



VESTAVIA HILLS

A LIFE ABOVE

ALBERTO C. ZARAGOZA, JR.
Mayor

TANEISHA YOUNG TUCKER
Library Director

Library Board of Trustees Meeting Agenda Tuesday, December 08, 2015 8:30 am

- I. Call to Order**
- II. Approval of Today's Agenda**
- III. Approval of the Minutes from October 27, 2015**
- IV. News Articles and Correspondence**
- V. Director's Report**
- VI. Unfinished Business**
 - a. Election of Officers for 2016**
 - b. Parking Lot and ADA Ramp Projects**
- VII. New Business**
- VIII. Committee Reports**
- IX. Foundation Report**
- X. PALS and Friends Reports**
- XI. Informational Items**
- XII. Adjournment**

*The next meeting of the Vestavia Hills Library in the Forest Board of Trustees
is scheduled for Tuesday, January 26, 2016 at 8:30 am.*

VESTAVIALIBRARY.ORG

VESTAVIA HILLS LIBRARY IN THE FOREST
1221 MONTGOMERY HWY
VESTAVIA HILLS, AL 35216
205 978 0155

Library Board Meeting

October 27 2015

I. Call to Order – Ms. Ashley Tucker-Hicks - Chair

The Vestavia Hills Library in the Forest Board of Trustees met in regular session on Tuesday, October 27, 2015, at 8:30 a.m.

Present: Ms. Ashley Tucker – Chair
Ms. Anna Gualano – Vice Chair
Ms. Kym Prewitt – Board Member
Ms. Taneisha Tucker – Library Director
Ms. Terri Leslie – Deputy Director
Ms. Mindy Bodenhamer – Foundation Chair

Absent: Mayor Zaragoza – Mayor
Mr. Jeff Downes – City Manager
Dr. Jimmy Bartlett – Board Member
Mr. Jason Gardner – Board Member
Ms. Jonnie Vengelik – Friends of the Library Chair
Mr. Clay Smith – Board Emeritus

II. Approval of Today’s Agenda

Ms. Gualano motioned to approve the agenda with the noted addendum concerning the Library’s air conditioning unit. Ms. Prewitt seconded the motion. The motion was unanimously approved.

III. Approval of Minutes from August 25, 2015

Ms. Gualano motioned to approve the August 25th Board minutes. Ms. Prewitt seconded the motion. The Board minutes were unanimously approved.

IV. News Articles and Correspondences

Ms. Tucker reported that the distributed Board packet contained all noteworthy items. She called the Board’s attention to complimentary Facebook posts by Dr. Bartlett’s son, Kenton, concerning the Adult Services Department. Ms. Leslie elaborated further, explaining the origins of the posts.

V. Director’s Report

Ms. Tucker noted that the Director’s Report was included in the Board packet.

VI. Unfinished Business

- a. ADA Ramp – construction was to begin Monday, October 26th but was delayed due to rain. Heavy equipment has been moved to the area and some mapping has taken place; construction will begin weather permitting.
- b. HVAC/Air Conditioning Unit – Ms. Tucker stated that we are still having problems with an air conditioning coil as well as the Server Room overheating. Trane provided a quote for the coil repair and Server Room equipment that was approximately \$29,000.00. Ms. Tucker then met with City Manager Jeff Downes to discuss other options. They chose Climate Service, Inc., and will save approximately \$4,500.00 on these repairs. Our service agreement with Trane remains in place but will be re-evaluated at the first of the year.

VII. New Business

- a. Election of BOT Officers for 2016 – Action was postponed until next meeting. Dr. Bartlett's term ends this December. Ms. Tucker stated that she has asked him to consider another year as he has been such an asset. If not, the Board will need to provide Ms. Tucker a list of potential candidates and/or a list of skill sets they believe would be beneficial to the existing Board.
- b. Policy Updates – Safe Child Policy and Mobile Hotspot Policy – Ms. Leslie. There was one question from Ms. Hicks concerning the issue of homeschoolers using the Library during school hours. Ms. Leslie contacted the Vestavia Hills Board of Education and inquired about existing local or state laws concerning unattended teens, but as of the meeting date, had not heard back from them. Upon further research she found that there are not any existing 'daytime curfew' laws. Ms. Gualano confirmed that there is not a state law in place. Because Vestavia Hills has an award-winning school system, homeschoolers, unattended or not, are rare. After further discussion, a motion was made by Ms. Gualano to approve the policy and was seconded by Ms. Prewitt. The policy was approved.
- c. There were no questions or issues with the Mobile HotSpot policy/guidelines. Ms. Gualano made a motion to approve the policy and was seconded by Ms. Prewitt. The policy was approved.
- d. Holiday Hours – Ms. Tucker stated that due to how the holidays will fall year, the Library would be closed a few more days than usual. A motion was made by Ms. Gualano to approve the schedule and was seconded by Ms. Prewitt. The closing schedule was approved.
- e. Staff Meeting Schedule – Ms. Tucker. The Library staff will need to meet one additional day (necessitating a late opening, at 10:00 a.m.) before December due to the Library's new phone system and staff will require training. Ms. Prewitt moved to approve the additional date and the motion was seconded by Ms. Gualano. Motion approved.
- f. Holiday Exam Schedule/Extended Hours– Ms. Tucker. After reviewing the statistics from last year (2014) the Board felt that the number of high school students utilizing the Library during Exam Week warranted staying open an additional hour, while the number of UAB/Samford students did not. A motion was made by Ms. Gualano to approve extended Exam Week hours for the high school only and was seconded by Ms. Prewitt. Motion approved.

VIII. Committee Reports

No reports.

IX. Foundation Report – Ms. Bodenhamer

- a. The Foundation will send a Holiday greeting card after Thanksgiving and will wait until next year to send an annual report.
- b. The Foundation Search Committee decided to begin the search for a new Executive Director after the holidays (January 2016) and will present this timeline to the Foundation Board at the next Foundation Board meeting. The Board members discussed this and felt strongly that the Search Committee should be encouraged to begin the search as soon as possible. Concerns were the lack of an Interim Director, the effect that the additional work of handling incoming donations/thank you/follow ups could have on existing Library staff, and the length of time the actual search may take. Also, there have been candidates expressing interest that may lose that interest or take positions elsewhere if there is a lengthy wait. An option is for Foundation Board members to handle day-to-day tasks in the absence of an Executive Director. Ms. Prewitt also volunteered her assistance for the greeting card mailing.

X. PALS and Friends Reports

- a. P.A.L.S. – No Report
- b. Friends – No report – Bobby Horton will perform for the Friends of the Library Fundraiser on March 4th.

XI. Informational Items

- a. PLJC Annual Report - Ms. Tucker. The Library is the fourth largest library in Jefferson County, which is the norm (Birmingham Public, Hoover, and Homewood).

XIII. Meeting Adjourned

The next Board meeting is scheduled for Tuesday, December 8, 2015 at 8:30 a.m.



Oak Mountain Missions Ministries, Inc.

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Pelham, AL 35124

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oakmtnmissions@yahoo.com

BOARD OF DIRECTORS

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Asst. Director

Dianne Cesario

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Tim Gayle

Barbara Tickle

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Non-profit
Corporation

November 12, 2015

Vestavia Library
1221 Montgomery Hwy.
Vestavia Hills, AL 35216

Dear Friends

Thank you so much for the wonderful food drive that you held for us at Oak Mountain Missions. We are so appreciative of all the 10 boxes of food that you collected. We always enjoy working with you and we want to thank you for your support.

Please know that you have been a vital link in fulfilling OMM's purpose statement..." to love those that feel they are not loved and to share with the needy, just like our Lord shares with us".

God Bless All of you!

Alison Stokes
OMM Representative

P.S. Thank you so much for the 35 boxes of food that you brought on 10/6. We have been working on our Christmas Project since the end of Sept. and just finished sponsoring all the children & seniors. So now I can catch up on my "Thankzais"!

Vestavia Hills Library in the Forest

Oct 2015 Monthly Statistical Report

Category	Oct 2015	Oct 2014	% Difference	Demand	Net Change	Type
Adult Books	5,797	5,617	3.20%	Up	180	Book
Adult Best Sellers	316	393	-19.59%	Down	(77)	Book
Juvenile Books	10,951	10,186	7.51%	Up	765	Book
Teen Books	1,248	1,188	5.05%	Up	60	Book
Total Books	18,312	17,384	5.34%	Up	928	Book

Category	Oct 2015	Oct 2014	% Difference	Demand	Net Change	Type
Adult Non-Fiction DVDs	385	324	18.83%	Up	61	Non-Book
Adult Audio Book MP3	30	23	30.43%	Up	7	Non-Book
Adult Audio Books CD	1,472	1,468	0.27%	Up	4	Non-Book
Adult Blu-rays	551	535	2.99%	Up	16	Non-Book
Adult DVDs	3,372	3,600	-6.33%	Down	(228)	Non-Book
Adult Magazines	36	74	-51.35%	Down	(38)	Non-Book
Adult Mixed Media	1	3	-66.67%	Down	(2)	Non-Book
Adult Music CD	1,118	1,171	-4.53%	Down	(53)	Non-Book
Adult Self Playing Audio	20	47	-57.45%	Down	(27)	Non-Book

Category	Oct 2015	Oct 2014	% Difference	Demand	Net Change	Type
Juvenile Views	109	118	-7.63%	Down	(9)	Non-Book
Juvenile Audio CD	72	107	-32.71%	Down	(35)	Non-Book
Juvenile Blu-rays	30	35	-14.29%	Down	(5)	Non-Book
Juvenile DVDs	2,328	2,296	1.39%	Up	32	Non-Book
Juvenile Magazines	13	18	-27.78%	Down	(5)	Non-Book
Juvenile Mixed Media	175	169	3.55%	Up	6	Non-Book
Juvenile Music CD	84	112	-25.00%	Down	(28)	Non-Book
Juvenile Self Playing Audio	12	16	-25.00%	Down	(4)	Non-Book

Category	Oct 2015	Oct 2014	% Difference	Demand	Net Change	Type
Teen Audio Books MP3	4	-	100.00%	Up	4	Non-Book
Teen Audio Books CD	45	44	2.27%	Up	1	Non-Book
Teen Blu-rays	86	41	109.76%	Up	45	Non-Book
Teen DVDs	1,123	900	24.78%	Up	223	Non-Book
Teen Games	356	191	86.39%	Up	165	Non-Book
Teen Magazines	1	1	0.00%	Same	-	Non-Book
Teen Music CD	41	56	-26.79%	Down	(15)	Non-Book
Teen Self Playing Audio	15	12	25.00%	Up	3	Non-Book
Total Non-Books	1,671	1,245	34.22%	Up	426	Non-Book

Category	Oct 2015	Oct 2014	% Difference	Demand	Net Change	Type
Ebooks Adult	1,259	1,211	3.96%	Up	48	Digital
Ebooks Children	156	79	97.47%	Up	77	Digital
Ebooks Teen	145	112	29.46%	Up	33	Digital
Ebooks Total	1,560	1,402	11.27%	Up	158	Digital

Category	Oct 2015	Oct 2014	% Difference	Demand	Net Change	Type
Audiobooks Adult	563	469	20.04%	Up	94	Digital
Audiobooks Children	34	18	88.89%	Up	16	Digital
Audiobooks Teen	47	34	38.24%	Up	13	Digital
Audiobooks Total	644	521	23.61%	Up	123	Digital

Category	Oct 2015	Oct 2014	% Difference
Books	18,312	17,384	5.34%
Adult Non-Books	6,985	7,245	-3.59%
Juvenile Non-Books	2,823	2,871	-1.67%
Teen Non-Books	1,671	1,245	34.22%
Total Circulation	29,791	28,745	3.64%

Category	Oct 2015	Oct 2014	% Difference
Gate Count	29,505	35,116	-15.98%
Public Computers	5,273	6,335	-16.76%
Volunteers	13	13	0.00%
Web Site Visits	28,861	36,537	-21.01%
Pinterest	737	647	13.91%
Facebook	281,715	279,891	0.65%
Instagram	-	100	-100.00%
Twitter	881	637	38.30%

Services	Oct 2015	Oct 2014	% Difference
Borrowed From Others	1,953	1,759	11.03%
Loans To Other Libraries	2,381	2,276	4.61%
Reference Questions	11,326	9,757	16.08%
Reserves	785	826	-4.96%
Voter Registration	7	26	-73.08%
Days Open	31	31	0.00%

Program Category	Oct 2015		Oct 2014	
	Number	Attendance	Number	Attendance
Adult Programs	11	182	9	276
Juvenile Programs	38	1,545	43	1,893
Computer Lab	17	86	18	65
YA/Teen Programs	13	248	14	160
Outreach	5	532	4	127
Meeting Rooms	110	943	38	1,518
Tours	0	0	0	0
Total	194	3,536	126	4,039

Membership	Oct 2015	Oct 2014	% Difference
Adult Memberships	41	58	-29.31%
Juvenile Memberships	24	18	33.33%
Non-Resident Adult	36	39	-7.69%
Non-Resident Juvenile	3	11	-72.73%
Out of County Members	-	2	-100.00%
Total	104	128	-18.75%



Vestavia Hills Library in the Forest

Detailed Statistics Worksheet

October 2015

PROGRAMMING	2015		2014	
	Programs	Attendance	Programs	Attendance
Adult	11	182	9	276
Children	38	1545	43	1893
Teen	13	248	14	160
Computer Lab	17	86	18	65
Outreach	5	532	4	127
Library Tours	0	0	0	0
TOTAL	84	2593	88	2521

MEETING ROOMS	2015		2014	
	Programs	Attendance	Programs	Attendance
Community Room	47	821	16	1090
Historical Room	19	26	7	84
Tree House	13	26	9	164
Children's Program	31	70	5	150
Outdoor Classroom	0	0	0	0
Rooftop Garden	0	0	0	0
Observation Deck	0	0	1	30
Total Rental Usage	110	943	38	1518

Study Room Use	Patrons Signed in 356	Users 583
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VOLUNTEERS	2015		2014	
	Volunteer #	Total Hours	Volunteer #	Total Hours
Adult	1	12	1	8
Children	6	10	9	17
Teen	4	22	2	15
Computer Lab	1	2	0	0
Technical Services	0	0	0	0
Other <u>front desk</u>	1	34.5	1	42
TOTAL	13	80.5	13	82

MEMBERSHIPS	2015	2014
Adult VH Residents	41	58
Juvenile VH Residents	24	18
Non-resident Adults	36	39
Non-resident Juvenile	3	11
Out-of-County	0	2
TOTAL	104	128

INFORMATION STATISTICS	2015	2014
Voter Registration	7	26
Reserves	785	826
Intra-Library Loans	2381	2276
Intra-Library Borrows	1953	1759

ELECTRONIC CHECKOUTS	2015	2014
Downloadable Audios	644	521
E-books	1561	1402
Zinio	47	35
Mango	41	68

REFERENCE QUESTIONS	2015	2014
Adult	1232	697
Children	1995	2065
Teen	548	526
Other	0	0
Database Usage	7551	6469
TOTAL	11326	9757

ADDITIONAL STATISTICS	2015	2014
Gate Count	29505	35116
Facebook Views -q	45792	279891
Twitter	881	637
Pinterest	737	647

Instagram	NA	100
Library Website Visits	28861	36537
Public Computer Use	5273	6335
Self Check Machine Use	12612	11468
Days Open	31	31

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STAFF TRAINING BY DEPARTMENT	2015	2014
Circ/Acquisitions	0	0
Administration	0	0
Adult	4	0
Children	1	5
Circulation	0	1
Technology	0	2
Teens	0	0

Hoopla Circulation	2015	2014
Audiobooks	167	53
Movies	76	48
Music	117	43
Television	37	7
Total	397	151

TECHNICAL SERVICES HOLDINGS	Adds	Deletes	System Total
Adult Books	434	121	29348
Adult Red Hot books	49	37	209
Adult Foreign Language	0	0	95
Adult Large Print	121	13	4127
Adult Reference	0	0	608
Adult unknown item	0	4	0
Adult magazine envelopes	0	3	168
Juvenile Books	264	168	31164
Juvenile Reference	0	0	143
Juvenile unknown item	1	0	1
Juvenile magazine envelopes	0	0	69
Teen Books	219	84	7338
Teen magazines envelopes			25
Teen unknown item	0	0	0
Adult Audio CDs.	20	122	3972
Adult Music CDs	23	78	3908
Adult Kits	0	0	8
Juvenile Audio CDs	0	0	563
Juvenile Music CDs	1	4	438
Juvenile Kits	0	4	429
Teen Audio CDs	2	6	469
Teen Music CDs	0	3	176
Teen Kits	0	0	0
Adult DVDs	75	67	4350
Adult non-fiction dvds	9		1312
Adult Blu-Rays	0	42	951
Juvenile DVDs	46	72	2547
Juvenile non-fiction DVDs	0	0	4
Juvenile Self Playing video	0	0	87
Juvenile Blu-Rays	0	1	43
Teen DVDs	23	11	1180
Teen Blu-Rays	3	0	75
Adult CD-ROMs	0	0	11
Teen CD-ROMs	0	0	0
Juvenile CD-Roms	0	0	28
Adult MP3s & Playaways	0	1	278
Teen MP3s & Playaways	1	1	86
Juvenile MP3s & Playaways	0	0	140

Adult Nooks	0	0	23
Juvenile Nooks	0	0	5
Teen Nooks	0	0	7
Teen Videogames	18	0	295
Adult Wireless Hotspots	10	0	10
TOTAL	1319	842	94690

PINNACLE BANK

ACCT. # 1560062488

* DONATION ACCOUNT
FUND 13

Month Ending: 30-Oct-15

BEGINNING LEDGER/CK BK BAL	\$ 36,051.26	LEDGER BALANCE
Deposits:	\$ 593.00 (Copier Revenue)	
Bank Fees	\$ -	
Interest:	\$ -	

Expenditures:

Date Cleared	Date Written	CK #	Name	Ck Amt.
10/13	9/23	3626	Sam's Club	\$ (190.00)
10/26	10/23	3628	WalMart	\$ (424.85) *
10/26	10/23	3629	Sam's Club	\$ (146.81)

* Break in number sequence

Ending Balance: \$ 35,882.60 (ledger / check book)

O/C (written-not cleared)

O/C Expenditures: \$ -

DEPOSITS IN TRASIT

\$ -

Ending bank balance

\$ 35,882.60

O/C = (outstanding checks)



PO BOX 1388
 Jasper AL 35502
 205-221-4111

Date 10/30/15
 Primary Account
 Enclosures

Page 1
 1560062488
 3

282826
 VESTAVIA HILLS PUBLIC LIBRARY
 DONATION ACCOUNT
 TANEISHA TUCKER
 1221 MONTGOMERY HWY
 VESTAVIA HILLS AL 35216

PINNACLE BANK
 Loyal Leadership, Local Decision Making and Superior Service

Checking Accounts

Account Title: VESTAVIA HILLS PUBLIC LIBRARY
 DONATION ACCOUNT
 TANEISHA TUCKER

H NON-PROFIT CHECKING		Number of Enclosures	3
Account Number	1560062488	Statement Dates	10/01/15 thru 11/01/15
Previous Balance	36,051.26	Days This Statement Period	32
2 Deposits/Credits	593.00	Average Ledger	36,173.33
3 Checks/Charges	761.66	Average Collected	36,173.33
Service Charge	.00		
Interest Paid	.00		
Current Balance	35,882.60		

* 0 5 1 8 0 0 0 0 7 6 0 5 0 3 0 0 0 *

-----Deposits and Additions-----

Date	Description	Amount
10/05	DEPOSIT	321.00
10/23	DEPOSIT	272.00

-----Debits and withdrawals-----

Date	Description	Amount
10/26	PURCHASE SAMS CLUB STORES	424.85-
	CK #3628 HOOV AL	
10/26	PURCHASE SAMS CLUB STORES	146.81-
	CK #3629 HOOV AL	

Summary by Check Number

H Date	Check No	Amount	Date	Check No	Amount
10/13	3626	190.00	10/26	3629	146.81
10/26	3628*	424.85			

*Indicates Break in Check Number Sequence



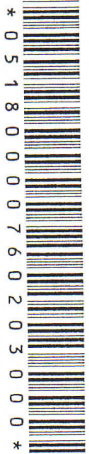
NON-PROFIT CHECKING

1560062488 (Continued)

-----Daily Balance Information-----						
H	Date	Balance	Date	Balance	Date	Balance
	10/01	36,051.26	10/13	36,182.26	10/26	35,882.60
	10/05	36,372.26	10/23	36,454.26		

END OF STATEMENT

Access your Pinnacle Bank Online Statements securely, anytime, anywhere.
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DATE	DESCRIPTION	AMOUNT	CHECK NO.	DEPOSIT TYPE	STATUS
10-5-15		321.00		CASH	
	TOTAL CASH	321.00			
	TOTAL DEBITS				
	TOTAL BALANCE	321.00			

DEPOSIT TICKET
 TOTAL ITEMS: 1
 DEPOSIT MAY NOT BE AVAILABLE FOR IMPROVED WITHDRAWAL
 11/17/2015
 RE-ENTER GRAND TOTAL IN BOKERED BOXES
PINNACLE BANK
 P.O. BOX 1184 • JASPER, ALABAMA 35894-1184
 VESTAVIA OFFICE
 \$ 321.00
 ⑆262287386⑆ 1560062488⑈ 012

Date 10/5/2015 Amount \$321.00

DATE	DESCRIPTION	AMOUNT	CHECK NO.	DEPOSIT TYPE	STATUS
10-23-15		272.00		CASH	
	TOTAL CASH	272.00			
	TOTAL DEBITS				
	TOTAL BALANCE	272.00			

DEPOSIT TICKET
 TOTAL ITEMS: 1
 DEPOSIT MAY NOT BE AVAILABLE FOR IMPROVED WITHDRAWAL
 11/17/2015
 RE-ENTER GRAND TOTAL IN BOKERED BOXES
PINNACLE BANK
 P.O. BOX 1184 • JASPER, ALABAMA 35894-1184
 VESTAVIA OFFICE
 \$ 272.00
 ⑆262287386⑆ 1560062488⑈ 012

Date 10/23/2015 Amount \$272.00

VESTAVIA HILLS PUBLIC LIBRARY 8109-0799 3626
DONATION ACCOUNT 1221 MONTGOMERY HWY 1221 MONTGOMERY HWY
 VESTAVIA HILLS, AL 35218 VESTAVIA HILLS, AL 35218
 OCT 07 2015 09/23/15 DATE
 Pay to the Order of Brenda Vason \$190.00
One hundred ninety 00/100 Dollars
PINNACLE BANK
 P.O. BOX 1184 • JASPER, ALABAMA 35894-1184
 VESTAVIA OFFICE
 For Canceled Motely Room Carushka Z. Tucker
 ⑆262287386⑆ 1560062488⑈ 3626

Check 3626 Date 10/13/2015 Amount \$190.00

