



**Vestavia Hills
Library Board of Trustees Agenda
October 23, 2024
4:00 PM**

Meeting Items

1. Call to Order - April MacLennan Chair
2. Approval Of The Agenda
3. Approval Of Minutes from Wednesday, August 21, 2024

Director's Report - Taneisha Tucker

4. October 2024 Director's Report

Library Board Packet Items

5. News Articles and Correspondence
6. Marketing Report - Todd Richardson
7. Monthly Statistical Reports - August & September 2024
8. Current Budget Report
 - a. September 2024 Budget
 - b. Balance Sheets Funds 12 & 13

Unfinished Business

9. Projector and Sound System Update

New Business

10. Extended Hours for Study - Daniel Tackett
11. 2025 Library Holiday Closing Schedule
12. 2025 Staff Meeting Schedule
13. APLS Administrative Code Policy and Compliance
14. JCLC Library Card Application - Daniel Tackett
15. Circulation Policy
16. Censorship and Materials Reconsideration Policy

17. Copy Machines and Public Printers Policy
18. ALA Expenditure of Funds Policy

Committee Reports

Friends Report

Foundation Report

19. Annual mailer

Informational Items

20. 2024 Statement Certifying Library Board Meetings
21. State Aid Annual Distribution Agreement
22. American Library Association Conference Discussion - Conference Attendees
23. Library Board Member Interviews - November 6 and November 13, 2024

Library Board Meeting Minutes August 21, 2024

I. Call to Order – April MacLennan, Chair

The Vestavia Hills Library in the Forest Board of Trustees met in regular session on Wednesday, August 21, 2024 at 4pm.

Present:

Ms. April MacLennan – Chair
Ms. Susan Swagler – Vice Chair
Mr. Kevin Archer – Member
Mr. Christopher Gerety – Member
Dr. Jimmy Bartlett – Board Emeritus
Mayor Ashley Curry – City Liaison
Ms. Elise Bodenheimer – Friends Co-Chair
Ms. Ann Hamiter – Interim Foundation Chair
Ms. Taneisha Tucker – Library Director
Mr. Daniel Tackett – Deputy Director
Mr. Todd Richardson – Marketing Department Head
Ms. Marie Nash – Administrative Assistant

Absent:

Mr. Larry Cochran – Member
Mr. Jeff Downes – City Manager
Ms. Bethany Mitchell – Recorder

II. Approval of Today’s Agenda

Mr. Archer motioned to approve the amended August 21, 2024 agenda. Ms. Swagler seconded the motion. The amended agenda for today’s meeting was unanimously approved.

III. Approval of Minutes from Wednesday, April 24, 2024

Ms. Swagler motioned to approve the minutes from April 24, 2024. Mr. Archer seconded the motion. The BOT minutes from April 24, 2024 were unanimously approved.

IV. Director’s Report – Ms. Tucker

Included in the packet. Ms. Tucker presented the output measures, outcome measures, and budget to the city council on Monday. This fiscal year, the library hired a part-time custodian, promoted a part-time Teen Clerk to full-time, recertified the library’s security guard, replaced a host server with funding from an LSTA grant, purchased an interactive table provided by the Friends, installed an interactive kiosk provided by the Foundation, and completed a \$33,000 HVAC upgrade with Trane. A \$150,000 boiler replacement will begin soon as well.

For 2025, the library requested capital purchases for maintenance including: waterproofing windows (\$90,000), replacing chairs for public service staff, purchasing kid-friendly chairs for the Children’s Department, replacing the floor and mat at the main entrance, and replacing outdoor furniture. Technology requests included enhancing the Community Room’s media, upgrading the Universal Power

Supply, and purchasing a disaster recovery package that includes backup devices for cloud-based storage. The city council approved the budget requests for this fiscal year.

Statistics for output and outcome measures concerned four main categories:

- **Building Usage:** The library is 56,000 patrons away from meeting the annual building usage goal. According to Placer.ai, patrons spend an average of 85 minutes at the library.
- **Collection and Materials:** Circulation of physical materials has decreased for the library as well as for other over-the-mountains libraries and the Birmingham Public Library. VHL ranks 5th in circulation of physical materials. In contrast, the library's digital materials circulation increased by 19%, ranking VHL second in this category compared with other libraries.
- **Events and Outreach:** The library has surpassed its goal for 2024 by 29%. Programs are well attended, especially those taking place outside of the library and throughout the local community. Outreach programming increased from 2 events to 10 events.
- **Technology:** Usage of the library's technology was projected at 23,000 patrons per month. Thus far, the library has just under 36,000 patrons per month in usage.

a. Deputy Director's Report – Mr. Tackett

Amendments to the library's materials selection policy are necessary to continue to receive state aid. APLS's new co-changes require a library's policies to state that the library does not purchase materials that contain obscene, sexually explicit, or otherwise inappropriate materials for children and youth. The deadline for the updated policy is June 2025. The updated policies will be brought before the BOT in the October meeting for review. If approved, patrons under the age of 18 must have a parent present to receive their own library card. Additionally, the parent must sign a statement that he/she is aware that the library card can be used to check out any materials in the library.

State aid for the library is approximately \$35,000 annually. Ms. Tucker stated that the library does not solely depend on state aid like smaller libraries do. As such, she said the updated policies will be ready but not submitted immediately to monitor potential policy changes.

V. Library Board Packet Items

The city asked the library to place the board packets online. As a result, the board packets are now sent to members via the city portal.

a. News Articles and Correspondence

Included in the packet.

b. Marketing Reports – Mr. Richardson

Included in the packet. At the Back-to-School event, 500 backpacks filled with supplies were given away to members of the community. Other backpacks and supplies were given to Midfield Library for distribution to local schools. Local media featured the back-to-school event and Makerspace classes. Mr. Richardson suggested becoming a sister library. This would be a partnership with another library—potentially in a foreign country or outside of the state—for exchanging ideas, cultures, and more. A meet and greet for potential PALS/Junior Board members is forthcoming.

c. Monthly Statistical Reports (April – July 2024)

Included in the packet.

d. Bank Statements

Included in the packet.

e. Current Budget Report

Included in the packet.

f. Balance Sheets, Fund 12 and Fund 13

Included in the packet.

VI. Unfinished Business

a. 2024/2025 Budgets: General, Fund 12, Fund 13, Fund 20 – Ms. Tucker

The city funded nearly all budget requests.

i. *General Budget 2024/2025*

Refer to the board packet for details.

ii. *Fund 12 State Aid 2024/2025*

Refer to the board packet for details.

iii. *Fund 13 Donations 2024/2025*

Refer to the board packet for details.

iv. *Capital Budget 2024/2025*

Refer to the board packet for details.

b. Video Wall Update / New Proposal – Mr. Richardson

Ms. Tucker stated that the video wall plan for the Community Room has been canceled due to unsatisfactory customer service from the vendor and a lengthy wait time for installation. She added that Mr. Downes has approved a new proposal and has agreed to move the funding to the 2024/2025 fiscal year budget.

Mr. Richardson introduced the new proposal by local business Holt AV. The initial quote including installation fees totals \$53,400. The proposal includes a new laser projector (\$21,000), three-foot speakers, an amplifier, sound systems, microphones, and other similar AV equipment to revamp the Community Room. Mr. Richardson stated that for potentially an additional \$4,000-\$5,000 the library could purchase two 75-inch TVs. The library originally budgeted \$80,000 for the video wall. Holt AV is a local business, so any service needs should be much quicker than with the previous vendor.

c. Library Maintenance and Repairs – Ms. Tucker and Mr. Tackett

The library has a water leak. Consultants continue to search for the leak's source. Regarding repairs in progress, technicians are working to restore the electronic door locking system and physical door components for the front doors. Currently, the closing staff department head must turn off power to the door to make it lock. The doors should be completed soon once a part arrives and is installed. Similarly, replacement of the boilers will begin upon the arrival of ordered parts.

VII. New Business

a. Patron Trespass – Ms. Tucker

Ms. Tucker asked the board for permission to indefinitely trespass a patron. The patron, hereby named Patron X for privacy, has already been trespassed from Homewood and potentially other libraries. The individual made inappropriate comments to a staff member. As a result, Ms. Tucker spoke with the patron's companion since the patron is autistic. She

let the companion know about the inappropriate comments, stating that Patron X would be trespassed if it happened again. Later, Patron X called a different staff member. The staff member could not comply with the patron's request. Patron X used profanity and called the staff member names. Ms. Tucker stated that she is fine with the companion coming into the library to pick up materials for Patron X, but she does not want Patron X in the library.

Mr. Archer motioned to indefinitely trespass patron Patron X but allow the companion or aid to check out materials on the patron's behalf provided that prior conditions are met for the trespass. Mr. Gerety seconded the motion. The trespassing of the patron was unanimously approved.

b. *House and Senate Bills Impacting Public Libraries – Mr. Tackett*

HB4 would apply certain criminal obscenity laws to public libraries, public school libraries and employees or agents acting on behalf of the legitimate educational purposes of the K-12 public school libraries or public libraries.

With SB6, the city council can vote to remove any board member with a two-thirds vote.

c. *ALA Conference Discussion – Ms. MacLennan*

This will be discussed at the next meeting.

VIII. Committee Reports

IX. Friends Report – Ms. Bodenheimer

The Friends have \$60,949 in their accounts, which consists of CDs and money market accounts. The bookstore grossed nearly \$1,000 in June and \$786 in July. The Friends will have 8 programs for 2024/2025, two of which are fundraisers. Fliers for the Friends' upcoming events have been distributed throughout the community. The first meeting is Meet and Greet Bingo in September. The Friends hope to begin selling tickets online for fundraising events with Dolores Hydock and Sean Dietrich. A drawing for two free Dolores Hydock tickets will take place at the next Friends meeting. The Friends also have a new email address, which is friends@vestavialibrary.org.

X. Foundation Report – Ms. Hamiter

The Foundation's funds as of July 31, 2024 are \$194,194. Funds should be approximately \$185,000 for the fiscal year after paying for an upcoming donor event and paying for Summer Reading. Ms. Hamiter thanked Ms. Tucker, Mr. Tackett, and the library staff for staying under budget for Summer Reading. The Foundation's goal was to collect \$15,000 for the Partners in Reading campaign for Summer Reading. The Jefferson County Commission provided \$5,000 of that funding as a grant. The Foundation exceeded their goal, collecting \$15,515.

On August 29, the Foundation will host its 2nd annual donor celebration event: Books, Bites, and Bubbles. This event recognizes library and Foundation donors as well as individuals that have made an impact for either entity. Mayor Curry, the owners of Bike Link of Hoover, and other notable individuals will be recognized and thanked for their contributions.

The Foundation's annual meeting will take place September 11 at 8:30am. Work will begin on the holiday mailer, which the Foundation hopes to distribute by Thanksgiving or sooner. Ms. Hamiter

thanked the board for their support of the Foundation. She stated that the Foundation is still looking for a chairperson.

XI. Informational Items

a. *JCLC Member Contract – Ms. Tucker*

The annual contract is included in the packet.

b. *State Aid Notification Document – Ms. Tucker*

This document indicates the anticipated population for Vestavia Hills and what amount the library will receive per capita. The document is included in the packet.

c. *State Aid Disbursement Table – JCLC FY 2025 – Ms. Tucker*

The document is included in the packet.

d. *JCLC Member 2024 – 2025 Fees – Ms. Tucker*

This document shows the library's fees for membership with JCLC. JCLC's fees are based on population, circulation, computer usage, and more. The document is included in the packet.

e. *Desirable Qualifications for Library Board Members – Ms. Tucker*

The board reviewed the Desirable Qualifications for Library Board Members document and submitted any comments to Ms. Tucker prior to the board meeting. The document is included in the packet. The city council has two dates established for those interested in applying for a library board position. Current board members that have fulfilled one term may apply to fulfill a second term if desired.

XII. Adjournment

The meeting adjourned at 5:15pm. The next BOT meeting is Wednesday, October 23, 2024 at 4pm at the Vestavia Hills Library.

Taneisha Tucker
Director’s Report to the Library Board of Trustees
September and October 2024
October 17, 2024

News and Correspondence

News Articles

- September 20, 2024** ALGOP Chair Wahl Voted New Chair of Alabama Public Library Service Board
- September 27, 2024** Prattville Plaintiffs Say Library Books Are Not Government Speech
- October 08, 2024** Cullman Library Reclassifies Entire Young Adult Collection as Fiction
- October 16, 2024** Moms for Liberty Shares 2025 Agenda, Doubling Down on Libraries
Jacob Holmes | Alabama Political Reporter

Statistics and Programming Overview Please review report for details.

August		September	
Visits	4.76% decrease	Visits	3.21% increase
Program Attendance	256% increase 35 programs 1294 patrons	Program Attendance	1% decrease 70 programs 1,016 patrons
Circulation	4.12% total increase	Circulation	10.38% total decrease

Budgets and Balance Sheets

Budget Report September 2024

General Fund 01 Balance: \$151,764.91
Fund 12 / State Aid Balance: \$15,140.12
Fund 13 / Donations Balance: \$120,309.77

Director's Notes

Library Staff

- No changes.

Library Happenings

- The library will serve as a Toys for Tots location for the holidays. Patrons will be invited to donate a toy for up to \$20 in waived fines. In 2025, we want to increase partnerships with local organizations who give to the community. We plan to work with five to six organizations, beginning with the Lions Club in February.
- The library's annual Staff Day will occur Thursday, December 5, 2024, from 8 am – 5 pm. Cultivate Wellness will discuss health and nutrition. The Fire Department will conduct CPR training, and the Police Department will conduct active shooter training. The Friends of the Library will provide lunch for the staff.
- The library photo studio is available now for Halloween portraits. It will be available from November 18, 2024 – January 2025 for holiday photos.
- We will host a Carnival in the Forest on Sunday, October 27 from 3-5 pm.
- Staff completed Ninjio and Vestavia Hills Cybersecurity Training Courses.
- Wendy Bridges has received her Notary Public Certificate.
- Todd Richardson hosted a PALS recruiting meeting in September with five patrons attending.
- The annual United Way Campaign is underway. We hope to give more than \$2,000 on behalf of the library.

Building and Technology Updates

TECHNOLOGY

- Configured and installed eight new Macs in the Teen Department
- Offered a new computer class on AI.
- Purchased three digital signature pads for capturing patron signatures for the new library cards.
- Renewed VMWare License.

BUILDING

- We are working with Alabama Audubon to conduct studies and surveys regarding birds colliding with the glass on the building. We are investigating preventative measures to help save birds.
- We are waiting for Alscan to install the custom-made pass-through for the wiring that goes through the door hinge for the automated locks. The previous one was worn out. In the meantime, they have rewired the door, so it is currently functioning. We recently encountered another issue: a third door was not unlocking as it should. Alscan came out to make some adjustments, and it is working now.
- Comfort Systems began installing the new boilers on Monday, October 14, 2024.

- A new mat for the front entrance has been ordered.
- We are replacing lights in the Circulation and Adult Departments.
- The sprinkler system has been turned off until the water leak is repaired. Work was suspended until the beginning of the new budget year.
- Don's Carpet One will make repairs to sections of flooring in the Children's and Teen Departments.

Director's Meetings, Events Schedule included:

- Todd Richardson – marketing, publications, Friends, Foundation, strategic planning
- Library Department Heads
- Daniel Tackett – facilities, library happenings, personnel updates
- City Department Heads (3)
- PLDAA Administrators' Meeting (2)
- Foundation Meeting
- Library Directors' Meeting (2)
- Pam Parson (New budget)
- Library Staff Meeting
- Customer Marketing Summit, San Francisco, CA
- Steve Ammons / Amanda Bonner
- Foundation Donor Event
- JCLC Executive Board Meeting (2)
- Derek Anderson
- Jeff Downes - performance appraisal
- Jeff Downes - monthly meeting
- Jeff Downes, Daniel Tackett – personnel
- April Moon (2)
- Billy Conner—building concerns
- Katie Bailey – APLS Consultant
- JCPLA Training
- City Council Meeting
- Liberty Park Site Visit
- Over the Mountain Library Directors
- Lauren Headrick, Daniel Tackett, Todd Richardson – Carnival Planning
- Children's Department Staff
- Avoiding Legal Landmines Training – JCPB
- Ayla Russell (2) – JCPB
- Nancy Roark - Ingram Representative
- Dr. Lianne Koczur – bird study / window options to save birds
- LS 513 Course for the University of Alabama Library School – Served as guest instructor with the topic Public Libraries and Directorship

Freedom to Read Foundation backs plaintiffs in Prattville Library suit

The lawsuit will be “fully briefed” by Friday for Judge Myron Thompson to consider the issuance of a preliminary injunction that could temporarily strike down the library’s policies.

By **JACOB HOLMES**

Published on September 17, 2024 at 8:02 am CDT

There has been another flurry of filings in a federal lawsuit against the Autauga-Prattville Library Board that could set the tone for library policy across the state.

The board on Monday filed a motion to dismiss the suit on multiple fronts, arguing that the suit against the February policies is now moot, and that the challenge to current policy is “not ripe.” The motion also argues the plaintiffs lack standing due to lack of sufficiently concrete injuries.

The plaintiffs Friday filed a lengthy rebuttal, claiming that the policies clearly do result in concrete and actual injuries to the patrons who have filed suit.

The plaintiffs also gained the support of the Freedom to Read Foundation, which filed an amicus brief Friday to support their position.

The foundation argues in the brief that the current policy requires the complete removal of any books vaguely “recommended for minors” if they contain any sexual content whatsoever.

“... librarians at the library are effectively prevented from acquiring books that discuss sex in some form and have been ‘recommended’ for minors,” the foundation states in its brief. “For example, ‘To Kill a Mockingbird’ is recommended by its publisher for ages 11 through 18 and is listed on the library’s website as being suitable for readers in grades 9-12, but its story involves an alleged sexual assault. Similarly, another staple of the high school reading curriculum, ‘The Catcher in the Rye,’ includes many sexual references, is recommended by the publisher for ages 12 through 17, and is listed on the library’s website as being suitable for readers in grades 9-12.

“As the policy now stands, a librarian could reasonably conclude that these books are ‘sexually explicit’ and because these books are ‘recommended for minors,’ ‘To Kill a Mockingbird’ and ‘Catcher in the Rye’—not to mention many other classic works of literature, history and so forth—must be pulled from the shelves.”

The APPL board passed policies in February that outright prevented the collection of books “recommended to minors” discussing sexual orientation and gender identity in addition to sexual content and requiring that selection criteria to be considered in the process of removing books. After the filing of the lawsuit, the board passed new policies in June that only bar sexually explicit content from the sections for minors and shift responsibility for other decisions to the library director. However, an accompanying resolution makes it clear that the board cannot

overrule the director's decision to remove books for minors that discuss sexual orientation or gender discordance.

The board argues in its filing that the update of the policies in June show makes the claims against the February-passed policies moot.

“First, as explained above, the change to the policies resulted from the Board’s genuine desire to continue receiving state funding pursuant to the APLS’s administrative rule change making state funding conditional upon the Board’s adoption of certain policies,” the board wrote in its motion. “The new policies closely track the language of the APLS rule to ensure the Board’s continued eligibility for state funding, not to manipulate the Court’s jurisdiction. The burden is on the Plaintiffs to show otherwise.”

The plaintiffs argued that the February policy already complied with the new APLS code, weakening the argument that the June changes came to satisfy those requirements. The plaintiffs also cited a Facebook post by Clean Up Alabama leader Hannah Rees in a Moms for Liberty group, stating “Make sure to note that we did not back down, exact same still no gender identity and sexual orientation but presented differently to get a lawsuit dismissal. We have still won and books have been removed from the library and will not be acquired further.”

The board’s motion admits that the February policies “on their face, restrict the Plaintiffs’ access to any constitutionally protected material based on content,” but said the new policies limit content-based restrictions to sexually explicit and obscene content. With this in mind, the board argues that the plaintiff’s claims are “not ripe” due to a lack of actual injury.

“Moreover, the Plaintiffs have not established a sufficient hardship if the Court withholds consideration of these issues in this lawsuit,” the board’s motion reads. “Based on the pleadings, it appears the Plaintiffs have not even attempted to avail themselves of the reconsideration procedures established by the new Reconsideration Policy. Therefore, they themselves are to blame for any hardship they may feel in not being able to check out their preferred reading material, especially since the Selection Criteria policy was adopted over two months ago.”

Plaintiffs argue the removal of the books from the shelves and the limitation on acquisition of books have caused actual and ongoing injuries to them, as they seek to check out materials that are no longer accessible due to the policy.

It is unclear what books, if any, have been removed from circulation since the passage of the June policies. Numerous books that appeared on a list compiled by “mad mommas” that largely include LGBTQ-themed content have been pulled from shelves but interim director Tammy Bear told **APR** at the time that those books had merely been pulled for review and had not been removed from the collection. Still, the books were not only removed from shelves, but from the library catalog as well.

The back-and-forth filings bring the lawsuit near the end of its current stage as Judge Myron Thompson considers the board’s motion to dismiss as well as a request by the plaintiffs for preliminary injunction.

The plaintiffs have until Friday to submit one last filing in response to any motion by the defendants opposing the preliminary injunction. At that point, the issue will be “fully briefed” and Thompson can then issue a ruling. Neither party has suggested a hearing would be necessary, as the board is only challenging the lawsuit facially and not materially.

ADVERTISEMENT. SCROLL TO CONTINUE READING.

ALGOP Chair Wahl voted new chair of Alabama Public Library Service board

Alabama Republic Party Chair John Wahl is now the chairman of the Alabama Public Library Service executive board.

By **JACOB HOLMES**

Published on September 20, 2024 at 7:53 am CDT



ALGOP Chairman John Wahl Facebook/John Wahl

Alabama Republic Party Chair John Wahl is now the chairman of the Alabama Public Library Service executive board after a narrow vote Thursday.

Outgoing chairman Ron Snider recommended that Angelia Stokes serve as chair with Jerria Martin to serve as vice chair. Board member Amy Minton countered and made a motion instead to make Wahl chair with Martin as vice chair.

Stokes said prior to the vote that her concern about how it might look for Wahl to serve as the chair of the APLS board while serving as chair of ALGOP, to which Wahl countered that the new role would not give him any additional voting power.

Minton argued that Wahl's connections with lawmakers could help the agency amid controversy, which has come primarily from Republican lawmakers and citizens.

"The Legislature is sending us a clear signal with (House Bill 4) that they're going to handle this themselves if we don't handle it to prevent further cuts," Minton said. Asked by another board

member to clarify, Minton said the APLS board needs to have policies “in place and enforced” in libraries.

The vote came down to Martin after Minton and Debbie Windsor, the two newest appointees of Gov. Kay Ivey, supported making Wahl chair. Martin offered a compromise to name Wahl as chair and Stokes as vice chair, but Snider said the existing motion needed to be dealt with first—Martin chose to approve of Wahl as chair and herself as vice chair.

Wahl told **APR** after the meeting that he is excited to serve as chair and said he hopes that the board can “move past some of the controversy that we’ve had.”

“We’ve listened to the people of Alabama, we’ve listened to the parents of Alabama with the policy changes going into effect now and I think it’s time we moved on and targeted things that are going to also be productive for the people of Alabama and making sure that our libraries are useful to every citizen.”

Read Freely Alabama, which opposed the APLS code changes, criticized Wahl as an “anti-library extremist” and said he has championed last year’s version of HB4.

“For the past year, Mr. Wahl abused his position as Alabama GOP chair and APLS board member to collude with extremist groups Moms for Liberty and Clean Up Alabama in attacking libraries for books about LGBTQ communities and racial justice, as well as books written by Black and indigenous authors in Alabama,” Read Freely leadership said in a statement Thursday.

Wahl told **APR** that he has been adamant that the controversy be addressed at the APLS level, and expressed concern about HB4 both during and after the meeting. The bill would allow librarians to be charged with misdemeanors if they fail to move books that patrons deem inappropriate; whether the book is actually in violation of law is something that would likely have to move through the criminal court system. The bill has 50 sponsors in the Alabama House of Representatives.

“I understand the state legislature has the prerogative to step in, but I would hope they would give the board a chance to address issues before they made permanent changes in state law,” Wahl said.

And as far as APLS is concerned, Wahl told **APR** he thinks the board has addressed the issue with its changes to the requirements for state aid, which require libraries to have policies that prevent obscene and sexually explicit books from being available in sections for minors, as well as other undefined “inappropriate” materials.

While Wahl has been on record opposing budget cuts to the agency, his party voted in February to support the previous version of HB4 that could lead to the arrest of librarians. The version of

the bill at the time of that vote could have included felony charges, although lawmakers revised the bill to limit charges to misdemeanors.

Board votes down raise for Pack

The vote on who should serve as the next chair of the APLS board was foreshadowed earlier in the meeting when the members considered its annual performance evaluation of Director Nancy Pack. Board members could rate Pack on a scale of 0-3 and all members submitted evaluations except Wahl. Pack's evaluation came out to 1.78 and Snider made a motion to approve a one-step increase in pay for Pack, equivalent to about \$4,000.

After some debate, Pack said told the board she did not care about whether they gave her the raise, but noted that the agency had initially been slated to face an 18 percent budget cut by lawmakers and that she worked to reduce that to the 9 percent cut that ultimately passed.

Wahl also took some credit for talking to lawmakers and working to reduce the severity of the budget cut, again pointing to his relationships with Republican lawmakers as an advantage of his chairmanship.

Wahl told Pack that it "is nothing personal" and that he may be more "hard-nosed than some," but believed the director should not get a pay raise on top of an agency-wide two percent COLA raise when the agency faced a budget cut of about \$350,000. Minton also expressed her disapproval of granting Pack a raise after the budget cut.

Stokes seconded Snider's recommendation for the pay increase, and Michelle Hughes voted in favor, leaving just one more vote necessary for Pack's raise to be approved. A long silence followed in which Snider looked at Martin, who appeared to be on the fence about whether to vote in favor. Martin ultimately said nothing and the motion failed for lack of a majority.

Budget cuts result in loss of programs, positions

Pack explained to the board what the agency is cutting back as it prepares to face a fiscal year with \$350,000 less to work with than the year prior. The most significant cut is the elimination of a \$150,000 program that loans wifi hotspots to rural libraries that patrons can check out, as they may lack access to broadband.

Board members expressed concern about losing the program and leaving patrons who rely on hotspots in the lurch, and interest in renewing the program if and when funding is available.

The budget cuts also resulted in a loss of a position for operations manager, with the board voting between advertising for the position or a vacancy for assistant director.

Pack said other small cuts were made across the board in areas that should have the agency meeting its new reduced budget.

New state aid requirements disrupt federal grant distribution

The new requirements for state aid caused a complication for the board at a time when it would normally be choosing applicants for competitive LSTA grants.

The agency typically distributes up to \$1 million in grants to libraries for special projects depending on their grant applications, with the LSTA committee grading applications on merit. Many of these grants go toward technology and collection development, Pack said, although some libraries put in more creative applications.

But LSTA grants require recipients to meet state aid requirements to be eligible for the federal money, and Pack told the board that only 75 libraries have submitted new policies to the board thus far. Out of those 75 libraries, only 29 have applied for LSTA grants, and some of those applications were rated lower than the typical cutoff score for grants.

So the board faced a dilemma: with a June 30, 2025 deadline to have the LSTA money spent, the APLS board could either distribute the LSTA funds to libraries that were already eligible and had applied, even if their applications were subpar, or not issue competitive grants this year and spend the LSTA money on grants that would benefit the entire state.

Board members grappled with whether there might be time for more libraries to become eligible and still have grants completed in time, which could risk the funds going unspent.

Martin suggested that the LSTA money could be used to provide the hotspots to the rural libraries in lieu of libraries having specific projects funded. The board ultimately voted unanimously to use the LSTA money on statewide grants for 2025 and have Pack develop specifics for the next board meeting.

Cullman library reclassifies entire young adult collection as fiction

Cullman County Public Library Director Amber Thornton said the decision came as a precaution with unclear guidance from consultation and APLS.

By **JACOB HOLMES**

Published on October 8, 2024 at 7:19 am CDT

The Cullman Library effectively no longer has a young adult section after adopting new policies and reclassifying its entire young adult collection simply as fiction.

The drastic move is one of many different ways that libraries have responded to new state aid requirements from the Alabama Public Library Service spurred by controversy surrounding books containing LGBTQ+ or sexual themes on library shelves for minors.

The new code requires libraries receiving state aid to adopt policies preventing materials that are obscene or sexually explicit from being shelved in sections for minors, as well as “other materials inappropriate for minors.”

Cullman County Public Library Director Amber Thornton said the decision came as a precaution with unclear guidance from consultation and APLS. Minors can still access the books if a parent/guardian clears them to check out books from the adult section. The library still has separate children’s and juvenile sections.

Cullman joins about 80 of the state’s more than 200 libraries that have adopted new policies in an attempt to comply with state aid requirements.

Read Freely Alabama and the Alabama Library Association have criticized the APLS code as being overly vague and could cause issues for smaller libraries.

“This is an unfortunate example of government overreach spurred by disinformation and outright prejudice from a small group of extremists,” said Krysti Shallenberger, head of the Cullman County chapter of Read Freely Alabama. “The Cullman County Public Library and board were forced into this decision as a result of the draconian administrative code changes pushed by Moms for Liberty, Alabama GOP Chair and APLS Chair John Wahl, Clean Up Alabama and (APLS members) Amy Minton and Debby Windsor.

“Young adults in Cullman are no longer allowed to be represented in their age appropriate section in the public library or access their own stories without these additional hurdles. What a 16-year-old reads is materially different than a 2-year-old. We applaud our library board and public librarians for making a tough decision to comply with these unfair code changes.”

Cullman isn’t the only library taking measures to require parental waivers to access books meant for young adults.

The Atmore Public Library has decided that the “downstairs” area will require a parent or guardian to be in attendance with any minors checking out books unless they have signed a waiver for their child. The upstairs children section will not have that requirement.

“Our board voted at its last meeting to make that policy change,” Library Director Hope Lassiter told the Atmore News. “Effective October 1, anybody under 18 needs to have a parent or guardian with them when they check out a book, or they have to have a parental consent form on file. The change in policy was made to protect us, and to protect minors.”

Moms for Liberty shares 2025 agenda, doubling down on libraries

The group is also pursuing to expand Alabama's ban on instruction of LGBTQ+ content in schools.

By **JACOB HOLMES**

Published on October 16, 2024 at 7:47 am CDT

The Moms for Liberty Alabama chapters have released a 2025 agenda, pursuing the passage of several pieces of legislation that failed in 2024.

The group is pushing once again to prohibit libraries from distributing materials that are sexually explicit or “developmentally inappropriate” to minors. This includes books with certain LGBTQ+ content, particularly books that support transgender concepts.

Rep. Arnold Mooney, R-Indian Springs, has already pre-filed legislation, House Bill 4, that would redefine material “harmful to minors” and create a process for librarians to face misdemeanor charges if they fail to respond to patron complaints. The bill has 50 Republican sponsors in the House, which all but assures its quick passage to the Senate.

The group is also pursuing to expand Alabama's ban on instruction of LGBTQ+ content in schools through 12th grade. Rep. Mack Butler, R-Rainbow City, worked with the group last year to bring that bill, which also would have banned teachers from having any kind of pride flag or sticker on display on school grounds. The bill was amended to extend only through eight grade, but failed to pass through the Senate last session.

Multiple bills from Rep. Susan DuBose, R-Hoover, are on the group's priority list including a bill to define “man” and “woman” under Alabama law to exclude transgender individuals and a bill to replace comprehensive sex education in Alabama schools with “sexual risk avoidance” curriculum.

Moms for Liberty has chapters in two Alabama counties: Madison and Baldwin.

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LIBRARIAN

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MARKETING REPORT
SEPTEMBER 2024

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LIBRARY IN THE FOREST KID LIBRARIAN



LIBRARY IN THE FOREST ALABAMA AUDUBON



The Library has partnered with Alabama Audubon to help bolster our birding programs and to help make our facility more bird-safe.

We have been working with Dr. Lianne Koczur who has been instrumental in getting this partnership off the ground.

Andrew, the program coordinator, is going to work with Terri about hold Nature at Noon programs as well as general birding and other bird-related events.

Lianne is also speaking at our Friends meeting in February. February will be a bird-focused month in honor of the Great Backyard Bird Count.

NATURE AT NOON

Join us for our monthly **NATURE AT NOON** birding walks as we explore natural sites in Birmingham, Tuscaloosa, and other urban areas in our state. Led by one of our expert staff, birders can expect to cover a variety of natural-history topics, from birds to plants to geological features. The walks begin on a Friday at noon and generally last from one to two hours. Our aim with these walks is to provide access to those who may not be able to join us on the weekend for a full-day field trip in the field—or those who are not early birds! They are open to all ages and experience levels.



SCIENCE & CONSERVATION DIRECTOR

LIANNE KOCZUR, PHD

A Massachusetts native, Lianne's interest in birds really began when she worked at Padre Island National Seashore and got to spend time watching all of the amazing coastal birds in the area. After earning a B.A. in biology from the University of Maine at Farmington, she spent several years working as a field biologist, monitoring piping plovers and least terns in South Dakota and black-capped vireos and nesting sea turtles in Texas, restoring seabird habitat on California's Santa Barbara Island, and conducting shorebird surveys along the Gulf Coast.

In 2013, Lianne earned her master's degree in range and wildlife management from Texas A&M-Kingsville for her studies of American oystercatcher reproductive success; she then continued at Kingsville, earning a Ph.D. in wildlife science in 2017 for her work on reddish egret movement. She joined our team in March 2019.



PROGRAM COORDINATOR

ANDREW LYDEARD

Andrew Lydeard was born in South Carolina and spent his formative years exploring the diverse woodlands and stream systems in Alabama, which led to a lifelong fascination with the diversity of the state. He graduated in 2011 from Virginia Tech with a B.S. in Biological Sciences, and his 'spark bird' was the Red Crossbill during an ornithology lecture on bill adaptations. In 2018, he became a seasonal Least Tern and Snowy Plover steward in Baldwin County, AL for Alabama Audubon (formerly Birmingham Audubon) and has focused on bird advocacy and conservation ever since.

Andrew has returned to Alabama Audubon after completing graduate studies at Murray State University and a two-year position as Lab Manager at the Savannah River Ecology Lab. He currently resides in the Birmingham area with his dog, Pickle, and spends his spare time admiring and photographing the birds of the southeast and especially Alabama.



LIBRARY IN THE FOREST IN THE NEWS



Vestavia Hills Events Guide September 2024

BY A SHLEY ROGER | SEPTEMBER 17, 2024 12:57 PM

Sept. 10: Vestavia Hills Chamber of Commerce Monthly Luncheon. 11:30 a.m. to 1 p.m. Vestavia Country Club, 400 Beaumont Drive. Network with other chamber members and hear a speaker. Reservations are \$25. For more information, visit vestavi hills.org.

Sept. 15: 5th Annual Celebrate the Family Expo. 10 a.m. to 2 p.m. Finley Center, Hoover Metropolitan Complex. Bring the family to enjoy this event by Birmingham Christian Family Magazine, which is sponsored yearly by many Vestavia Hills businesses. The event will include live music, inflatables for kids, food trucks and other vendors. This year will include a line-up of celebrity chefs sharing tips and samples on the Sweet Grown Alabama Celebrity Chef Stage. There will also be free paper shredding offered by RecyLABILITY and much more. Admission is free. Visit birminghamchristian.com/celebrate-the-family-expo-2024 for more information or sponsor registration.

Sept. 12-13: Whale of a Sale. Vestavia Hills United Methodist Church. Come shop at the twice-annual consignment sale and fundraiser. Shoppers can find gently used children's clothing, shoes, accessories, baby gear and maternity clothing. The funds raised will go toward projects for the Vestavia Day School and The Rucker Collier Foundation. The public can shop on Thursday from 4 to 8 p.m. and again on Friday from 9 a.m. to 1 p.m. An early shopper pass can be purchased online for \$10, allowing shoppers to enter the sale before the public, beginning at 2 p.m. on Thursday. For more information, visit vhmc.org/woas.

Sept. 14: Vestavia City Center's Puppy Palooza. 11 a.m. to 1 p.m. Vestavia City Center. Bring the whole family, pups included, for a day of festivities. This year's event is sponsored by Hollywood Feed. Funds raised will support the Greater Birmingham Humane Society. There will be live music, a charity bar, kids activities and animals for adoption. This event is free to the public. For more information, visit business.vestavi hills.org/events.

Sept. 18: Monthly Morning Rolls and Referrals. 8-9:30 a.m. Town Village Vestavia Hills, 2385 Dolly Ridge Road. Join the monthly professional networking event with other local businesses. All types of businesses are welcome. Drop by for coffee, cinnamon rolls and connections. Register for your chance to win door prizes. This event is free of charge. For more information, visit business.vestavi hills.org/events.

Vestavia Hills Library in the Forest Events

Technology

Register online at vestavi library.org/tech or call 205-978-4679.

Sept. 5: Google Drive. 4-5:30 p.m. Electronic Classroom. Learn how to use Google Drive. Class participants must have a Gmail account and know their password.

Sept. 12: Basic Microsoft Excel. 4-5:30 p.m. Electronic Classroom.

Sept. 17: Basic Microsoft Word. 4-5:30 p.m. Electronic Classroom.

Sept. 26: Canva - Designing Made Easy. 4-5:30 p.m. Electronic Classroom.

Adults (ages 18 and older)

Thursdays: Beginner Yoga Series with Kathy. 2 p.m. Join a certified instructor to learn the basics of yoga. Bring your own mat if possible. No registration required.

Sept. 4: Crafter's — Stenciled Tote Bags. 11 a.m. Community Room. Registration required.

Sept. 24: Adult Writing Series — Special Guest Cornelia Beckett. 6 p.m. Downstairs Programming Room. All skill levels welcome.

Sept. 26: Friends of the Library — Bingo. 9:30 a.m. Join in a bingo party to kick off the fall season. Refreshments and coffee served.

Children

Tuesdays: Toddler-a-Go-Go. 9:30 a.m. and 10:30 a.m. Community Room. Ages 18-36 months.

Tuesdays: After-School Adventures 3:30 p.m. Children's Program Room. For grades K-2.

Wednesdays: Silly Goose Storytime. 10:30 a.m. Children's Program Room. For ages 3-5.

Wednesdays: Twelve Below. 3:30 p.m. Children's Program Room. For grades 3-6.

Thursdays: Book Babies. 10 a.m. Treehouse. For babies through 18 months.

Sept. 8: Family Night With Juggler Ron Anglin. 6 p.m. Community Room. Come for a meal and a juggling show. All ages welcome.

Teens (Grades 6-12)

Sept. 4: Writing Group — Picture Prompts. 4 p.m. Historical Room. Snacks served.

Sept. 11: Art Group — Comics by Committee. 4 p.m. Makerspace. Snacks served.

FIVE September Events NOT to MISS IN VESTAVIA HILLS

Sep 3, 2024 | Events | 0



Family Night

Tuesday, Sept. 10 | 6 p.m.

Vestavia Hills Library in the Forest

Join the VHLIF for a night of fun featuring juggler Ron Anglin for his “Quite a Catch” juggling show! All ages are invited to this event. Dinner will be served at 6 p.m., and the show begins at 6:30 p.m. Learn more [here](#).

Puppy Palooza

Saturday, Sept. 14 | 11 a.m.-1 p.m.

Vestavia City Center

Brought to patrons by Hollywood Feed, Puppy Palooza will feature live music, local vendors, kid and pup-friendly activities, complimentary drinks and of course, adoptable dogs! A portion of proceeds benefit the Greater Birmingham Humane Society. For more information, visit [here](#).

Library Bingo

Thursday, Sept. 26 | 2 p.m.

Vestavia Hills Library in the Forest

Join the Friends of the Vestavia Hills Library in the Forest for bingo! Play for fun prizes and bragging rights. Tag @vestavihillsmag in your bingo photos, and we’ll publish some of our favorites in our upcoming issue.

VHLF Statistics Report August 2024

August 2024

	Current	Previous	% Monthly	Value Mon.	YTD	YTD	% YTD	Value YTD
Hours	2024	2023	2024	2024	2024	2023	2024	2024
Total Days Open	31	31	0.00%	0	314	313	0.32%	1
Total Hours Open	273	277	-1.44%	-4	2,799	2,777	0.79%	22

Library Visits

Gate Count	29,404	29,026	1.30%	378	303,257	302,321	0.31%	936
Curbside Appointments	13	7	85.71%	6	127	107	18.69%	20
Offsite Program Visits (open to the public)	0	0	0.00%	0	4	1	300.00%	3
Outreach Visits (schools, daycares, private facilities)	0	0	0.00%	0	0	0	0.00%	0
Adult	1	1	0.00%	0	11	10	10.00%	1
Teens	0	0	0.00%	0	0	0	0.00%	0
Children	0	2	-100.00%	(2)	8	16	-50.00%	-8
Website Visits	13,358	15,927	-16.13%	(2,569)	164,265	163,730	0.33%	535
Mobile App Sessions	890	883	0.79%	7	11,450	10,672	7.29%	778
Total Library Visits	43,666	45,846	-4.76%	(2,180)	479,122	476,857	0.47%	2,265

VHLF Statistics Report August 2024

Programs and Events

	2024		2023		2024 YTD		2023 YTD	
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
Adult								
In person	5	142	5	129	97	1,738	5	129
Virtual and Passive	0	0	0	0	0	0	0	0
Total Adult Programs	5	142	5	129	97	1,738	5	129
Change %	0%	10%			1840%	1247%		
Change Value	0	13			92	1,609		
Teens								
In person	14	101	12	101	171	1,792	12	101
Virtual and Passive	0	0	0	0	0	0	0	0
Total Teen Programs	14	101	12	101	171	1,792	12	101
Change %	17%	0%			1325%	1674%		
Change Value	2	0			159	1,691		
Children								
In person	2	28	1	17	278	11,534	1	17
Virtual and Passive	0	0	0	0	4	3,521	0	0
Total Children's Programs	2	28	1	17	282	15,055	1	17
Change %	100%	65%			28100%	88459%		
Change Value	1	11			281	15,038		
Makerspace								
In person	6	37	7	28	65	235	7	28
Virtual and Passive	0	0	0	0	2	396	0	0
Total Makerspace Programs	6	37	7	28	67	631	7	28
Change %	-14%	32%			857%	2154%		
Change Value	-1	9			60	603		
Technology								
In person	4	29	7	42	42	309	7	42
Virtual and One on one	1	27	1	46	11	322	1	46
Total Technology Programs	5	56	8	88	53	631	8	88
Change %	-38%	-36%			563%	617%		
Change Value	-3	-32			45	543		
Other								
Tours	0	0	0	0	0	0	0	0
Total Other	0	0	0	0	0	0	0	0
Change %	0%	0%			0%	0%		
Change Value	0	0			0	0		
Outreach Events								
City Events	1	185	0	0	10	3,594	0	0
Chamber of Commerce	0	0	0	0	7	16,100	0	0
Cabaha Heights	1	380	0	0	3	4,580	0	0
Liberty Park	1	365	0	0	5	1,065	0	0
Total Other	3	930	0	0	25	25,339	0	0
Change %	0%	0%			0%	0%		
Change %	3	930			25	25,339		
Total Programs and Events								
	35	1,294	33	363	695	45,186	33	363
Change %	6%	256%			2006%	12348%		
Change Value	2	931			662	44,823		

VHLF Statistics Report August 2024

Services	Current	Previous	% Monthly	Value Mon.	YTD	YTD	% YTD	Value YTD
	2024	2023	2024	2024	2024	2023	2024	2024
Borrowed from Other Libraries	2,301	2,150	7.02%	151	23,128	21,633	6.91%	1,495
Coffee	46	54	-14.81%	-8	645	824	-21.72%	-179
Holds for Liberty Park Lockers	183	119	53.78%	64	2,236	2,065	8.28%	171
Interlibrary Loans	53	12	341.67%	41	392	296	32.43%	96
Loans to Other Libraries	2,252	2,164	4.07%	88	21,512	20,951	2.68%	561
Notary Service	7	7	0.00%	0	68	29	134.48%	39
Passports	149	128	16.41%	21	1,185	1,293	-8.35%	-108
Public Computer Usage	5,698	2,415	135.94%	3,283	56,737	51,095	11.04%	5,642
Reserves	398	382	4.19%	16	4,400	4,087	7.66%	313
Self-Checkout Machine Usage	11,676	7,947	46.92%	3,729	117,838	120,291	-2.04%	-2,453
Test Proctoring	1	2	-50.00%	-1	80	105	-23.81%	-25
Voter Registration	5	3	66.67%	2	26	8	225.00%	18
Wireless Network Usage	4,582	1,945	135.58%	2,637	46,170	40,800	13.16%	5,370
Reference Questions Total (Department Breakdown)	2,454	2,613	-6.08%	-159	2,454	2,613	-6.08%	-159
Adult	942	895	5.25%	47	10,845	13,562	-20.03%	-2,717
Teens	784	735	6.67%	49	8,182	9,139	-10.47%	-957
Children	375	568	-33.98%	-193	5,891	10,814	-45.52%	-4,923
Technology	247	320	-22.81%	-73	2,392	2,657	-9.97%	-265
Makerspace	106	95	11.58%	11	840	488	72.13%	352
Total Services	29,805	19,941	49.47%	9,705	305,021	302,750	0.75%	2,271

Memberships

Adult Residents	111	94	18.09%	17	959	710	35.07%	249
Child Residents	14	16	-12.50%	-2	174	218	-20.18%	-44
Adult Non-Residents	83	59	40.68%	24	703	592	18.75%	111
Child Non-Residents	8	8	0.00%	0	31	43	-27.91%	-12
Out of County	3	0	3.00%	3	17	10	70.00%	7
Total Memberships	219	177	23.73%	42	1,884	1,573	19.77%	-2,864

Meeting Room Use

	Rented	Attendees	Rented	Attendees	YTD Rent	YTD Attend	YTD Rented	YTD Attend
	2024	2024	2023	2023	2024	2024	2023	2023
Community Room	7	408	12	667	87	4,903	109	5,597
Historical Room	0	0	0	0	5	36	3	26
Tree House	2	15	3	45	19	150	28	385
Children's Program	5	143	5	95	34	670	15	276
Outdoor Classroom	0	0	0	0	0	0	0	0
Rooftop Garden	0	0	0	0	1	50	0	0
Total Rental Usage	14	566	20	807	146	5,809	155	6,284

Study Room Use

	Checked Out	Users	Checked Out	Users	YTD Chk Out	YTD Users	YTD Chk Out	YTD Users
	2024	2024	2023	2023	2024	2024	2023	2023
All Rooms	345	480	318	485	3,644	5,634	3,142	4,891
Total Study Room Usage	345	480	318	485	3,644	5,634	3,142	4,891

VHLF Statistics Report August 2024

Library Materials Usage - Physical

	Current	Previous	% Monthly	Value Mon.	YTD	YTD	% YTD	Value YTD
	2024	2023	2024	2024	2024	2023	2024	2024
Physical Book Circulation								
Adult Books	6,180	5,281	17.02%	899	61,496	60,903	0.97%	593
Adult Large Print	1,366	1,372	-0.44%	-6	14,252	14,132	0.85%	120
Teen Books	1,874	1,459	28.44%	415	18,796	17,987	4.50%	809
Children's Books	11,451	11,350	0.89%	101	112,422	119,310	-5.77%	-6,888
Total Physical Books	20,871	19,462	7.24%	1,409	206,966	212,332	-2.53%	-5,366
Adult Physical Non-Book Circulation								
Non-Fiction DVDs / Rokus	145	85	70.59%	60	1,214	1,436	-15.46%	-222
Audiobooks	265	361	-26.59%	-96	3,007	3,706	-18.86%	-699
Blu-rays	546	378	44.44%	168	4,795	3,406	40.78%	1,389
DVDs	1,638	1,822	-10.10%	-184	17,120	20,791	-17.66%	-3,671
Games and Puzzles	30	23	30.43%	7	277	269	2.97%	8
Launchpads	0	3	-100.00%	-3	32	22	45.45%	10
Magazines	51	53	-3.77%	-2	465	631	-26.31%	-166
Mixed Media	16	5	220.00%	11	88	142	-38.03%	-54
Music	220	264	-16.67%	-44	2,384	2,678	-10.98%	-294
Self-playing Audio	0	0	0.00%	0	1	41	-97.56%	-40
WiFi-Hotspots	60	56	7.14%	4	714	808	-11.63%	-94
Other: Kits	1	3	-66.67%	-2	15	9	66.67%	6
Other: Hammocks	0	0	0.00%	0	4	8	-50.00%	-4
Other: Walking Sticks	0	0	0.00%	0	3	1	200.00%	2
Total Adult Physical Non-Book Circulation	2,972	3,053	-2.65%	2	30,119	33,948	-11.28%	-90
Teen Non-Book Circulation								
Teen Audiobooks	12	13	-7.69%	-1	93	171	-45.61%	-78
Teen Blu-rays	87	79	10.13%	8	916	796	15.08%	120
Teen DVDs	234	250	-6.40%	-16	2,389	3,001	-20.39%	-612
Teen Games	543	362	50.00%	181	5,572	5,001	11.42%	571
Teen Other: Specify	0	0	0.00%	0	0	0	0.00%	0
Total Teen Physical Non-Book Circulation	876	704	24.43%	172	8,970	8,969	0.01%	1
Children's Non-Book Circulation								
Audiobooks	46	42	9.52%	4	526	479	9.81%	47
Augmented Reality	17	16	6.25%	1	158	320	-50.63%	-162
Blu-rays	70	35	100.00%	35	535	471	13.59%	64
DVDs	640	702	-8.83%	-62	7,038	9,001	-21.81%	-1,963
Launchpads	42	43	-2.33%	-1	509	596	-14.60%	-87
Magazines	16	15	6.67%	1	228	267	-14.61%	-39
Mixed Media	580	640	-9.38%	-60	6,629	6,477	2.35%	152
Music	14	17	-17.65%	-3	186	184	1.09%	2
Self-playing Audio	53	30	76.67%	23	329	394	-16.50%	-65
Views	30	19	57.89%	11	170	209	-18.66%	-39
Other: Kits	0	0	0.00%	0	16	35	-54.29%	-19
Total Children's Physical Non-Book Circulation	1,508	1,559	-3.27%	-51	16,324	18,433	-11.44%	-2,109

VHLF Statistics Report August 2024

Library Materials Usage - Digital	Current 2024	Previous 2023	% Monthly 2024	Value Mon. 2024	YTD 2024	YTD 2023	% YTD 2024	Value YTD 2024
Adult Digital Usage								
eBooks (Overdrive & Hoopla)	4,330	4,444	-2.57%	-114	47,456	46,750	1.51%	706
Graphic Novel Downloads (Hoopla)	52	74	-29.73%	-22	538	483	11.39%	55
Audiobook Downloads (Overdrive & Hoopla)	6,064	5,586	8.56%	478	64,856	54,836	18.27%	10,020
Downloadable Music (Hoopla)	71	69	2.90%	2	711	777	-8.49%	-66
Movies/Documentaries/TV Downloads (Hoopla & Kanopy)	486	575	-15.48%	-89	5,850	5,150	13.59%	700
Magazine Downloads	836	527	58.63%	309	14,021	4,947	183.42%	9,074
Adult Digital Usage Total	11,839	11,275	5.00%	564	133,432	112,943	18.14%	20,489
Teen Digital Usage								
Teen eBooks (Overdrive)	466	684	-31.87%	-218	6,211	5,870	5.81%	341
Teen Audiobook Downloads (Overdrive)	372	440	-15.45%	-68	4,597	3,888	18.24%	709
Teen Digital Usage Total	838	1,124	-25.44%	-286	10,808	9,758	10.76%	1,050
Children's Digital Usage								
eBooks (Overdrive & Hoopla)	858	1,037	-17.26%	-179	11,941	9,674	23.43%	2,267
Graphic Novel Downloads (Hoopla)	42	36	16.67%	6	344	340	1.18%	4
Audiobook Downloads (Overdrive & Hoopla)	627	530	18.30%	97	6,381	6,106	4.50%	275
Downloadable Music (Hoopla)	1	14	-92.86%	-13	60	91	-34.07%	-31
Movies/TV Downloads (Hoopla)	37	72	-48.61%	-35	486	418	16.27%	68
Children's Digital Usage Total	1,565	1,689	-7.34%	-124	19,212	16,629	15.53%	2,583
Circulation Totals By Category								
Books	20,871	19,462	7.24%	1,409	206,966	212,332	-2.53%	-5,366
Adult Non-Books	2,972	3,053	-2.65%	-81	30,119	33,948	-11.28%	-3,829
Teen Non-Books	876	704	24.43%	172	8,970	8,969	0.01%	1
Children's Non-Books	1,508	1,559	-3.27%	-51	16,324	18,433	-11.44%	-2,109
Adult Digital Usage	11,839	11,275	5.00%	564	133,432	112,943	18.14%	20,489
Teen Digital Usage	838	1,124	-25.44%	-286	10,808	9,758	10.76%	1,050
Children's Digital Usage	1,565	1,689	-7.34%	-124	19,212	16,629	15.53%	2,583
Total Library Materials Usage	40,469	38,866	4.12%	1,603	425,831	413,012	3.10%	12,819

VHLF Statistics Report August 2024

Electronic Retrieval Sessions / Database Usage

	Current 2024	Previous 2023	% Monthly 2024	Value Mon. 2024	YTD 2024	YTD 2023	% YTD 2024	Value YTD 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	8	45	-82.22%	-37	362	378	-4.23%	-16
Niche Academy	0	29	-100.00%	-29	112	113	-0.88%	-1
Reference USA	0	0	0.00%	0	0	0	0.00%	0
Universal Class	59	24	145.83%	35	371	682	-45.60%	-311
Other Databases	519	934	-44.43%	-415	8,734	8,826	-1.04%	-92
Total Electronic Retrieval Sessions	586	1,032	-43.22%	-446	9,579	9,999	-4.20%	-420

Marketing

YouTube Views: Main	115	231	-50.22%	-116	7,649	21,889	-65.06%	-14,240
YouTube Views: Kids	0	0	0.00%	0	163	0	163.00%	163
Facebook Reach: Main	13,000	10,045	29.42%	2,955	139,800	93,807	49.03%	45,993
Facebook Reach: Kids	131	0	131.00%	131	4,106	0	4106.00%	4,106
Instagram Users: Main	2,201	1,855	18.65%	346	22,782	18,832	20.97%	3,950
Instagram Users: Kids	73	0	73.00%	73	757	0	757.00%	757
TikTok: Teens	1,834	2,992	-38.70%	-1,158	29,625	41,269	-28.21%	-11,644
LinkedIn	70	0	70.00%	70	635	0	635.00%	635

Library Holdings

Book Volumes	67,893	69,831	-2.78%	-1,938	748,047	762,603	-1.91%	-14,556
Serial Volumes	86	116	-25.86%	-30	946	2,043	-53.70%	-1,097
Audiobooks	3,575	3,526	1.39%	49	39,563	40,089	-1.31%	-526
Digital Collections	131,666	117,129	12.41%	14,537	1,358,533	1,206,228	12.63%	152,305
Music CDs	2,380	2,383	-0.13%	-3	26,170	30,021	-12.83%	-3,851
DVDs and Blu-rays	10,301	10,254	0.46%	47	112,821	118,545	-4.83%	-5,724
Other	218	188	15.96%	30	2,219	2,131	4.13%	88
Library Holdings Total	216,119	203,427	6.24%	12,692	2,288,299	2,161,660	5.86%	126,639

Volunteers

	Volunteers 2024	Hours 2024	Volunteers 2023	Hours 2023	YTD Vol. 2024	YTD Hours 2024	YTD Vol. 2023	YTD Hours 2023
Acquisitions	0	0	0	0	0	0	0	0
Adult	0	0	0	0	1	2	3	260
Children's	2	4	0	0	184	657	166	584
Circulation	0	0	0	0	0	0	0	0
Technology	1	6	1	15	11	104	10	126
Teens	4	14	2	8	14	112	11	119
Outreach	34	68	2	8	90	375	41	207
Volunteers Total	41	92	5	31	300	1,250	231	1,296

Staff Training By Department

	Staff 2024	Staff 2023	% Monthly 2024	Value Mon. 2024	YTD 2024	YTD 2023	% YTD 2024	Value YTD 2024
Acquisitions	6	0	6.00%	6	36	17	111.76%	19
Administration	1	0	1.00%	1	11	4	175.00%	7
Adult	6	7	-14.29%	-1	43	47	-8.51%	-4
Children's	6	2	200.00%	4	32	25	28.00%	7
Circulation	12	5	140.00%	7	93	32	190.63%	61
Technology	4	0	4.00%	4	37	7	428.57%	30
Teens	3	0	3.00%	3	20	6	233.33%	14
Staff Training Total	38	14	171.43%	24	272	138	97.10%	134

VHLF Statistics Report September 2024

September 2024

	Current	Previous	% Monthly	Value Mon.	YTD	YTD	% YTD	Value YTD
Hours	2024	2023	2024	2024	2024	2023	2024	2024
Total Days Open	28	28	0.00%	0	342	341	0.29%	1
Total Hours Open	248	251	-1.20%	-3	3,047	3,028	0.63%	19

Library Visits

Gate Count	25,605	24,871	2.95%	734	328,862	327,192	0.51%	1,670
Curbside Appointments	5	10	-50.00%	(5)	132	117	12.82%	15
Offsite Program Visits (open to the public)	0	0	0.00%	0	4	1	300.00%	3
Outreach Visits (schools, daycares, private facilities)			0.00%	0	0	0	0.00%	0
Adult	1	1	0.00%	0	12	11	9.09%	1
Teens	0	0	0.00%	0	0	0	0.00%	0
Children	0	0	0.00%	0	8	16	-50.00%	-8
Website Visits	12,979	12,772	1.62%	207	177,244	176,502	0.42%	742
Mobile App Sessions	1,069	771	38.65%	298	12,519	11,443	9.40%	1,076
Total Library Visits	39,659	38,425	3.21%	1,234	518,781	515,282	0.68%	3,499

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Programs and Events

	2024		2023		2024 YTD		2023 YTD	
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
Adult								
In person	13	240	8	149	110	1,978	8	149
Virtual and Passive	0	0	0	0	0	0	0	0
Total Adult Programs	13	240	8	149	110	1,978	8	149
Change %	63%	61%			1275%	1228%		
Change Value	5	91			102	1,829		
Teens								
In person	13	87	14	118	184	1,879	14	118
Virtual and Passive	0	0	0	0	0	0	0	0
Total Teen Programs	13	87	14	118	184	1,879	14	118
Change %	-7%	-26%			1214%	1492%		
Change Value	-1	-31			170	1,761		
Children								
In person	29	623	29	689	307	12,157	29	689
Virtual and Passive	0	0	0	0	4	3,521	0	0
Total Children's Programs	29	623	29	689	311	15,678	29	689
Change %	0%	-10%			972%	2175%		
Change Value	0	-66			282	14,989		
Makerspace								
In person	11	17	7	16	76	252	7	16
Virtual and Passive	0	0	0	0	2	396	0	0
Total Makerspace Programs	11	17	7	16	78	648	7	16
Change %	57%	6%			1014%	3950%		
Change Value	4	1			71	632		
Technology								
In person	3	15	4	12	45	324	4	12
Virtual and One on one	1	34	1	23	12	356	1	23
Total Technology Programs	4	49	5	35	57	680	5	35
Change %	-20%	40%			1040%	1843%		
Change Value	-1	14			52	645		
Other								
Tours	0	0	0	0	0	0	0	0
Total Other	0	0	0	0	0	0	0	0
Change %	0%	0%			0%	0%		
Change Value	0	0			0	0		
Outreach Events								
City Events	0	0	0	0	10	3,594	0	0
Chamber of Commerce	0	0	0	0	7	16,100	0	0
Cabaha Heights	0	0	0	0	3	4,580	0	0
Liberty Park	0	0	0	0	5	1,065	0	0
Total Outreach Events	0	0	0	0	25	25,339	0	0
Change %	0%	0%			0%	0%		
Change Value	0	0			25	25,339		
Total Programs and Events								
	70	1,016	63	1,007	765	46,202	63	1,007
Change %	11%	1%			1114%	4488%		
Change Value	7	9			702	45,195		

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Services

	Current	Previous	% Monthly	Value Mon.	YTD	YTD	% YTD	Value YTD
	2024	2023	2024	2024	2024	2023	2024	2024
Borrowed from Other Libraries	2,161	1,980	9.14%	181	25,289	23,613	7.10%	1,676
Coffee	67	57	17.54%	10	712	881	-19.18%	-169
Holds for Liberty Park Lockers	194	217	-10.60%	-23	2,430	2,282	6.49%	148
Interlibrary Loans	53	25	112.00%	28	445	321	38.63%	124
Loans to Other Libraries	2,136	2,011	6.22%	125	23,648	22,962	2.99%	686
Notary Service	7	2	250.00%	5	75	31	141.94%	44
Passports	117	97	20.62%	20	1,302	1,390	-6.33%	-88
Public Computer Usage	5,469	4,706	16.21%	763	62,206	55,801	11.48%	6,405
Reserves	348	393	-11.45%	-45	4,748	4,480	5.98%	268
Self-Checkout Machine Usage	10,051	10,092	-0.41%	-41	127,889	130,383	-1.91%	-2,494
Test Proctoring	0	8	-100.00%	-8	80	113	-29.20%	-33
Voter Registration	9	0	9.00%	9	35	8	337.50%	27
Wireless Network Usage	4,566	3,990	14.44%	576	50,736	44,790	13.28%	5,946
Reference Questions Total (Department Breakdown)	2,418	2,707	-10.68%	-289	2,418	2,707	-10.68%	-289
Adult	947	908	4.30%	39	11,792	14,470	-18.51%	-2,678
Teens	815	704	15.77%	111	8,997	9,843	-8.59%	-846
Children	350	686	-48.98%	-336	6,241	11,500	-45.73%	-5,259
Technology	221	302	-26.82%	-81	2,613	2,959	-11.69%	-346
Makerspace	85	107	-20.56%	-22	925	595	55.46%	330
Total Services	27,596	26,285	4.99%	1,022	332,581	329,129	1.05%	3,452

Memberships

Adult Residents	84	82	2.44%	2	1,043	792	31.69%	251
Child Residents	11	9	22.22%	2	185	227	-18.50%	-42
Adult Non-Residents	63	64	-1.56%	-1	766	656	16.77%	110
Child Non-Residents	5	1	400.00%	4	36	44	-18.18%	-8
Out of County	0	2	-100.00%	-2	17	12	41.67%	5
Total Memberships	163	158	3.16%	5	2,047	1,731	18.26%	-1,606

Meeting Room Use

	Rented	Attendees	Rented	Attendees	YTD Rent	YTD Attend	YTD Rented	YTD Attend
	2024	2024	2023	2023	2024	2024	2023	2023
Community Room	9	379	10	381	96	5,282	119	5,978
Historical Room	0	0	0	0	5	36	3	26
Tree House	3	37	3	48	22	187	31	433
Children's Program	3	48	3	47	37	718	18	323
Outdoor Classroom	0	0	0	0	0	0	0	0
Rooftop Garden	0	0	0	0	1	50	0	0
Total Rental Usage	15	464	16	476	161	6,273	171	6,760

Study Room Use

	Checked Out	Users	Checked Out	Users	YTD Chk Out	YTD Users	YTD Chk Out	YTD Users
	2024	2024	2023	2023	2024	2024	2023	2023
All Rooms	373	544	352	516	4,017	6,178	3,494	5,407
Total Study Room Usage	373	544	352	516	4,017	6,178	3,494	5,407

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Library Materials Usage - Physical

	Current	Previous	% Monthly	Value Mon.	YTD	YTD	% YTD	Value YTD
	2024	2023	2024	2024	2024	2023	2024	2024
Physical Book Circulation								
Adult Books	5,609	6,007	-6.63%	-398	67,105	66,910	0.29%	195
Adult Large Print	1,264	1,417	-10.80%	-153	15,516	15,549	-0.21%	-33
Teen Books	1,370	1,660	-17.47%	-290	20,166	19,647	2.64%	519
Children's Books	9,522	12,664	-24.81%	-3,142	121,944	131,974	-7.60%	-10,030
Total Physical Books	17,765	21,748	-18.31%	-3,983	224,731	234,080	-3.99%	-9,349
Adult Physical Non-Book Circulation								
Non-Fiction DVDs / Roku	88	106	-16.98%	-18	1,302	1,542	-15.56%	-240
Audiobooks	284	335	-15.22%	-51	3,291	4,041	-18.56%	-750
Blu-rays	437	293	49.15%	144	5,232	3,699	41.44%	1,533
DVDs	1,190	1,929	-38.31%	-739	18,310	22,720	-19.41%	-4,410
Games and Puzzles	20	14	42.86%	6	297	283	4.95%	14
Launchpads	0	2	-100.00%	-2	32	24	33.33%	8
Magazines	36	41	-12.20%	-5	501	672	-25.45%	-171
Mixed Media	14	10	40.00%	4	102	152	-32.89%	-50
Music	196	277	-29.24%	-81	2,580	2,955	-12.69%	-375
Self-playing Audio	0	0	0.00%	0	1	41	-97.56%	-40
WiFi-Hotspots	58	51	13.73%	7	772	859	-10.13%	-87
Other: Kits	1	5	-80.00%	-4	16	14	14.29%	2
Other: Hammocks	0	4	-100.00%	-4	4	12	-66.67%	-8
Other: Walking Sticks	1	2	-50.00%	-1	4	3	33.33%	1
Total Adult Physical Non-Book Circulation	2,325	3,069	-24.24%	-2	32,444	37,017	-12.35%	-92
Teen Non-Book Circulation								
Teen Audiobooks	24	16	50.00%	8	117	187	-37.43%	-70
Teen Blu-rays	59	71	-16.90%	-12	975	867	12.46%	108
Teen DVDs	145	226	-35.84%	-81	2,534	3,227	-21.48%	-693
Teen Games	468	408	14.71%	60	6,040	5,409	11.67%	631
Teen Other: Specify	0	0	0.00%	0	0	0	0.00%	0
Total Teen Physical Non-Book Circulation	696	721	-3.47%	-25	9,666	9,690	-0.25%	-24
Children's Non-Book Circulation								
Audiobooks	53	62	-14.52%	-9	579	541	7.02%	38
Augmented Reality	3	20	-85.00%	-17	161	340	-52.65%	-179
Blu-rays	27	42	-35.71%	-15	562	513	9.55%	49
DVDs	535	627	-14.67%	-92	7,573	9,628	-21.34%	-2,055
Launchpads	13	32	-59.38%	-19	522	628	-16.88%	-106
Magazines	15	16	-6.25%	-1	243	283	-14.13%	-40
Mixed Media	551	631	-12.68%	-80	7,180	7,108	1.01%	72
Music	51	8	537.50%	43	237	192	23.44%	45
Self-playing Audio	30	24	25.00%	6	359	418	-14.11%	-59
Views	11	22	-50.00%	-11	181	231	-21.65%	-50
Other: Kits	3	4	-25.00%	-1	19	39	-51.28%	-20
Total Children's Physical Non-Book Circulation	1,292	1,488	-13.17%	-196	17,616	19,921	-11.57%	-2,305

VHLF Statistics Report September 2024

Library Materials Usage - Digital	Current	Previous	% Monthly	Value Mon.	YTD	YTD	% YTD	Value YTD
	2024	2023	2024	2024	2024	2023	2024	2024
Adult Digital Usage								
eBooks (Overdrive & Hoopla)	4,134	4,112	0.54%	22	51,590	50,862	1.43%	728
Graphic Novel Downloads (Hoopla)	36	55	-34.55%	-19	574	538	6.69%	36
Audiobook Downloads (Overdrive & Hoopla)	5,891	5,295	11.26%	596	70,747	60,131	17.65%	10,616
Downloadable Music (Hoopla)	66	72	-8.33%	-6	777	849	-8.48%	-72
Movies/Documentaries/TV Downloads (Hoopla & Kanopy)	402	452	-11.06%	-50	6,252	5,602	11.60%	650
Magazine Downloads	1,195	806	48.26%	389	15,216	5,753	164.49%	9,463
Adult Digital Usage Total	11,724	10,792	8.64%	932	145,156	123,735	17.31%	21,421
Teen Digital Usage								
Teen eBooks (Overdrive)	477	571	-16.46%	-94	6,688	6,441	3.83%	247
Teen Audiobook Downloads (Overdrive)	346	349	-0.86%	-3	4,943	4,237	16.66%	706
Teen Digital Usage Total	823	920	-10.54%	-97	11,631	10,678	8.92%	953
Children's Digital Usage								
eBooks (Overdrive & Hoopla)	796	962	-17.26%	-166	12,737	10,636	19.75%	2,101
Graphic Novel Downloads (Hoopla)	26	30	-13.33%	-4	370	370	0.00%	0
Audiobook Downloads (Overdrive & Hoopla)	603	499	20.84%	104	6,984	6,605	5.74%	379
Downloadable Music (Hoopla)	10	9	11.11%	1	70	100	-30.00%	-30
Movies/TV Downloads (Hoopla)	32	36	-11.11%	-4	518	454	14.10%	64
Children's Digital Usage Total	1,467	1,536	-4.49%	-69	20,679	18,165	13.84%	2,514
Circulation Totals By Category								
Books	17,765	21,748	-18.31%	-3,983	224,731	234,080	-3.99%	-9,349
Adult Non-Books	2,325	3,069	-24.24%	-744	32,444	37,017	-12.35%	-4,573
Teen Non-Books	696	721	-3.47%	-25	9,666	9,690	-0.25%	-24
Children's Non-Books	1,292	1,488	-13.17%	-196	17,616	19,921	-11.57%	-2,305
Adult Digital Usage	11,724	10,792	8.64%	932	145,156	123,735	17.31%	21,421
Teen Digital Usage	823	920	-10.54%	-97	11,631	10,678	8.92%	953
Children's Digital Usage	1,467	1,536	-4.49%	-69	20,679	18,165	13.84%	2,514
Total Library Materials Usage	36,092	40,274	-10.38%	-4,182	461,923	453,286	1.91%	8,637

VHLF Statistics Report September 2024

Electronic Retrieval Sessions / Database Usage

	Current 2024	Previous 2023	% Monthly 2024	Value Mon. 2024	YTD 2024	YTD 2023	% YTD 2024	Value YTD 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	44	40	10.00%	4	406	418	-2.87%	-12
Niche Academy	0	3	-100.00%	-3	112	116	-3.45%	-4
Reference USA	0	0	0.00%	0	0	0	0.00%	0
Universal Class	45	52	-13.46%	-7	416	734	-43.32%	-318
Other Databases	193	224	-13.84%	-31	8,927	9,050	-1.36%	-123
Total Electronic Retrieval Sessions	282	319	-11.60%	-37	9,861	10,318	-4.43%	-457

Marketing

YouTube Views: Main	104	291	-64.26%	-187	7,753	22,180	-65.05%	-14,427
YouTube Views: Kids	3	0	3.00%	3	166	0	166.00%	166
Facebook Reach: Main	7,300	5,391	35.41%	1,909	147,100	99,198	48.29%	47,902
Facebook Reach: Kids	540	0	540.00%	540	4,646	0	4646.00%	4,646
Instagram Users: Main	2,228	1,875	18.83%	353	25,010	20,707	20.78%	4,303
Instagram Users: Kids	87	0	87.00%	87	844	0	844.00%	844
TikTok: Teens	1,611	1,899	-15.17%	-288	31,236	43,168	-27.64%	-11,932
LinkedIn	71	0	71.00%	71	706	0	706.00%	706

Library Holdings

Book Volumes	67,876	69,648	-2.54%	-1,772	815,923	832,251	-1.96%	-16,328
Serial Volumes	85	86	-1.16%	-1	1,031	2,129	-51.57%	-1,098
Audiobooks	3,457	3,512	-1.57%	-55	43,020	43,601	-1.33%	-581
Digital Collections	132,386	118,214	11.99%	14,172	1,490,919	1,324,442	12.57%	166,477
Music CDs	2,377	2,376	0.04%	1	28,547	32,397	-11.88%	-3,850
DVDs and Blu-rays	10,394	10,257	1.34%	137	123,215	128,802	-4.34%	-5,587
Other	178	186	-4.30%	-8	2,397	2,317	3.45%	80
Library Holdings Total	216,753	204,279	6.11%	12,474	2,505,052	2,365,939	5.88%	139,113

Volunteers

	Volunteers 2024	Hours 2024	Volunteers 2023	Hours 2023	YTD Vol. 2024	YTD Hours 2024	YTD Vol. 2023	YTD Hours 2023
Acquisitions	0	0	0	0	0	0	0	0
Adult	0	0	0	0	1	2	3	260
Children's	2	4	4	8	220	729	170	592
Circulation	0	0	0	0	0	0	0	0
Technology	1	26	1	47	12	130	11	173
Teens	1	2	3	28	61	323	44	235
Volunteers Total	4	32	8	83	294	1,184	228	1,260

Staff Training By Department

	Staff 2024	Staff 2023	% Monthly	Value Mon.	YTD 2024	YTD 2023	% YTD	Value YTD
Acquisitions	4	1	300.00%	3	40	18	122.22%	22
Administration	0	0	0.00%	0	11	4	175.00%	7
Adult	2	8	-75.00%	-6	45	55	-18.18%	-10
Children's	3	0	3.00%	3	35	25	40.00%	10
Circulation	18	0	18.00%	18	111	32	246.88%	79
Technology	8	2	300.00%	6	45	9	400.00%	36
Teens	0	0	0.00%	0	20	6	233.33%	14
Staff Training Total	35	11	218.18%	24	307	149	106.04%	158



Vestavia Hills, AL

Monthly Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2024

		September Budget	September Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Fund: 01 - GENERAL FUND										
Expense										
01-70-5010-000-500	COMPENSATION	139,512.00	130,321.67	9,190.33	93.41%	1,668,053.00	1,580,223.44	87,829.56	94.73%	1,668,053.00
01-70-5015-000-500	PAYROLL TAX EXP	10,601.00	9,762.03	838.97	92.09%	126,740.00	118,502.38	8,237.62	93.50%	126,740.00
01-70-5016-000-500	FRINGE BENEFITS EXP	29,901.00	27,826.96	2,074.04	93.06%	355,606.00	344,243.32	11,362.68	96.80%	355,606.00
01-70-5045-000-500	EMPLOYEE TRAINING	1,364.00	300.73	1,063.27	22.05%	14,250.00	14,622.79	-372.79	102.62%	14,250.00
01-70-5050-000-500	MEMBERSHIP & DUES	176.00	0.00	176.00	0.00%	2,750.00	2,060.81	689.19	74.94%	2,750.00
01-70-5051-000-500	TRAVEL & CONFERENCE	1,132.00	829.72	302.28	73.30%	5,500.00	5,811.61	-311.61	105.67%	5,500.00
01-70-5065-000-500	PHYSICALS/DRUG SCREEN	66.00	0.00	66.00	0.00%	500.00	555.00	-55.00	111.00%	500.00
01-70-5070-000-500	VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00%	500.00	125.96	374.04	25.19%	500.00
01-70-5090-000-500	POSTAGE	546.00	0.00	546.00	0.00%	1,150.00	905.95	244.05	78.78%	1,150.00
01-70-5100-000-500	SUPPLIES/PRINT & OFFICE	3,184.00	0.00	3,184.00	0.00%	8,000.00	7,719.94	280.06	96.50%	8,000.00
01-70-5101-000-500	SUPPLIES/LIB PROCESS	1,285.00	111.40	1,173.60	8.67%	10,000.00	8,926.05	1,073.95	89.26%	10,000.00
01-70-5105-000-500	SUPPLIES/OTHER	1,056.00	235.00	821.00	22.25%	9,000.00	8,404.59	595.41	93.38%	9,000.00
01-70-5110-000-500	SUPPLIES/JANITORIAL	144.00	502.40	-358.40	348.89%	8,000.00	7,697.43	302.57	96.22%	8,000.00
01-70-5140-000-500	GASOLINE	102.00	152.44	-50.44	149.45%	1,800.00	1,693.50	106.50	94.08%	1,800.00
01-70-5210-000-500	MAINTENANCE CONTRACTS	14,626.00	-18,491.10	33,117.10	-126.43%	205,072.00	163,609.83	41,462.17	79.78%	205,072.00
01-70-5310-000-500	MAINT/REP-OFFICE EQUIP	0.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	0.00%	1,000.00
01-70-5350-000-500	MAINT/REP-SMALL EQUIP	0.00	0.00	0.00	0.00%	1,500.00	946.21	553.79	63.08%	1,500.00
01-70-5370-000-500	MAINT/REP-VEHICLES	227.00	0.00	227.00	0.00%	2,798.00	2,010.85	787.15	71.87%	2,798.00
01-70-5380-000-500	MAINT/REP-BUILDING	3,060.00	2.49	3,057.51	0.08%	30,000.00	37,641.38	-7,641.38	125.47%	30,000.00
01-70-5385-000-500	MAINT/REP-HVAC	1,042.00	0.00	1,042.00	0.00%	25,000.00	16,126.81	8,873.19	64.51%	25,000.00
01-70-5390-000-500	MAINT/REP-ELEC & PLUMB	462.00	0.00	462.00	0.00%	7,500.00	14,338.51	-6,838.51	191.18%	7,500.00
01-70-5700-000-500	UTILITIES	13,624.00	12,582.43	1,041.57	92.35%	138,000.00	148,406.24	-10,406.24	107.54%	138,000.00
01-70-5720-000-500	COMM(INTERNET & TELEPHONE)	1,286.00	1,032.73	253.27	80.31%	18,400.00	13,278.37	5,121.63	72.17%	18,400.00
01-70-5840-000-500	PROFESSIONAL CONSULTANTS	3,500.00	0.00	3,500.00	0.00%	7,000.00	375.00	6,625.00	5.36%	7,000.00
01-70-5940-000-500	COMMUNITY INVOLVEMENT	3,557.00	496.84	3,060.16	13.97%	40,000.00	42,443.26	-2,443.26	106.11%	40,000.00
01-70-5940-002-500	OUTREACH/LIB PARK & CH	823.00	222.23	600.77	27.00%	7,000.00	9,090.12	-2,090.12	129.86%	7,000.00
01-70-5940-003-500	MARKETING - LIBRARY	1,816.00	0.00	1,816.00	0.00%	8,000.00	8,232.75	-232.75	102.91%	8,000.00
01-70-8100-000-500	PURCHASE/OFFICE & COMP EQUIP	278.00	0.00	278.00	0.00%	11,000.00	10,883.41	116.59	98.94%	11,000.00
01-70-8150-000-500	PURCHASES-SMALL EQUIP	0.00	0.00	0.00	0.00%	4,000.00	297.97	3,702.03	7.45%	4,000.00
01-70-8205-000-500	PURCHASES/PERIODICAL REPLACE	139.00	-2,000.00	2,139.00	-1,438.85%	149,400.00	146,505.89	2,894.11	98.06%	149,400.00
01-70-8610-000-500	PURCHASES/BOOKS	5,231.00	3,432.46	1,798.54	65.62%	147,000.00	147,074.72	-74.72	100.05%	147,000.00
	Total Expense:	238,740.00	167,320.43	71,419.57	70.08%	3,014,519.00	2,862,754.09	151,764.91	94.97%	3,014,519.00
	Total Fund: 01 - GENERAL FUND:	238,740.00	167,320.43	71,419.57	70.08%	3,014,519.00	2,862,754.09	151,764.91	94.97%	3,014,519.00

Monthly Budget Report

For Fiscal: 2023-2024 Period Ending: 09/30/2024

		September Budget	September Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Fund: 12 - LIBRARY-STATE AID										
Expense										
12-70-5050-000-500	MEMBERSHIP & DUES	2,726.36	0.00	2,726.36	0.00%	32,572.00	17,431.88	15,140.12	53.52%	32,572.00
	Total Expense:	2,726.36	0.00	2,726.36	0.00%	32,572.00	17,431.88	15,140.12	53.52%	32,572.00
	Total Fund: 12 - LIBRARY-STATE AID:	2,726.36	0.00	2,726.36	0.00%	32,572.00	17,431.88	15,140.12	53.52%	32,572.00

Fund: 13 - LIBRARY-BOOKS/DON

		September Budget	September Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Expense										
13-70-5010-000-500	COMPENSATION	204.99	0.00	204.99	0.00%	2,448.00	3,051.00	-603.00	124.63%	2,448.00
13-70-5015-000-500	PAYROLL TAX EXP	15.74	0.00	15.74	0.00%	188.00	185.00	3.00	98.40%	188.00
13-70-5016-000-500	FRINGE BENEFITS EXP	30.98	0.00	30.98	0.00%	370.00	370.00	0.00	100.00%	370.00
13-70-5045-000-500	EMPLOYEE TRAINING	669.60	0.00	669.60	0.00%	8,000.00	690.00	7,310.00	8.63%	8,000.00
13-70-5050-000-500	MEMBERSHIP & DUES	41.85	0.00	41.85	0.00%	500.00	133.00	367.00	26.60%	500.00
13-70-5051-000-500	TRAVEL & CONFERENCE	753.30	0.00	753.30	0.00%	9,000.00	7,839.11	1,160.89	87.10%	9,000.00
13-70-5052-000-500	EMPLOYEE MISC EXPENSE	41.85	0.00	41.85	0.00%	500.00	0.00	500.00	0.00%	500.00
13-70-5090-000-500	POSTAGE	418.50	492.50	-74.00	117.68%	5,000.00	3,427.50	1,572.50	68.55%	5,000.00
13-70-5100-000-500	SUPPLIES/PRINT & OFFICE	41.85	0.00	41.85	0.00%	500.00	0.00	500.00	0.00%	500.00
13-70-5105-000-500	SUPPLIES/OTHER	167.40	0.00	167.40	0.00%	2,000.00	0.00	2,000.00	0.00%	2,000.00
13-70-5110-000-500	SUPPLIES/JANITORIAL	83.70	0.00	83.70	0.00%	1,000.00	0.00	1,000.00	0.00%	1,000.00
13-70-5210-000-500	MAINTENANCE CONTRACTS	1,255.50	0.00	1,255.50	0.00%	15,000.00	1,126.00	13,874.00	7.51%	15,000.00
13-70-5220-000-500	COMPUTER SERVICES	209.25	0.00	209.25	0.00%	2,500.00	0.00	2,500.00	0.00%	2,500.00
13-70-5310-000-500	MAINT/REP-OFFICE EQUIP	167.40	0.00	167.40	0.00%	2,000.00	0.00	2,000.00	0.00%	2,000.00
13-70-5380-000-500	MAINT/REP-BUILDING	334.80	0.00	334.80	0.00%	4,000.00	6,253.65	-2,253.65	156.34%	4,000.00
13-70-5605-000-500	RENTAL/STORAGE FACILITY	251.10	314.95	-63.85	125.43%	3,000.00	3,769.40	-769.40	125.65%	3,000.00
13-70-5840-000-500	PROFESSIONAL CONSULTANTS	75.33	0.00	75.33	0.00%	900.00	0.00	900.00	0.00%	900.00
13-70-5940-000-500	COMMUNITY INVOLVEMENT	878.85	650.03	228.82	73.96%	10,500.00	15,868.23	-5,368.23	151.13%	10,500.00
13-70-5990-000-500	BANK CHARGES	418.50	0.00	418.50	0.00%	5,000.00	1,646.15	3,353.85	32.92%	5,000.00
13-70-5992-000-500	MERCHANT FEES	0.00	408.66	-408.66	0.00%	0.00	2,714.82	-2,714.82	0.00%	0.00
13-70-8100-000-500	PURCHASE/OFFICE & COMP EQUIP	753.30	0.00	753.30	0.00%	9,000.00	1,639.61	7,360.39	18.22%	9,000.00
13-70-8150-000-500	PURCHASES-SMALL EQUIP	41.85	0.00	41.85	0.00%	500.00	0.00	500.00	0.00%	500.00
13-70-8205-000-500	PURCHASES/PERIODICAL REPLACE	41.85	0.00	41.85	0.00%	500.00	0.00	500.00	0.00%	500.00
13-70-8500-000-500	PURCHASES-CAP (UNDER \$5K)	1,339.20	0.00	1,339.20	0.00%	16,000.00	42,005.97	-26,005.97	262.54%	16,000.00
13-70-8600-000-712	PURCHASES-CAP (OVER \$5K)	11,115.36	0.00	11,115.36	0.00%	132,800.00	20,476.79	112,323.21	15.42%	132,800.00
13-70-8610-000-500	PURCHASES/BOOKS	25.11	0.00	25.11	0.00%	300.00	0.00	300.00	0.00%	300.00
	Total Expense:	19,377.16	1,866.14	17,511.02	9.63%	231,506.00	111,196.23	120,309.77	48.03%	231,506.00
	Total Fund: 13 - LIBRARY-BOOKS/DON:	19,377.16	1,866.14	17,511.02	9.63%	231,506.00	111,196.23	120,309.77	48.03%	231,506.00

Fund: 20 - CAPITAL PROJECTS

		September Budget	September Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Expense										
20-70-5610-000-500	LEASE/VEHICLE	2,307.86	0.00	2,307.86	0.00%	27,572.00	19,463.54	8,108.46	70.59%	27,572.00
20-70-5611-000-500	LEASE/VEHICLE-INTEREST	685.58	0.00	685.58	0.00%	8,190.00	0.00	8,190.00	0.00%	8,190.00
20-70-5630-000-500	LEASE/EQUIPMENT	0.00	0.00	0.00	0.00%	0.00	11,914.47	-11,914.47	0.00%	0.00

Monthly Budget Report

For Fiscal: 2023-2024 Period Ending: 09/30/2024

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

	September Budget	September Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	Total Budget
PURCHASES-CAP (OVER \$5K)	19,585.80	-215,435.70	235,021.50	-1,099.96%	234,000.00	70,895.18	163,104.82	30.30%	234,000.00
Total Expense:	22,579.24	-215,435.70	238,014.94	-954.13%	269,762.00	102,273.19	167,488.81	37.91%	269,762.00
Total Fund: 20 - CAPITAL PROJECTS:	22,579.24	-215,435.70	238,014.94	-954.13%	269,762.00	102,273.19	167,488.81	37.91%	269,762.00
Report Total:	283,422.76	-46,249.13	329,671.89	-16.32%	3,548,359.00	3,093,655.39	454,703.61	87.19%	3,548,359.00

Monthly Budget Report

For Fiscal: 2023-2024 Period Ending: 09/30/2024

Group Summary

Account Typ...	September Budget	September Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Fund: 01 - GENERAL FUND									
Expense	238,740.00	167,320.43	71,419.57	70.08%	3,014,519.00	2,862,754.09	151,764.91	94.97%	3,014,519.00
Total Fund: 01 - GENERAL FUND:	238,740.00	167,320.43	71,419.57	70.08%	3,014,519.00	2,862,754.09	151,764.91	94.97%	3,014,519.00
Fund: 12 - LIBRARY-STATE AID									
Expense	2,726.36	0.00	2,726.36	0.00%	32,572.00	17,431.88	15,140.12	53.52%	32,572.00
Total Fund: 12 - LIBRARY-STATE AID:	2,726.36	0.00	2,726.36	0.00%	32,572.00	17,431.88	15,140.12	53.52%	32,572.00
Fund: 13 - LIBRARY-BOOKS/DON									
Expense	19,377.16	1,866.14	17,511.02	9.63%	231,506.00	111,196.23	120,309.77	48.03%	231,506.00
Total Fund: 13 - LIBRARY-BOOKS/DON:	19,377.16	1,866.14	17,511.02	9.63%	231,506.00	111,196.23	120,309.77	48.03%	231,506.00
Fund: 20 - CAPITAL PROJECTS									
Expense	22,579.24	-215,435.70	238,014.94	-954.13%	269,762.00	102,273.19	167,488.81	37.91%	269,762.00
Total Fund: 20 - CAPITAL PROJECTS:	22,579.24	-215,435.70	238,014.94	-954.13%	269,762.00	102,273.19	167,488.81	37.91%	269,762.00
Report Total:	283,422.76	-46,249.13	329,671.89	-16.32%	3,548,359.00	3,093,655.39	454,703.61	87.19%	3,548,359.00

Fund Summary

Fund	September Budget	September Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity + Encumbrances	Variance Favorable (Unfavorable)	Percent Used	Total Budget
01 - GENERAL FUND	238,740.00	167,320.43	71,419.57	70.08%	3,014,519.00	2,862,754.09	151,764.91	94.97%	3,014,519.00
12 - LIBRARY-STATE AID	2,726.36	0.00	2,726.36	0.00%	32,572.00	17,431.88	15,140.12	53.52%	32,572.00
13 - LIBRARY-BOOKS/DON	19,377.16	1,866.14	17,511.02	9.63%	231,506.00	111,196.23	120,309.77	48.03%	231,506.00
20 - CAPITAL PROJECTS	22,579.24	-215,435.70	238,014.94	-954.13%	269,762.00	102,273.19	167,488.81	37.91%	269,762.00
Report Total:	283,422.76	-46,249.13	329,671.89	-16.32%	3,548,359.00	3,093,655.39	454,703.61	87.19%	3,548,359.00



Vestavia Hills, AL

Balance Sheet

Account Summary

As Of 07/31/2024

Account	Name	Balance
Fund: 13 - LIBRARY-BOOKS/DON		
Assets		
Category: 100 - CASH		
13-00-1010-000-000	PETTY CASH	600.00
13-00-1031-000-000	CLAIM ON CASH	503,919.97
	Total Category 100 - CASH:	<u>504,519.97</u>
	Total Assets:	<u>504,519.97</u> <u>504,519.97</u>
Liability		
Category: 200 - GENERAL ACCOUNTS PAYABLE		
13-00-2000-000-000	ACCOUNTS PAYABLE	5,069.14
	Total Category 200 - GENERAL ACCOUNTS PAYABLE:	<u>5,069.14</u>
	Total Liability:	<u>5,069.14</u>
Equity		
Category: 290 - FUND BALANCE / EQUITY		
13-00-2950-000-000	FUND BALANCE/RESTRICTED	471,722.96
	Total Category 290 - FUND BALANCE / EQUITY:	<u>471,722.96</u>
	Total Beginning Equity:	<u>471,722.96</u>
Total Revenue		134,189.23
Total Expense		<u>106,461.36</u>
Revenues Over/Under Expenses		<u>27,727.87</u>
	Total Equity and Current Surplus (Deficit):	<u>499,450.83</u>
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>504,519.97</u>



Vestavia Hills, AL

Balance Sheet

Account Summary

As Of 08/31/2024

Account	Name	Balance	
Fund: 13 - LIBRARY-BOOKS/DON			
Assets			
Category: 100 - CASH			
13-00-1010-000-000	PETTY CASH	600.00	
13-00-1031-000-000	CLAIM ON CASH	520,770.22	
	Total Category 100 - CASH:	521,370.22	
	Total Assets:	521,370.22	<u>521,370.22</u>
Liability			
Category: 200 - GENERAL ACCOUNTS PAYABLE			
13-00-2000-000-000	ACCOUNTS PAYABLE	2,288.11	
	Total Category 200 - GENERAL ACCOUNTS PAYABLE:	2,288.11	
	Total Liability:	2,288.11	
Equity			
Category: 290 - FUND BALANCE / EQUITY			
13-00-2950-000-000	FUND BALANCE/RESTRICTED	471,722.96	
	Total Category 290 - FUND BALANCE / EQUITY:	471,722.96	
	Total Beginning Equity:	471,722.96	
Total Revenue		156,789.24	
Total Expense		109,430.09	
Revenues Over/Under Expenses		47,359.15	
	Total Equity and Current Surplus (Deficit):	519,082.11	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>521,370.22</u>



Vestavia Hills, AL

Balance Sheet

Account Summary

As Of 10/17/2024

Account	Name	Balance	
Fund: 12 - LIBRARY-STATE AID			
Assets			
Department: 00 - Department 00			
12-00-1031-000-000	CLAIM ON CASH	140.11	
12-00-1941-000-000	DUE FROM GENERAL FUND	0.00	
	Total Department 00 - Department 00:	140.11	
	Total Assets:	140.11	140.11
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:	0.00	
	Total Liability:	0.00	
Equity			
Department: 00 - Department 00			
12-00-2950-000-000	FUND BALANCE/RESTRICTED	140.11	
	Total Department 00 - Department 00:	140.11	
	Total Beginning Equity:	140.11	
Total Revenue		0.00	
Total Expense		0.00	
Revenues Over/Under Expenses		0.00	
	Total Equity and Current Surplus (Deficit):	140.11	
	Total Liabilities, Equity and Current Surplus (Deficit):		140.11

Balance Sheet

As Of 10/17/2024

Account	Name	Balance	
Fund: 13 - LIBRARY-BOOKS/DON			
Assets			
Department: 00 - Department 00			
13-00-1010-000-000	PETTY CASH	600.00	
13-00-1022-001-000	DONATION	0.00	
13-00-1031-000-000	CLAIM ON CASH	530,302.64	
13-00-1230-000-000	ACCOUNTS RECEIVABLE	0.00	
13-00-1341-000-000	PREPAID EXPENSES	0.00	
	Total Department 00 - Department 00:	<u>530,902.64</u>	
	Total Assets:	<u>530,902.64</u>	<u>530,902.64</u>
Liability			
Department: 00 - Department 00			
13-00-2000-000-000	ACCOUNTS PAYABLE	22.99	
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>22.99</u>	
	Total Liability:	<u>22.99</u>	
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:	<u>528,068.51</u>	
	Total Beginning Equity:	<u>528,068.51</u>	
Total Revenue		2,811.14	
Total Expense		0.00	
Revenues Over/Under Expenses		<u>2,811.14</u>	
	Total Equity and Current Surplus (Deficit):	<u>530,879.65</u>	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>530,902.64</u>



Auditorium Upgrade

A PROPOSAL FOR

Todd Richardson

Vestavia Hills Library in the Forrest
todd.richardson@vestavialibrary.org
(205) 842-1389

1221 Montgomery Highway
Vestavia Hills, AL 35216

PREPARED BY ALEX MCKOWN



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Birmingham, AL 35233

About Us

Holt AV is a distinguished and reputable player in the commercial audio-visual industry, with a rich history spanning over seven decades. Our commitment to excellence, technological prowess, and unwavering customer focus has solidified our position as a trusted partner in the AV industry.

With more than 70 years of experience, Holt AV boasts an extensive track record of providing top-tier AV solutions. Our longevity in the industry reflects our adaptability, stability, and commitment to delivering the highest quality products and services.

Our Service Portfolio includes:

- **Audio-visual Integration:** Holt AV excels in designing, installing, and maintaining state-of-the-art AV systems tailored to the unique needs of our clients.
- **Consultation and Design:** Our team of experts collaborates closely with clients to create custom AV solutions, from boardrooms to immersive event spaces.
- **Maintenance and Support:** Our dedicated support team ensures the continued performance and reliability of installed systems.










Holt AV continues to shape the future of audiovisual technology, helping organizations communicate, collaborate, and excel in today's dynamic business landscape. With a storied history and a commitment to innovation, we look forward to the next 70 years of transforming the way the world experiences audio-visual excellence.











Project Description

This is a "rough" proposal done to get an idea of overall budget in a timely manner and may not reflect the final price.

Areas & Items

Auditorium

Items	Sell Price	Qty	Total
 Shure SLXD24/SM58-G58 Wireless Vocal System with SM58	\$729.00	x4	\$2,916.00
 Extron 60-1515-92 DTP CrossPoint 84 4K IPCP Q SA	\$9,271.00	x1	\$9,271.00
 Extron 60-1563-03 TLP Pro 725M	\$1,581.00	x1	\$1,581.00
 Extron 60-1271-13 DTP HDMI 4K 230 Rx - Catx 230' receiver	\$549.00	x3	\$1,647.00
 Pakedge WR-1 Pakedge Wireless Router with BakPak Lite	\$379.00	x1	\$379.00
 Yamaha XMV4140 Yamaha 4 x 140-Watt Amplifier	\$1,260.00	x1	\$1,260.00
 Yamaha MTX3 Yamaha MTX3 Audio Mixer	\$1,499.00	x1	\$1,499.00
 Yamaha VXL1B-24 Yamaha Commercial Slim Line Array Speaker w/24 x 1.5Drivers - Black	\$1,190.00	x2	\$2,380.00
 Yamaha WMB-L1B Yamaha Commercial Wall Mount Bracket For VXL Series - Black	\$79.00	x2	\$158.00

Items	Sell Price	Qty	Total
 <p>Custom Supply Pack - Items necessary to complete the installation of Audio Visual equipment. <i>Miscellaneous mounting hardware for projector</i></p>	\$150.00	x1	\$150.00
 <p>Misc Wire-Speaker-12G-Pln Speaker Wire, white, plenum rated 12G</p>	\$0.80	x200	\$160.00
 <p>Misc Wire - Cat5e-Shielded-Plenum Category 5E Shielded Cable - Plenum Rated</p>	\$1.10	x250	\$275.00
 <p>Labor Installation Labor Two technicians / 1 week</p>	\$105.00	x80	\$8,400.00
 <p>Panasonic PT-REQ12BU Panasonic 12,000 Lumens, Laser, 4K Resolution with Quad Pixel Drive, Filter-Free - Black</p>	\$21,386.00	x1	\$21,386.00
 <p>Labor Programming of the control system by a factory trained technician.</p>	\$135.00	x8	\$1,080.00
 <p>Shure UA844PLUSWB UHF Antenna Distribution System</p>	\$499.00	x1	\$499.00
 <p>Samsung BE70D-H 70IN BED SERIES COMMERCIAL TV CRYSTAL UHD DISPLAY 300NIT 16/7</p>	\$908.40	x2	\$1,816.80
 <p>Chief LTM1U-G LARGE, HEIGHT ADJ. TILT MOUNT, TAA</p>	\$350.00	x2	\$700.00
 <p>BenQ WDC10 INSTA SHOW WIRELESS PRESENTATION SYSTEM</p>	\$999.00	x1	\$999.00

Auditorium Total : \$56,556.80

Financial Summary

Parts	\$47,076.80
Parts Total	\$47,076.80
Labor Total	\$9,480.00
Subtotal	\$56,556.80
<hr/>	
Proposal Total	\$56,556.80

Project Terms

Your satisfaction is important to us. This proposal is a complete package, including design, wiring, equipment, installation, setup, and configuration. All equipment is warranted by the manufacturers. We guarantee all installation work to be free of defects for a period of one year from installation date. If service is required, we will be happy to provide you with excellent service for your system.

Prices contained in this proposal are valid for 30 days. Any changes to this proposal will be submitted in writing for approval.

Audio Video Manufacturer's regularly update their product offerings. In our efforts to provide you with the very latest technology, we reserve the right to substitute the most up to date models available at the time of installation.

Responsibilities of others: High voltage electrical wiring. Any conduits or trenching, required to bury cabling, are not included and will be provided by others.

This equipment shall remain the property of Holt AV until all installation and equipment charges have been paid in full. Upon final completion and sign off of work the invoice total will be due 15 days from the date of the invoice.

This proposal does not provide for any permits or inspections, but can be obtained for additional costs.



Auditorium Upgrade

A PROPOSAL FOR

Todd Richardson

Vestavia Hills Library in the Forrest
todd.richardson@vestavialibrary.org
(205) 842-1389

1221 Montgomery Highway
Vestavia Hills, AL 35216

PREPARED BY ALEX MCKOWN



Holt AV / Video
www.holtav.com
(205) 328-5231

401 28th Street South
Birmingham, AL 35233

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Project Description

Proposal for a video presentation upgrade to the auditorium to include a new projector, TVs, and control system. This system will utilize the existing input wall plates, microphones, and sound system.

Areas & Items

Auditorium

Items	Sell Price	Qty	Total
 Extron 60-1515-92 DTP CrossPoint 84 4K IPCP Q SA	\$9,271.00	x1	\$9,271.00
 Extron 60-1563-03 TLP Pro 725M	\$1,581.00	x1	\$1,581.00
 Extron 60-1271-13 DTP HDMI 4K 230 Rx - Catx 230' receiver	\$549.00	x3	\$1,647.00
 Pakedge WR-1 Pakedge Wireless Router with BakPak Lite	\$379.00	x1	\$379.00
 Custom Supply Pack - Items necessary to complete the installation of Audio Visual equipment. <i>Miscellaneous mounting hardware for projector and TVs</i>	\$250.00	x1	\$250.00
 Misc Wire - Cat5e-Shielded-Plenum Category 5E Shielded Cable - Plenum Rated	\$1.10	x250	\$275.00
 Labor Installation Labor Two technicians / 1 week	\$105.00	x72	\$7,560.00
 Panasonic PT-REQ12BU Panasonic 12,000 Lumens, Laser, 4K Resolution with Quad Pixel Drive, Filter-Free - Black	\$21,386.00	x1	\$21,386.00
 Labor Programming of the control system by a factory trained technician.	\$135.00	x8	\$1,080.00

Items	Sell Price	Qty	Total
 Samsung BE70D-H 70IN BED SERIES COMMERCIAL TV CRYSTAL UHD DISPLAY 300NIT 16/7	\$908.40	x2	\$1,816.80
 Chief LTM1U-G LARGE, HEIGHT ADJ. TILT MOUNT, TAA	\$350.00	x2	\$700.00
 BenQ WDC10 INSTA SHOW WIRELESS PRESENTATI	\$999.00	x1	\$999.00
 Extron 60-1271-12 DTP HDMI 4K 230 Tx	\$549.00	x1	\$549.00
 Binary B6-4K2-1 Binary B6 Certified Premium High Speed HDMI Cables with Ethernet - 1M (3.3 ft)	\$43.00	x4	\$172.00

Auditorium Total : \$47,665.80

Financial Summary

Parts	\$39,025.80
Parts Total	\$39,025.80
Labor Total	\$8,640.00
Subtotal	\$47,665.80
<hr/>	
Proposal Total	\$47,665.80

Project Terms

Your satisfaction is important to us. This proposal is a complete package, including design, wiring, equipment, installation, setup, and configuration. All equipment is warranted by the manufacturers. We guarantee all installation work to be free of defects for a period of one year from installation date. If service is required, we will be happy to provide you with excellent service for your system.

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This equipment shall remain the property of Holt AV until all installation and equipment charges have been paid in full. Upon final completion and sign off of work the invoice total will be due 15 days from the date of the invoice.

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VESTAVIA HILLS
MEMORANDUM

TO: Department Heads
FROM: Jeff Downes, City Manager 
DATE: September 3, 2024
RE: 2025 Holiday Schedule

CITY HOLIDAYS 2025

JANUARY 1	WEDNESDAY	NEW YEAR'S DAY
JANUARY 20	MONDAY	MARTIN LUTHER KING JR. DAY
APRIL 18	FRIDAY	GOOD FRIDAY
MAY 26	MONDAY	MEMORIAL DAY
JULY 4	FRIDAY	INDEPENDENCE DAY
SEPTEMBER 1	MONDAY	LABOR DAY
NOVEMBER 11	TUESDAY	VETERANS DAY
NOVEMBER 27	THURSDAY	THANKSGIVING DAY
NOVEMBER 28	FRIDAY	DAY AFTER THANKSGIVING
DECEMBER 24	WEDNESDAY	CHRISTMAS EVE
DECEMBER 25	THURSDAY	CHRISTMAS DAY
DECEMBER 31	WEDNESDAY	NEW YEAR'S EVE



LIBRARY
IN THE FOREST
VESTAVIA HILLS

Vestavia Hills Library in the Forest Holiday Schedule 2025

January 1	Wednesday	New Year's Day
January 20	Monday	Dr. Martin Luther King, Jr. Day
April 18	Friday	Good Friday (Library Open 8 hours float)
April 20	Sunday	Easter (No staff scheduled)
May 25	Sunday	Memorial Day Weekend (No staff scheduled)
May 26	Monday	Memorial Day
July 4	Friday	Independence Day
July 5	Saturday	Independence Day Weekend (No staff scheduled)
August 31	Sunday	Labor Day Weekend (No staff scheduled)
September 1	Monday	Labor Day
November 11	Tuesday	Veteran's Day (Library Open 8 hours float)
<i>November 26</i>	<i>Wednesday</i>	<i>Library closes at noon pending City approval.</i>
November 27	Thursday	Thanksgiving Day
November 28	Friday	Day After Thanksgiving
December 4	Thursday	Staff Training Day
<i>December 23</i>	<i>Tuesday</i>	<i>Library closes at noon pending City approval.</i>
December 24	Wednesday	Christmas Eve
December 25	Thursday	Christmas Day
<i>December 30</i>	<i>Tuesday</i>	<i>Library closes at noon pending City approval.</i>
December 31	Wednesday	New Year's Eve



LIBRARY
IN THE FOREST
VESTAVIA HILLS

**Vestavia Hills Library in the Forest
Staff Meeting Schedule 2025
Meetings Scheduled 8 am – 10 am
Library will open late.**

Wednesday, February 05, 2025

Thursday, April 03, 2025

Wednesday, May 07, 2025

Thursday, August 07, 2025

Wednesday, October 01, 2025

Thursday, December 04, 2025 (Library closed for staff training.)

**ALABAMA PUBLIC LIBRARY SERVICE LIBRARY
DEVELOPMENT DIVISION ADMINISTRATIVE CODE**

**CHAPTER 520-2-2
SUPPLEMENTAL STATE AID TO PUBLIC LIBRARIES**

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520-2-2-.01 Purposes.

The purposes of state aid funds are to support and improve existing libraries and library systems and to encourage the development of new library programs and services where needed.

Author: Nancy C. Pack, Director

Statutory Authority: Code of Ala. 1975, §§41-8-(1-10).

History: Filed March 30, 1992. **Repealed and New Rule:** Filed September 21, 2009; effective October 26, 2009. **Repealed and New Rule:** Filed October 13, 2011; effective November 17, 2011. **Repealed and New Rule:** Filed May 16, 2012; effective June 20, 2012. **Repealed and New Rule:** Filed December 10, 2018; effective January 24, 2019.

520-2-2-.02 Definitions.

(1) **Public Library:** A public library is a library established in accordance with the Code of Ala. 1975, for the purpose of providing free public library service to the population in its legal service area. Public libraries may or may not have BRANCHES (auxiliary service outlets with quarters separate from the central library, with no less than a basic collection of materials, a regular staffing level, and an established service schedule, but without a separate policy-making board of trustees). The following are types of public libraries:

- (a) **Municipal Public Library:** A public library established and maintained by a city, town, or other municipality, whose policy-making board of trustees is appointed by the municipal authority.
- (b) **County Public Library:** A public library established and maintained by a county for the use of the whole or a part of a county, whose policy-making board is appointed by the county commission.
- (c) **City-County Public Library:** A public library established and maintained by joint contractual agreement or joint resolution between county and municipal governments, with a single policy-making board appointed in accordance with the agreements.
- (d) **District Library:** A public library serving a taxing district which has been authorized by legislative action and created by majority vote of the residents of the district, whose policy-making board is elected in accordance with the provisions of the legislative action.

Public Library System: An organization composed of PUBLIC LIBRARIES and formed for the purpose of providing library services within a framework of written contracts; a public library system may also have contracts with county commissions or municipal governments for the system to provide library services to county or municipal residents who would otherwise be unserved.

System Headquarters: A site designated through contractual agreement to serve as administrative center for a PUBLIC LIBRARY SYSTEM. A system headquarters may serve any function established by contract.

Legal Service Area: The legal service area of a library is the population within the boundaries of the geographic area the library is established to serve. A library may contract, in writing, to provide service to population outside its legal service area at the discretion of the library board of trustees of the affected areas. The following describe legal service areas of different types of libraries:

- (a) The legal service area of a MUNICIPAL LIBRARY is the area within the municipality's corporate limits.
- (b) The legal service area of a COUNTY LIBRARY is the area within the county's geographic borders.
- (c) The legal service area of a CITY-COUNTY PUBLIC LIBRARY is all of the area within the corporate limits of participating municipalities and within the county's geographic borders.

(The legal service area of a PUBLIC LIBRARY SYSTEM consists of the legal service areas of the public libraries belonging to the system and any additional areas(s) for which the system contracts to serve with the appropriate governing body. **2-3**

(The legal service area of a DISTRICT LIBRARY is the area of the taxing district authorized by legislative action and approved by majority vote of the population within the district.

State Aid: Funds appropriated by the legislature as a supplement to local funds designated for the provision of library service.

- (a) State aid funds are distributed quarterly by the Alabama Public Library Service on a per capita basis for the respective legal service areas and any area served contractually; population figures used are the most recently certified Bureau of the Census population estimates.
- (b) Where legal service areas overlap, as in the case where there is both a COUNTY LIBRARY and a MUNICIPAL LIBRARY serving the same population, state aid funds for that part of the population shall be distributed in accordance with the terms of an annually renewed written agreement between the library boards. In order for first quarter funds to be distributed on schedule, a current copy of the agreement must be on file at APLS by October 1. If no contract has been filed with APLS by the beginning of the second quarter, all state aid funds for the county population residing within the municipality will be divided equally between the COUNTY LIBRARY and the MUNICIPAL LIBRARY, with funds for first and second quarters available for distribution during the second quarter and with remaining funds distributed on the regular quarterly schedule.

Non-Capital Funds: Non-capital funds are those funds appropriated for normal/routine operations. They do not include funds specifically designated for the acquisition of and/or improvement to real property (buildings, land, etc.).

Author: Nancy C. Pack, Director

Statutory Authority: Code of Ala. 1975, §§41-8-(1-10). **History:** Filed March 30, 1992. **Repealed and New Rule:** Filed December 18, 2006; effective January 22, 2007. **Repealed and New Rule:** Filed September 21, 2009; effective October 26, 2009. **Repealed and New Rule:** Filed October 13, 2011; effective November 17, 2011. **Repealed and New Rule:** Filed May 16, 2012; effective June 20, 2012. **Repealed and New Rule:** Filed December 10, 2018; effective January 24, 2019.

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

To qualify for state aid, public libraries (whether or not they are members of systems) and public library systems must comply with the appropriate requirements as follows.

- (1) A public library and a public library system must be legally established according to Code of Ala. 1975, §§11-90-(1-4). A copy of the ordinance or resolution establishing the public library and copies of public library system contracts must be on file with the Alabama Public Library Service (APLS).
- (2) In order to receive state aid, a library board must:
 - (a) employ a qualified library director;
 - (b) notify APLS of official board appointments and the terms to be served within 30 days of the appointment;
 - (c) designate at least two board members to complete APLS trustee training (effective 2021);
 - (d) meet a minimum of four times a year;
 - (e) have written bylaws governing its functions;
 - (f) approve written policies for the public library which cover the following:
 1. Library objectives
 2. Patrons
 3. Personnel, including memberships in professional organizations, attendance at professional meetings, grievance procedures, job descriptions, performance evaluations, etc.
 4. Cooperation with other libraries
 5. Public relations
 6. Materials selection policies, including selection criteria for minors and how they are safeguarded from sexually explicit or other material deemed inappropriate for children or youth
 7. Regular services and special services to groups, the handicapped, nonresident borrowers, shut-ins, etc.

8. Overdue fines and other fees and charges
 9. Gifts and memorials
 10. Physical facilities
 11. Physical location and relocation of sexually explicit or other material deemed inappropriate for children
 12. Advance approval of materials recommended, displayed, or otherwise actively promoted to children or youth
- (g) approve a written five-year, long-range program of public library service which will be reviewed each year and updated as needed. The program should include as a minimum but not limited to:
1. The community's information needs and services
 2. Staff development
 3. Collection development
 4. Facilities development
 5. Technology development
- (h) approve a written disaster/emergency plan which will be reviewed each year and updated as needed.
- (i) approve written guidelines that ensure library sections designated for minors under the age of 18 remain free of material containing obscenity, sexually explicit or other material deemed inappropriate for children or youth. Age-appropriate materials regarding religion, history, biology or human anatomy should not be construed to be against this rule.
- (j) approve written selection criteria for minors that prevents 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. Age-appropriate materials regarding religion, history, biology of human anatomy should not be construed to be against the rule.
- (k) approve written guidelines that establish library cards for minors under the age of 18 must require parental approval before a minor's card is permitted to checkout materials from the library's adult section.

- (3) All Directors, Board members, and/or designated staff of public libraries must attend at least two APLS-sponsored meetings per year either on-site or by videoconference. Eligible meetings include quarterly Administrators’ Meetings (October, January, April, July) and the Children and Teen Services Annual Conference (i.e. “Summer Reading Kick-off”). Other eligible meetings are at the discretion of the APLS Director.

- (4) The public library must not deny service to anyone on the basis of age, race, sex or creed. 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.

- (5) A public library must be open to serve the public at least the specified number of hours per week based on the following scale:

MINIMUM HOURS OPEN	POPULATION SERVED
50	over 100,000
45	50,000 - 99,999
40	25,000 - 49,999
30	10,000 - 24,999
20	5,000 - 9,999
16	under 5,000

- (6) If a public library system headquarters provides direct patron services on-site (as opposed to extension services provided off-site), the system headquarters must be open the number of hours required in (5) above, based on the population of the county in which the system headquarters is physically located.

- (7) Each library must strive to have a well-balanced collection of not less than one volume per capita and not less than 1.5 currently useful items per capita. The term "item" is intended to include print and non-print materials.
- (8) Any expenditure of public funds to the American Library Association must be approved by the governing board of the public library or public library system in an open, public meeting following advance public notice.

Author: Nancy C. Pack, Director

Statutory Authority: Code of Ala. 1975, §§41-8-(1-10).

History: Filed March 30, 1992. **Amended:** Filed May 20, 2005; effective June 24, 2005. **Repealed and New Rule:** Filed December 18, 2006; effective January 22, 2007. **Repealed and New Rule:** Filed September 21, 2009; effective October 26, 2009. **Repealed and New Rule:** Filed October 13, 2011; effective November 17, 2011. **Repealed and New Rule:** Filed May 16, 2012; effective June 20, 2012. **Repealed and New Rule:** Filed December 10, 2018; effective January 24, 2019.

520-2-2-.04 Fiscal Requirements.

A public library must have a current budget, and the participants of a public library system must have a cumulative total current budget, based on locally-appropriated non-capital funds, of not less than the amount of state aid for which the library or system is eligible nor less than the previous year's budget. Locally-appropriated non-capital funds may include a combination of municipal or county funds appropriated to the library or system budget and in-kind funds expended directly by local governments for public library services.

- (a) If locally-appropriated funds received are not sufficient to match for state aid and/or if the locally- appropriated funds received are reduced from the previous year, the amount of state aid for the current fiscal year will be reduced by an amount equal to the difference between the current locally-appropriated funds received and the average of the locally-appropriated funds received for the previous two (2) fiscal years. [See example below.]

SAMPLE PUBLIC LIBRARY (pop. 10,000)		
FISCAL YEAR	LOCAL BUDGET	STATE AID \$1.00 per capita
2015	\$18,000	\$10,000
2016	\$20,000	\$10,000
2015/2016 avg	\$19,000	
2017	\$18,000	\$9,000*

***State aid for 2017 reduced by \$1,000 to coincide with the \$1,000 reduction between the 2015/2016 local budget average (\$19,000) and the 2017 local budget appropriation (\$18,000).**

(A) public library system headquarters can qualify for the total state aid amount for which it is eligible even if any county or municipality within the region is unable to match for its share, provided that supplementary local appropriations from other member counties or municipalities are available to match for the necessary amount of state aid. State aid funds received by a system headquarters by this method can only be used in the counties or municipalities providing the supplementary funds.

(N) more than fifty percent (50%) of a library's state aid funds will be used for salaries during any fiscal year.

(N) state aid may be used for construction, remodeling or alteration of buildings, or for utilities. If state aid funds are used for a non-allowable expense, such funds must be replaced with local money, or the amount must be returned to APLS.

(W) 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.

(S) state aid funds will be distributed directly to eligible public libraries, which are not in systems.

(C) changes in the distribution of state aid can only be made at the beginning of the APLS fiscal year and under the following conditions:

- (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 APLS and the system headquarters by July 1 to ensure provision of state aid by the new fiscal year beginning October 1.
- (b) 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-.03 above, by July 1 in order to receive state aid by October 1.

Author: Nancy C. Pack, Director

Statutory Authority: Code of Ala. 1975, §§41-8-(1-10).

History: Filed March 30, 1992. **Amended:** Filed April 17, 2006; effective May 22, 2006. **Repealed and New Rule:** Filed September 21, 2009; effective October 26, 2009. **Repealed and New Rule:**

Filed October 13, 2011; effective November 17, 2011. **Repealed and New Rule:** Filed May 16, 2012; effective June 20, 2012. **Repealed and New Rule:** Filed December 10, 2018; effective January 24, 2019.

520-2-2-.05 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 Plan of Service on file with APLS. All segments of the form must be completed by the public library and signed by the public library's Director and notarized.
- (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.

Author: Nancy C. Pack, Director

Statutory Authority: Code of Ala. 1975, §§41-8-(1-10).

History: Filed March 30, 1992. **Repealed and New Rule:** Filed June 22, 2004; effective July 27, 2004. **Amended:** Filed April 17, 2006; effective May 22, 2006. **Repealed and New Rule:** Filed September 21, 2009; effective October 26, 2009. **Repealed and New Rule:** Filed October 13, 2011; effective November 17, 2011. **Repealed and New Rule:** Filed May 16, 2012; effective June 20, 2012. **Repealed and New Rule:** Filed December 10, 2018; effective January 24, 2019.

520-2-2-.06 State Aid Documentation Requirements.

All documentation required for the receipt of state aid must be filed with APLS by the deadlines specified below or within 30 days of mailing of forms from APLS. Filing of documentation with APLS after a deadline may result in delay in receipt of state aid funds.

REQUIRED DOCUMENTATION	JULY 1	OCT. 1	DEC. 15	JAN. 1
Notification of change in system membership status	X			
Documentation of new eligibility to receive state aid	X			
Copies of contracts from public library systems	X			
Copies of contracts between county and municipal libraries	X			
State aid application form		X		
[State Aid] Agreement Between the Alabama Public Library Service and Public Libraries		X		
Annual statistical report form			X	

Statement of Fiscal Responsibility				X
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Author: Nancy C. Pack, Director

Statutory Authority: Code of Ala. 1975, §§41-8-(1-10). **History:** Filed March 30, 1992. **Amended:** Filed June 22, 2004; effective July 27, 2004. **Amended:** Filed April 17, 2006; effective May 22, 2006. **Repealed and New Rule:** Filed September 21, 2009; effective October 26, 2009. **Repealed and New Rule:** Filed October 13, 2011; effective November 17, 2011. **Repealed and New Rule:** Filed May 16, 2012; effective June 20, 2012. **Repealed and New Rule:** Filed December 10, 2018; effective January 24, 2019.

520-2-2-.07 Appeal Process.

(1) A public library or public library system that fails to meet any of the Rules and Regulations for State Aid may request special consideration by submitting a state aid appeal form to the APLS Director. Such consideration shall be subject to the approval of the APLS Executive Board following a recommendation by the APLS Director.

Author: Nancy C. Pack, Director

Statutory Authority: Code of Ala. 1975, §§41-8-(1-10). **History:** Filed March 30, 1992. **Repealed and New Rule:** Filed December 18, 2006; effective January 22, 2007. **Repealed and New Rule:** Filed September 21, 2009; effective October 26, 2009. **Repealed and New Rule:** Filed October 13, 2011; effective November 17, 2011. **Repealed and New Rule:** Filed May 16, 2012; effective June 20, 2012. **Repealed and New Rule:** Filed December 10, 2018; effective January 24, 2019.

520-2-2-.08 State Aid Forfeiture.

(1) Due to a breach of the obligation of any public library (independent or system member) to fulfill the requirements of state aid rules and regulations by the time of the beginning of the last quarterly payment of state aid, said funds appropriated for the use of the library not in compliance shall be forfeited. The forfeiture shall result in the state aid funds being used in statewide support services in accordance with the concept of state aid support.

(2) Any public library not receiving or certified to receive state aid funds two consecutive years shall be removed from the list of eligible recipients for state aid funds. The formerly designated state aid funds of an ineligible public library shall be assigned to another public library of the same geographic county at the discretion of the APLS Director.

Author: Nancy C. Pack, Director

Statutory Authority: Code of Ala. 1975, §§41-8-(1-10).

History: New Rule: Filed December 18, 2006; effective January 22, 2007. **Repealed and New Rule:** Filed September 21, 2009;

effective October 26, 2009. **Repealed and New Rule:** Filed

October 13, 2011; effective November 17, 2011. **Repealed and**

New Rule: Filed May 16, 2012; effective June 20, 2012.

Repealed and New Rule: Filed December 10, 2018; effective January 24, 2019.

Ed. Note: Chapter 520-2-2 filed September 30, 1982. **Repealed**

and new chapter adopted: Filed March 10, 1989. **Repealed**

and new chapter adopted: Filed March 30, 1992. **Repealed**

and New Rule: Filed December 18, 2006; effective January 22, 2007.



A Cooperative Service Provided by the Public Libraries of Adamsville, Bessemer, Birmingham, Botanical Gardens, Center Point, Clay, Fairfield, Fultondale, Gardendale, Graysville, Homewood, Hoover, Hueytown, Irondale, Leeds, Midfield, Mountain Brook, Pinson, Pleasant Grove, Tarrant, Trussville, Vestavia Hills, and Warrior.

Library Card Application

This library card may be used at any public library in Jefferson County. All information is for library use only. We will not share your information.

Date of Birth _____ Last Name _____

First Name _____ Middle Name _____

Preferred Name (if different from first name) _____

Mailing Address _____ Apartment/Lot _____

City _____ State _____ Zip Code _____

Permanent Address (if different from above) _____ Apartment/Lot _____

City _____ State _____ Zip Code _____

Preferred Phone Number _____ Additional Phone Number _____

Email Address _____

Preferred Notification Method: Email Phone Call Text Message (ask staff for details)

By registering for a library card, you agree to comply with library terms and conditions including the following:
- You are responsible for all materials borrowed on the library card.
- Report lost or stolen cards immediately to prevent unauthorized use.
- Fines may be charged for overdue, lost or damaged materials.
- Cards that are expired or have more than \$5 in fines may limit access to library resources.
My signature indicates that I agree to comply with library terms and conditions.
If applicant is under 18, a parent or guardian is responsible for all materials borrowed on this card and must sign for the minor's card.
Signature of Responsible Party _____ Today's Date _____
Print Name of Responsible Party _____
Relationship to Minor: Mother _____ Father _____ Guardian _____

For Library Use Only

Exp. Date _____ PCODE1 _____ Parent Signature (Y/ N / -) PCODE3 _____ PTYPE _____

Home Library Code _____ ID# of Responsible Party _____ State/Type _____

Additional ID# _____ State/Type _____ (Minor's ID Y/N) OOC: WAIVED/PAID/VERIFIED

Barcode# _____ . p# _____

Additional Information _____ Staff Initials _____

Vestavia Hills Library in the Forest Circulation Policy

1. Patrons requesting a library card will be asked to complete a membership application form. If any changes are made in this information, the Library must be notified. Proof of identification and residency will be required.
2. Children may have their own library card. They must be able to write/sign their name legibly. A parent or guardian's signature will be required for all persons under the age of 18. This signature demonstrates the parent's approval of the child receiving a library card and the understanding that the child's library card can check out all materials housed within the library's physical and electronic collections, including the adult section of the library, and other JCLC libraries.
3. Each patron is responsible for materials checked out on that individual's library card. If a card is lost or stolen it must be reported immediately.
- ~~4. A replacement card will be required at a cost of \$3.00 if a card is lost, stolen, or becomes unreadable by computer.~~
5. A limit of 150 items may be checked out on a card.
6. Books of all formats are checked out for a three-week period and may be renewed twice if no reserves (holds) are placed on the item. A two-week checkout may be assigned to specific collections such as best sellers.
7. DVDs and Blu Rays may be checked out for a one-week (7 days) period and may be renewed twice.
8. Hotspots may be checked out for a one-week period and may not be renewed. Hotspots are available to checkout to Vestavia Hills residents only. Patrons are required to complete and sign a lending agreement prior to first checkout.
9. Videogames check out for a one-week period and can be renewed twice. A patron is limited to three games per checkout. These items are not included in inter-library loans and must be picked up at the Vestavia Hills Library.
10. Any item may be renewed by phone or online. The patron's barcode number or driver's license number is required.
11. Overdue charges for books and audio are \$0.25 per day per item with overdue fines not to exceed \$5.00 maximum per item.
12. Overdue charges for DVDs/Blu Rays are \$1.00 per day, not to exceed \$5.00
13. Overdue charges for wireless hotspots \$5.00 per day until returned, up to the total replacement cost of the device. Patrons will be charged \$25.00 for Mobile HotSpots returned to a book drop (indoor or outdoor) or to another library.
14. Roku devices may be checked out for one week only, with one renewal. Overdue charges are \$2 per day, up to the total replacement cost of the device.
15. Walking sticks may be checked out for two weeks, with no renewals. Overdue charges are \$2 per day, up to the total replacement cost of the device.
16. Hammocks/straps may be checked out for two weeks, with no renewals. Overdue charges are \$2 per day, up to the total replacement cost of the device.
17. Patrons having lost or damaged books and/or library materials shall be charged the current list replacement price notated on the item's record.

18. Overdue notices will begin when item is 3 days overdue.
19. A limit of 30 items may be placed on request (hold) at any one time.
20. Library staff may deny service to any person for failure to return borrowed items, refusal to pay fines, destruction of property, or objectionable conduct.

Adopted by the Library Board March 2015

Vestavia Hills Library in the Forest Patron Registration Policy

Vestavia Hills Public Library will serve all residents of Jefferson County, persons working in Jefferson County and others from the surrounding area who are frequently in our county.

1. A patron must complete a membership application form and provide government-issued proof of identification such as a current driver/non-driver's license or passport. Proof of residency must also be provided in the form of a current driver/non-driver's license, a USPS document labeled with current mailing address, or utility bill, lease, etc.). If the photo ID does not have correct residency information, the documents listed above may be used as proof of residency. If any changes are made to this information, the library must be notified. Cards will expire once a year and proof of residency is required for renewal.
2. Cards will be classified as inactive if not used within a three-year period. Cards not used within a five-year period will be purged from our files. Records of patrons with outstanding fines and/or materials not returned will be kept on record.
3. Out of county memberships may be purchased for \$50.00; applicants employed within the City of Vestavia Hills may purchase memberships for \$35.00. Employment must be verified.
4. All circulation records and registration information are confidential and will be surrendered only by a court order.

Adopted by the Library Board March 2015

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 **untouched, relocated within the library** or will be removed. The Library Director will notify the patron in writing of said decision. **Depending on the 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

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/department heads 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, this selection criteria prevents 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."
- 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.

~~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. OMIT~~

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.

Non-Discrimination Statement

The public library must not deny service to anyone on the basis of age, race, sex or creed. 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.

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

VESTAVIA HILLS LIBRARY IN THE FOREST COPY MACHINES AND PUBLIC PRINTERS

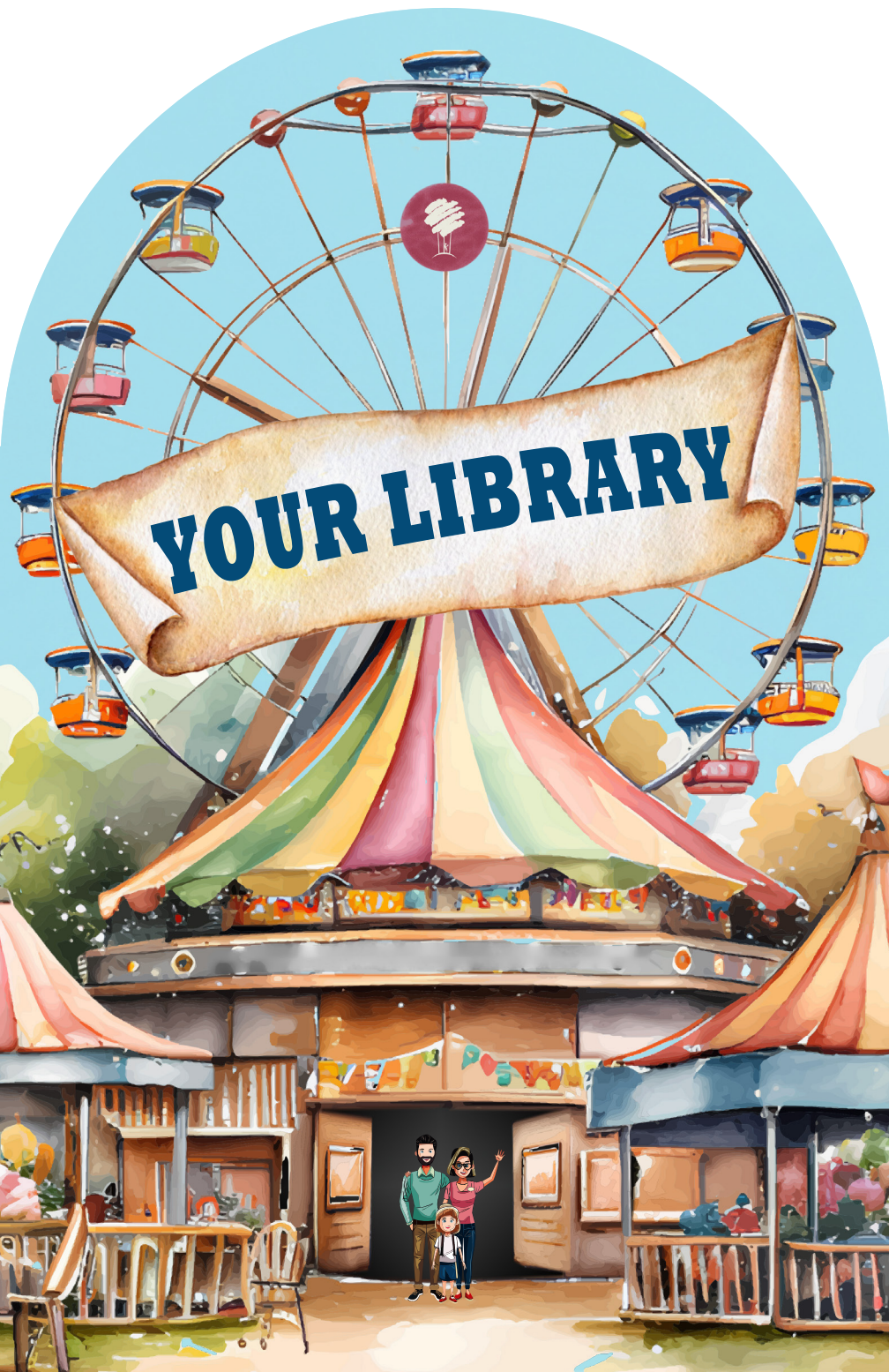
Copy machines are available to the public. They accept cash or credit cards. Adherence to copyright law is the responsibility of the copy machine user. While the operation of copy machines is the patron's responsibility, Library staff will provide instruction and assistance as needed. Change for the copy machine is available at the Circulation and Adult Services desks.

Both color and black/white copies may be printed, for a charge, from computer workstations to the public printers located on the main floor in the Adult Services department and the Computer Lab. Patrons may also print from the Mac workstations on the bottom floor in the Teen Services and Children's Departments. Public printers may not be used with any medium that may damage printers (heavy card stock, vellum, etc.).

Approved by the Library Board March 2015
Updated and Approved October 23, 2024

**Vestavia Hills Library in the Forest
ALA Expenditure of Funds Policy**

Funds budgeted to the American Library Association are approved annually by the Library Board of Trustees in an open, public meeting following advance public notice.



YOUR LIBRARY

Imagine the Possibilities



Thank you for your continued support!

Your volunteerism, participation and contributions have been invaluable to your library. Because of your love and dedication, **we are growing!**

In 2025, we will explore building a state-of-the-art East Side Branch Library. This potential new facility is initially planned to serve our City’s young patrons and encompass our mission to energize, empower, educate, and entertain.

To make this vision a reality, we need your help!

Your Library Your Community

Donor Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Donation amount: \$

- I would like to give anonymously
- Please mail my tax receipt

I would like to give
 in honor of in memory of

Make your tax-deductible donation payable to:
Vestavia Hills Library Foundation

Vestavia Hills Library Foundation is a tax-exempt non-profit organization under Section 501(c)(3) of the Internal Revenue Code, and is further determined a Section 509(a)(3) Type III, Supporting Organization.

- Interested in a Naming Opportunity
- Interested in working with the VHLF

foundation@vestavialibrary.org

Return to Jefferson County Library Cooperative
Statement Certifying Library Board Meetings
Fiscal Year October 1, 2023 – Sept. 30, 2024

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 Taneisha Tucker
Library Director (Name Printed) Taneisha Tucker

Library board meeting dates for FY2024: (Held between Oct. 1, 2023-Sept. 30, 2024;
a minimum of 4 meetings are required to receive state aid)

- | | |
|-----------------------------|-----------|
| 1. <u>October 25, 2023</u> | 7. _____ |
| 2. <u>January 24, 2024</u> | 8. _____ |
| 3. <u>February 28, 2024</u> | 9. _____ |
| 4. <u>April 24, 2024</u> | 10. _____ |
| 5. <u>August 21, 2024</u> | 11. _____ |
| 6. _____ | 12. _____ |

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.

Supp. 3/31/19 pg. 2-2-8

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 system headquarters by July 1 to ensure provision of state aid by the new fiscal year beginning October 1.

Supp. 3/31/19 pg. 2-2-8

The most current Alabama Public Library System Standards state that “An Alabama public library system will pass on state aid directly to its member libraries or provide, through contract, an equal or greater value in services as agreed upon by the system members.” Therefore, the **Cooperative Member Libraries** have voted to have 30% withheld from state aid before disbursement to **Member Libraries** to fund cooperative services countywide. The **Cooperative** currently distributes 70% of state aid received to **Member Libraries**. The Headquarters Library is exempt from future increases due to cooperative services provided and will continue to be assessed at 17.5%.

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. Should the **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 default in payment. If the **Member Library** fails to correct the fault within thirty (30) days after the date of such written notice, the **Cooperative** shall the right to discontinue/interrupt services to the **Member Library** in the event that payments are ninety (90) days delinquent. 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.

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, payments that are ninety (90) days delinquent, 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, the **Cooperative** shall have the right to discontinue services to the **Member Library**. 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 discontinuance of services shall not relieve the **Member Library** from liability for payment for services previously provided.

Services discontinued for default in payment include the following and may not be comprehensive:

- Internet access
- Library records removed or suppressed and all access to the Integrated Library System discontinued
- Cataloging services
- Inter-library and intra-library loan services
- Delivery services
- Econtent 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.

**SIGNED ANNUALLY WITH FEES APPROVED FOR EACH FISCAL
YEAR**

**ANNUAL ADDENDUM SIGNATURE PAGE: FY2024-2025 (Year) JCLC CONTRACT:
ADDENDUM I - MEMBER FEES**

(These two pages are sent to members annually noting the fees approved by the JCLC Board of Directors for signatures)

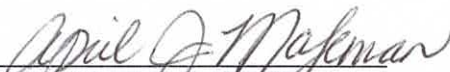
Member fees are in effect until a change in member fees is voted on by the JCLC Board of Directors. For the period beginning October 1, 2024 – Sept. 30, 2025 annual member fees for:

Vestavia Hills Library in the Forest will be billed:
Library Name

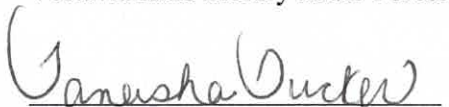
Annually the amount of \$ 60,746.91

Quarterly \$ 15,186.73

APPROVALS


Board of Trustees, President
Vestavia Hills Library in the Forest

09/26/2024
Date


Library Director
Vestavia Hills Library in the Forest

09/26/2024
Date


JCLC Executive Director
Tobin M. Cataldo

9/12/2024
Date

Instructions: Sign both of these signature pages and return the signature page (one page) only to JCLC; keep one signed copy for your library files.

Desirable Qualifications for Vestavia Hills Library in the Forest Board Applicants

The Vestavia Hills Library in the Forest Board of Trustees carries out fiduciary, advisory and strategic responsibilities to ensure that the Library operates from a solid and trusted foundation.

Desirable Qualifications Include:

Interest in the Library and its services; knowledge of the Library and community, their needs, and diversity; active with groups or organizations within the community; a general understanding of the social and economic conditions of the City.

Support for the Library's contemporary mission and the ability to communicate it to the public.

Mission of the Library in the Forest

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.

As a provider, the Library will:

- Circulate collections of current high-demand, high-interest materials in a variety of formats for all ages.
- Maintain collections in a variety of formats representing a broad spectrum of knowledge on a variety of subjects.
- Offer reference services providing timely and accurate information in a variety of formats with access from diverse sources.
- Plan and implement programs and services for all ages that encourage reading, learning, and cultural enrichment.
- Create environmental educational opportunities as the first "green" Library in the state.

As a partner, the Library will:

- Coordinate the development informational collections, current reading lists, and other materials for the school system of Vestavia Hills.
- Facilitate connections with local businesses and the Chamber of Commerce.
- Work with other agencies and organizations in providing pertinent community information.
- Foster the development of programs and services offered by local groups such as The Vestavia Hills Historical Society, Vestavia Hills Art Association, and other similar groups.
- Always listen and respond to the best of its ability to the Library needs of the residents of Vestavia Hills.

Ability to attend all Board meetings and participate appropriately, including preparing for Board meetings by reading Board minutes, Board packets and other materials sent out before the Board meeting and serving on committees as assigned by the Board chair.

Awareness and understanding of the Library's role in the community as the center for education, enrichment, empowerment, and entertainment.

Willingness to lend expertise and leadership to the Board and devote up to 10 hours per month for the purpose of carrying out the fiduciary duties of trusteeship; must be able to regularly attend meetings of the Board, represent the Library at meetings and public functions, serve as an advocate for Library services for the community, and have excellent communication skills and ability to relate to the public.

Skill in establishing policies and long-term goals for the successful and efficient operation of the Library and willingness to review policies and by-laws regularly, updating as needed.

Remain informed about the services offered by the Library and stay abreast of current Library trends and practices, including reading the literature, talking to staff and trustees from other libraries and attending professional meetings as needed

Ability to think and plan creatively, to question objectively, and to effectively support the strategic plan of the Library.

Sound judgment, a sense of fiscal responsibility and community awareness. Understand and promote Library tenets.

Regularly review financial reports with the director and fellow trustees and represent the Library at budget hearings.

An open mind, intellectual curiosity, and respect for the opinions of others; ability to collaborate and work in a cooperative manner with fellow Board members, the Library director and staff, City government and the public.

Alabama Public Library Service Trustee Handbook (source)

Although not required, past service as a Board member or similar position having governing and fiduciary responsibilities is highly desirable. Candidates with Vestavia Hills community relations, marketing, legal or fundraising expertise are also encouraged to apply.