600.00	0.00
13-00-1031-000-000	CLAIM ON CASH	556,398.73	630,293.10	73,894.37
13-00-1230-000-000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
13-00-1341-000-000	PREPAID EXPENSES	0.00	0.00	0.00
	Total Assets:	556,998.73	630,893.10	73,894.37
Liability				
13-00-2000-000-000	ACCOUNTS PAYABLE	2,307.25	1,867.69	439.56
13-00-2005-000-000	ACCOUNTS PAYABLE/OTHER	0.00	0.00	0.00
13-00-2741-000-000	DUE TO GENERAL FUND	0.00	0.00	0.00
13-00-2830-000-000	ENCUMBRANCES	0.00	0.00	0.00
13-00-2840-000-000	RESERVE FOR ENCUMBRANCES	0.00	0.00	0.00
	Total Liability:	2,307.25	1,867.69	439.56
Equity				
13-00-2900-000-000	NONSPENDABLE	0.00	0.00	0.00
13-00-2950-000-000	FUND BALANCE/RESTRICTED	528,068.51	598,377.32	70,308.81
	Total Beginning Equity:	528,068.51	598,377.32	70,308.81
Total Revenue		51,264.69	46,188.08	-5,076.61
Total Expense		24,641.72	15,539.99	9,101.73
Revenues Over/(Under) Expenses		26,622.97	30,648.09	4,025.12
	Total Equity and Current Surplus (Deficit):	554,691.48	629,025.41	74,333.93
	Total Liabilities, Equity and Current Surplus (Deficit):	556,998.73	630,893.10	73,894.37



Vestavia Hills, AL

Balance Sheet

Account Summary

As Of 02/28/2026

Account	Name	Prior Year Balance	Current Year Balance	Variance Favorable / (Unfavorable)
Fund: 12 - LIBRARY-STATE AID				
Assets				
12-00-1031-000-000	CLAIM ON CASH	0.00	0.00	0.00
12-00-1941-000-000	DUE FROM GENERAL FUND	0.00	0.00	0.00
	Total Assets:	0.00	0.00	0.00
Liability				
12-00-2000-000-000	ACCOUNTS PAYABLE	0.00	0.00	0.00
12-00-2005-000-000	ACCOUNTS PAYABLE/OTHER	0.00	0.00	0.00
12-00-2741-000-000	DUE TO GENERAL FUND	0.00	0.00	0.00
12-00-2830-000-000	ENCUMBRANCES	0.00	0.00	0.00
12-00-2840-000-000	RESERVE FOR ENCUMBRANCES	0.00	0.00	0.00
	Total Liability:	0.00	0.00	0.00
Equity				
12-00-2950-000-000	FUND BALANCE/RESTRICTED	0.00	0.00	0.00
	Total Beginning Equity:	0.00	0.00	0.00
	Total Revenue	17,192.28	17,086.86	-105.42
	Total Expense	17,192.28	17,086.86	105.42
	Revenues Over/(Under) Expenses	0.00	0.00	0.00
	Total Equity and Current Surplus (Deficit):	0.00	0.00	0.00
	Total Liabilities, Equity and Current Surplus (Deficit):	0.00	0.00	0.00

Balance Sheet

As Of 02/28/2026

Account	Name	Prior Year Balance	Current Year Balance	Variance Favorable / (Unfavorable)
Fund: 13 - LIBRARY-BOOKS/DON				
Assets				
13-00-1010-000-000	PETTY CASH	600.00	600.00	0.00
13-00-1031-000-000	CLAIM ON CASH	569,772.34	634,610.29	64,837.95
13-00-1230-000-000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
13-00-1341-000-000	PREPAID EXPENSES	0.00	0.00	0.00
	Total Assets:	570,372.34	635,210.29	64,837.95
Liability				
13-00-2000-000-000	ACCOUNTS PAYABLE	28,484.85	3,141.56	25,343.29
13-00-2005-000-000	ACCOUNTS PAYABLE/OTHER	0.00	0.00	0.00
13-00-2741-000-000	DUE TO GENERAL FUND	0.00	0.00	0.00
13-00-2830-000-000	ENCUMBRANCES	0.00	0.00	0.00
13-00-2840-000-000	RESERVE FOR ENCUMBRANCES	0.00	0.00	0.00
	Total Liability:	28,484.85	3,141.56	25,343.29
Equity				
13-00-2900-000-000	NONSPENDABLE	0.00	0.00	0.00
13-00-2950-000-000	FUND BALANCE/RESTRICTED	528,068.51	598,377.32	70,308.81
	Total Beginning Equity:	528,068.51	598,377.32	70,308.81
Total Revenue		69,182.80	52,372.96	-16,809.84
Total Expense		55,363.82	18,681.55	36,682.27
Revenues Over/(Under) Expenses		13,818.98	33,691.41	19,872.43
	Total Equity and Current Surplus (Deficit):	541,887.49	632,068.73	90,181.24
	Total Liabilities, Equity and Current Surplus (Deficit):	570,372.34	635,210.29	64,837.95

**BYLAWS OF THE
VESTAVIA HILLS LIBRARY IN THE FOREST
BOARD OF TRUSTEES
(Revised ~~January 2026~~ August 2024)**

ARTICLE I.
Name, Board Membership and Responsibilities.

- 1.1 The name of this organization is “The Board of Trustees of the Vestavia Hills Library in the Forest,” hereinafter referred to as the Board.
- 1.2 The name of the Vestavia Hills Public Library was changed to the Richard M. Scrushy Library on April 30, 1995 per Ordinance 1477. On April 17, 2006, Ordinance 1477 was rescinded by Ordinance 2154 changing the name back to the Vestavia Hills Public Library. A new facility was constructed in 2010 and the Library’s name changed to Vestavia Hills Library in the Forest on May 24, 2010 per Ordinance 2333.
- 1.3 The Vestavia Hills Public Library, which serves the City of Vestavia Hills and other communities in the Cooperative System of Jefferson County, was established by Ordinance No. 98, dated April 7, 1964 and was opened on April 13, 1969. The Board is the governing and policymaking body of the Vestavia Hills Library in the Forest.
- 1.4 Incorporated under the laws of the State of Alabama, it operates independently of the Civil Service Commission and therefore is not under the jurisdiction of the Jefferson County Personnel Board. It is authorized by the Code of Ordinances, City of Vestavia Hills, Alabama, exercising the duties and powers enumerated in Chapter 7, Articles 1 through 2; it functions in accordance with Alabama Code 1975, Section 11-90-3.

ARTICLE II.
Appointments and Terms of Board Members; Vacancies and Compensation.

- 2.1 The Board of Trustees consists of five members appointed by the City Council of Vestavia Hills.
- 2.2 The City Council of Vestavia Hills shall fill all vacancies, including any expired or unexpired terms.
- 2.3 Each Board member may serve for no more than two consecutive four-year terms.
- 2.4 A Board member may succeed himself when continued service is deemed necessary; however, the Board should not be self-perpetuating to encourage active community participation.
- 2.5 Board members who are absent from two consecutive regular meetings or three nonconsecutive regular meetings of the Board during a single administrative year shall automatically vacate their position on the Board unless said members are absent due to unforeseen circumstances and/or emergencies. Under these circumstances, the remaining

Board members shall review and vote upon retaining or removing Board members from the Library Board.

2.6 [Board members may also be removable for cause if they \(i\) cease to live in Vestavia Hills, or \(ii\) knowingly or willfully fail to comply with these bylaws.](#)

2.76 Board members shall serve without compensation, but by resolution of the Board of Trustees, may receive a reasonable amount as reimbursement of expenses incurred in attending to their authorized duties.

ARTICLE III.
Officers, Ex-Officio Members and Board Duties.

Section 1. Officers.

3.1 Officers shall be elected by the Board and shall be chosen by nomination and a simple majority vote at the January meeting each year. The officers of the Board shall be Chair, Vice Chair and Secretary.

3.2 Each officer shall hold office until the next annual January meeting of the Board and until a successor shall be elected. No officer shall serve longer than two consecutive terms.

3.3 The Chair of the Board shall preside at all meetings, appoint all committees, authorize calls for all special meetings and generally perform the duties of a presiding officer [which shall include helping to set the agenda for Board meetings based on concerns brought to his or her attention by the Director or other Board members.](#) The Chair shall serve as an ex-officio member of all committees.

3.4 The Vice Chair of the Board shall perform the duties of Chair in the absence of the Chair. The Vice Chair shall be responsible for the orientation of new Board members in conjunction with the Library Director.

3.5 The Office of Secretary shall be filled by the Director of the Library. The Director or designee, shall issue notices of the meetings, keep a true and accurate account of the proceedings of the Board and have custody of the minutes and attendance records.

Section 2. Ex-Officio (Non-Voting) Board Members.

3.6 In addition to the voting members of the Board, there shall be separate categories consisting of Ex-Officio members of the Board, each with specific purposes and functions. The individuals selected to serve in such capacities shall not diminish nor affect the number of voting members required for Board membership. Nonvoting members are invited to attend all regularly scheduled Board meetings and may have the full right to engage in all matters discussed therein, except as otherwise noted.

3.7 **The Director of the Library and the City Council Liaison** shall be Ex-Officio members of the Board.

3.8 **Members of the Friends of the Library and the Foundation Board** who serve as liaisons to the Library are invited to attend the meetings of the Board.

3.9 **Emeritus Board Members.** Directors may establish an Emeritus Board to support the mission of the Corporation. Membership on the Emeritus Board is restricted to retired or past members of the Board of Directors who have provided distinguished service to the organization over a sustained period. Emeritus Board members are ex-officio members of the Board.

Nominations. Any standing member of the Board of Directors can nominate individuals for membership to the Emeritus Board. Nominations must be approved by a majority vote of the standing members of the Board of Directors.

Meetings. Emeritus Board members are welcome to attend regular Board of Directors meetings in a non-voting capacity but are not required to do so.

Duties and Responsibilities of Emeritus Board members are as follows:

- a) Serve as advocates for the Library and its mission.
- b) Provide feedback to the Board of Directors and Staff.
- c) Provide advice and technical expertise to the Board and Staff.
- d) Assist in identifying and fostering relationships with others whose interest and support are important and beneficial to the Library, and
- e) Assist and advise the Board in fund-raising efforts, where appropriate.

Section 3.10 **Duties of Board Members.** The Board's primary role is to direct governance, set policy for the Library and oversee its strategic direction. The Board is not primarily responsible for the day-to-day management of Library operations or staff. Duties of members of the Board shall include the following:

- (a) Attend meetings of the Board, enter discussion, and participate in decision-making on items coming before the Board.
- (b) Study and be familiar with reports and materials sent to Board members prior to meetings. Remain informed regarding Library laws, policies, trends, long range plan, and services.
- (c) Attend local, state and national Library and trustee meetings, workshops and/or training as needed.
- (d) Serve on committees when requested to do so by the Chair.
- (e) Refer problems brought to the attention of the individual Board member to the Director and the Board Chair for review, action, or submission to the Board. If any Board member feels that he or she cannot refer a problem o the Director, he or she may refer it only to the Board Chair.
- (f) Recognize that an individual Board member has no authority to act for the Library Board of the City of Vestavia Hills except at the request of the Board.

(g) Work with the City Manager collectively as a Board to evaluate the Director.

ARTICLE IV.
Board Committees

4.1 Board Committees may be formed whenever the Board deems it necessary to facilitate Board business.

Section 1. Standing Committees.

4.2 The Standing Committees shall ~~make regular reports to the Board~~ be selected at the Annual Meeting, and membership shall be for one year by appointment of the Chair. Standing Committees need only meet and report to the Board as necessary. Standing committees shall be as follows: Budgeting/ Finance; Facilities/Construction; Human Resources/ Staff Support; Policies; Grant Writing/ Funding; Outreach to Schools; Marketing; Survey/ Community Input; Foundation Liaison; and Friends Liaison. Duties are provided as follows:

Budgeting/ Finance: This committee shall assist with budget preparation and approval as requested by the Director, as well as attend annual budget hearings.

Facilities/Construction: This committee shall work with the Deputy Director to periodically evaluate facility needs and funding required for sustaining and improving the facility as well as assist with facility updates and construction projects.

Human Resources/ Staff Support: This committee shall work with the Library Director to update job descriptions, resolve personnel matters and staffing concerns as they arise; the committee shall also support staff training and development opportunities.

Policies: This committee shall review and evaluate new and updated policies before submission to the Board for approval.

Grant Writing/ Funding: This committee shall work with the Library Director, Staff and Foundation Board Members to locate, write, and submit grants for the Library.

Outreach to Schools: This committee shall serve as a liaison to the school system, promote Library services and offerings, and work to establish solid communication and partnerships when possible within the school system.

Marketing: This committee shall work with the Communications Specialist and Marketing Manager by submitting and implementing ideas that promote the Library via social media, in-house and in various City publications.

Survey/ Community Input: This committee shall work with Library Staff to develop and distribute surveys to Library patrons and citizens of Vestavia Hills

Foundation Liaison: This committee shall represent the Board by attending Foundation meeting and serving on committees as needed.

Friends Liaison: This committee shall represent the Board by attending Friends meeting and programs, as well as serving on committees as needed.

Section 2. Special Committees.

4.3 Special Committees may be appointed by the Chair for special purposes and shall serve only until completion of the assignment.

ARTICLE V.
Board Meetings.

Section 1. Meetings

5.1 The Board will meet at least once every quarter with additional meetings called by the Chair as the need arises. [Meetings shall occur on the fourth Wednesday of the applicable month at 4:00 p.m. at the Library in the Forest unless rescheduled or cancelled by the Chair.](#) Date, time and place of such meeting(s) will be published publicly as required. At the regular meeting of the Board, the meeting will be conducted in accordance with the agenda prepared prior to each meeting.

5.2 All Board meetings are open to the public as required by the [Sunshine Law of Alabama Open Meetings Act \(codified in Alabama Code Title 36, Chapter 25A, Sections 36-25A-1, et.seq.\)](#), and the Board will abide by all requirements of this and all other applicable Alabama state laws regarding open meetings. [The Board shall provide an opportunity for public comment as part of the order of business. The Board may impose reasonable time, place, and manner rules and policies regarding how public comment shall occur. For example, the Board may limit each speaker's ability to speak based on time availability or limit speakers to Vestavia residents and Library members.](#)

5.3 Roberts Rules of Order, latest revision, will be the authority for all questions of procedure at any meeting of the Board.

5.4 The regular meeting held during the month of January shall be known as the annual meeting. This meeting shall be for the purpose of electing the officers, reviewing bylaws and conducting any additional business that may arise.

5.5 A special meeting may be called at any time by the Chair of the Board. Board members and/or the Director may at any time request a special meeting be called and the Chair shall comply.

Section 2. Notice.

Notice of all meetings shall be given by the Director to all members at least five (5) days before each meeting. Any member unable to attend must notify the Director as soon as possible prior to the meeting.

Section 3. Quorum.

A quorum for the transaction of Library business shall consist of three members of the Board.

Section 4. Order of Business.

The order of business at the regular meetings shall be as follows:

1. Call to Order
2. Approval of the agenda and minutes (either read previously received)
3. Financial report and monthly statistics
4. Report of the Director
5. Unfinished business
- ~~6.~~ [New business](#)
- ~~6.7.~~ [Public Comment](#)
- ~~7.8.~~ [Adjournment](#)

ARTICLE VI.
Library Director.

6.1 The Board shall retain a qualified Director.

6.2 The minimum requirements of the Director shall include holding a Master of Library Science degree from a graduate school accredited by the American Library Association. The Director's job description and all other Library job descriptions shall be placed in the staff manual online on a secure server that is available to all staff.

6.3 The Director shall be considered the executive officer of the Library and shall have sole charge of the administration and day-to-day operations of the Library under the direction and review of the Board and in accordance with Board adopted policies. The Director shall be held responsible for the employment and direction of the staff, including working with the staff on any concerns brought to the Director's attention by the Board, ~~orientation of new Board members~~, the care of the building and equipment and the efficiency of the Library's service to the public. The Director is responsible for providing and compiling all financial data required by the City of Vestavia Hills to obtain funds necessary for operation of the Library and for the operation of the Library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except those at which appointment or salary is to be discussed. The Deputy Director may conduct the meeting in the absence of the Director in cases of personal exigencies.

6.4 The Director shall provide an orientation for new Board members following their appointment by the City Council. The Director shall also accept all Board concerns made

pursuant to 3.10 (e), investigate those concerns, report to the Board regarding a proposed course of action, and carry out any course of action directed by the Board.

6.5 The Director shall be responsible for the implementation, enforcement, and ongoing compliance with the Library's Non-Discrimination Policy. This responsibility includes ensuring employment and HR practices comply with applicable federal and state laws as well as city policies; fostering a respectful workplace environment; overseeing staff training and conduct; addressing complaints or violations in accordance with applicable laws and procedures; and ensuring that all library services, programs, and operations are administered without discrimination or animus.

ARTICLE VII. **By-Law Amendments**

7.1 These bylaws may be amended at any regular meeting of the Board with a quorum present by a majority vote of the members present, provided the amendment(s) was stated in the call for the meeting. The Board will discuss and summarize the amendment(s) first and vote on the proposed amendment(s) at a subsequent meeting.

7.2 As a matter of best practice, the Policy Committee shall review the bylaws regularly, but no less than every two years, and report any recommended revisions to the full Board at the Annual Meeting.

ARTICLE VIII. **Exculpation of Members of the Board of Trustees**

8.1 No member of the Board shall be liable to anyone for any acts on behalf of the Library Board or any omission with respect to the Library Board committed by such person, except for his or her own willful neglect or default.

8.2 No member of the Board shall be liable to anyone for any act of neglect or default on the part of any one or more of the other Board members in the absence of specific knowledge on the part of such Board member of such neglect or default.

ARTICLE IX. **General Provisions Conflicts of Interest**

~~Section 1. — Parliamentary Authority. The latest edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.~~

~~Section 2. — Amendments of Bylaws. These bylaws may be amended by a majority vote of the total membership of the Board (3 affirmative votes).~~

~~Section 39.1. Conflicts of Interest.~~—Members of the Library Board of the City of Vestavia Hills recognize that they, as a fiduciary, hold a position of public trust and that any effort to realize personal gain through official conduct is a violation of that trust.

9.2 The term conflict of interest as used in these Bylaws is broader than those acts prescribed by the State Ethics Law, Ala. Code Sec. 36-25-1, et. seq. and includes any circumstance in which a Library Board member’s personal, financial, or professional interests could reasonably be seen as competing with the interests of the Library. While the most common conflicts of interest are situations in which a Board member, an individual with whom he or she has an close personal relationship, or an entity in which he or she has a financial interest stands to financially benefit from a Board decision, including via a change in employment situation, conflicts of interest are not always financial. A Board member may be deemed to have a close personal relationship with a spouse, domestic partner, child, step-child, parent, step-parent, sibling, romantic partner, business partner, or any individual residing in the same household or financial dependent on the Board member.

9.3 Board members should disclose any conflicts of interest to the Board Chair in writing as soon as they become aware of them. If a Board member is not sure a situation is a conflict of interest, the Board member is urged to err on the side of disclosure. Board members shall complete an annual conflict of interest certification at Appendix A.

9.4 No member of the Board may participate in discussions regarding, make motions or vote on proposals or other matters before the Board in which the member has a conflict of interest, as defined in the State Ethics Law, Sec. 36-25-1 through Sec. 36-25-30, Code of Alabama, 1975.

9.5 No member of the Board may use their position to secure a benefit for him or herself, a family member, or an entity in which he or she has a financial interest. This includes accepting gifts, favors, or benefits that could reasonably be interpreted as intending to influence official action.

~~Section 4. — Non-Discrimination Policy. The Vestavia Hills Library in the Forest is an equal-opportunity employer, and does not discriminate according to race, creed, color, ethnicity, sex, gender, sexual orientation, religion, national origin, citizenship, age, disability or handicap, genetic information, medical condition, status as a disabled or status as a veteran as outlined by the Equal Employment Opportunity Commission, or any other characteristic protected by applicable federal, state or local laws.~~

ARTICLE X.
Date of Adoption.

~~10.1 These bylaws were previously initially adopted on in 20240. They should be reviewed, at minimum, every other year. They have been revised on (insert dates).~~

Date of Adoption of these Revised Bylaws: January 2025April 24, 2024

**APPENDIX A — CONFLICTS OF INTEREST DISCLOSURE & ANNUAL
CERTIFICATION**

Vestavia Hills Library Board of Trustees

Name: _____

Position: _____

Year: _____

Disclosure

Please disclose any actual or potential conflicts of interest, including:

- Financial interests
- Interests affecting immediate family or close personal relationships
- Leadership roles in nonprofit, civic, or volunteer organizations that may be affected by Board action

No conflicts to disclose

Conflicts disclosed (attach additional pages if necessary):

Certification

I certify that the above disclosure is complete and accurate to the best of my knowledge and that I will promptly disclose any future conflicts should they arise.

Signature: _____ Date: _____

FRIDAY FLICK

MOVIE



Party

Vestavia Library Parking Lot

MARCH 27 * 7 PM

ALL AGES! * FOOD * KIDS CRAFTS

While Supplies Last

BRING YOUR OWN CHAIR!