



# VESTAVIA HILLS

A LIFE ABOVE

ASHLEY C. CURRY  
*Mayor*

TANEISHA YOUNG TUCKER  
*Library Director*

## **Library Board of Trustees Meeting Agenda Wednesday, April 03, 2019 4:00 pm**

- I. Call to Order – Larry Cochran, Chair**
- II. Approval of Today's Agenda**
- III. Approval of the Minutes from December 05, 2018 and February 27, 2019**
- IV. News Articles and Correspondence**
- V. Director's Report**
  - a. Strategic Planning / Citizen Survey Presentation – Taneisha Tucker
- VI. Unfinished Business**
  - a. LSTA Grant for Vending and Lockers
  - b. BOT Committee Assignments
  - c. Discussion of 2019 BOT Initiatives
- VII. New Business**
  - a. Employee Event and Celebration Policy – Dr. Jimmy Bartlett
  - b. Home Fit Consulting Liability Waiver – April MacLennan
- VIII. Committee Reports**
- IX. Foundation Report**
- X. Friends Report**
- XI. Informational Items**
  - a. Library Marketing Conference Report – Kelly Powell
  - b. 2019 ALA Midwinter Conference Report – Daniel Tackett
- XII. Adjournment**

# Taneisha Young Tucker

## Director's Report to the Library Board of Trustees

### February/March 2019

#### News Articles and Correspondence:

##### News Articles

Feb. 26, 2019

**5 March Events Not to Miss in Vestavia Hills**  
**Vestavia Hills Magazine | Madoline Markham**

The library has two spotlights: Beginner Belly Dance with Bethany and Family Night with Magician, Russell Davis.

March 2019

**City Manager's Report**  
**Community News | Jeff Downes, Vestavia Hills City Manager**

Report focuses on city staff exemplifying excellent customer service. One example is the library's new Curbside Service. Mr. Downes describes the service and how patrons can begin using it.

##### Facebook Spotlights

Feb. 8, 2019

Happenin's in the 'Ham: A Better View of Birmingham / Lunch on the library's patio.

Feb. 25, 2019

Lawson State Community College / 13 Reasons Why Libraries are Holding Us All Together | Read it Forward

##### Correspondence

March 11, 2019

**Alabama Library Association, Mrs. Carrie Steinmehl, President**

Daniel Tackett, Deputy Director and Teen Librarian will serve as president elect for the Alabama Library Association 2019-2020.

#### Statistics and Programming Overview:

##### February 2019

- Materials circulation increased by 21.82% or 5,219 items. This is due to automatic renewals.
- Program attendance/participation increased by 25.82% or 729 participants.

#### Budgets, Balance Sheets and Bank Statement:

##### Pinnacle Bank

February 2019:

Expenses: \$355.70

Bank Fees: \$38.82 (TSYS)

Deposits: \$3,786.51

**Account Balance: \$108,702.17**

**General 01 Budget:**

**February 2019:** \$1,360,197.05 or 62% of the budget remains. There are some inconsistencies with Travel and Conference and Community Involvement accounts. I have contacted the Finance Department for more information.

**Fund 12 / State Aid:**

**February 2019:** \$16,448.93 or 74% remains. Fund paid to JCLC quarterly. No activity.

**Fund 13 / Donations:**

**February 2019:** \$163,666.39 or 93% of the budget remains. Spending is on course.

**Balance Sheets:**

**February 2019:**

**Fund 12 / State Aid:** \$0 (Not updated by Finance Department)

**Fund 13 / Donations:** \$317,667.43

**Director's Notes**

- **Old Business**
  - **LSTA Grant Update and Request** – On March 18, 2019 the City Council passed a resolution allowing \$30,000 from Fund 13 to be used for vending in the Makerspace and lockers at Cahaba Heights/Liberty Park. \$20,000 will be reimbursed to the City via the Alabama Public Library Service with funds from LSTA.
  
- **New Business**
  - **Employee Event and Celebration Policy** – Reviewed by Dr. Bartlett
  - **Home Fit Consulting Liability Insurance** – Reviewed by April MacLennan  
The liability waiver/insurance documentation is from Cody Robinson of Home-Fit Consulting. Home-Fit will provide the trainers for the Trail Fit Workout series that Terri Leslie, Adult Services Librarian, is offering this summer. They want to share a waiver instead of asking participants to complete two waivers.
  
- **Staff**
  - Teresa Ashworth, the City's Payroll Specialist, passed away on March 19, 2019.
  
- **Director's meeting / event schedule included:**
  - JCLC Board of Directors
  - City Department Heads
  - Library Board of Trustees
  - Friends of the Library
  - Rick Moody – Technology
  - Pamela Parson – Acquisitions
  - Daniel Tackett – LSTA Grant Items
  - Staff Meeting

# Library Board Meeting Minutes

February 27, 2019

## I. Call to Order and Welcome of the New BOT Members – Larry Cochran, Chair

The Vestavia Hills Library in the Forest Board of Trustees met in regular session on Wednesday, February 27, 2019 at 4:00 p.m.

### Present:

Mr. Larry Cochran – Chair  
Ms. Ashley Hicks – Vice Chair  
Mr. Greg Laughlin- Member  
Ms. Andi Preston- Friends Chair  
Ms. Taneisha Tucker – Library Director  
Mr. Daniel Tackett – Deputy Director  
Ms. Cinnamon McCulley- Marketing  
Ms. Loraine Ward – Administrative Assistant  
Ms. Eden Pfaff- Recorder

### Absent:

Mayor Ashley Curry – City Liaison  
Mr. Jeff Downes – City Manager  
Ms. Wendy Johnson – Foundation Chair  
Ms. Elise Bodenheimer- Friends Co-Chair

## II. Approval of Today's Agenda

Mr. Cochran motioned to amend and approve the February 27, 2019 agenda. Agenda was seconded by Mr. Laughlin. The amended agenda for today's Board of Trustees meeting was unanimously approved.

## III. Approval of Minutes from February 27, 2019

Mr. Larry Cochran tabled approval of the minutes from December 05, 2018.

## IV. New Business

### a. *Overview of Library's New Website- Cinnamon McCulley*

The website will launch on February 28, 2019, at the same web address. The new website has multiple redundancies meaning the site will not go down. It is sleeker and easier to navigate, with scrolling events on the side of each department tab where patrons can register online for programs. Friends of the Library has their own page that will allow new members to register and pay online, once the Friends' PayPal is connected to it. There is also a donate tab for the makerspace. Board members' names are listed and the Board meeting minutes are also located on the Board of Trustees tab.

### b. *Up-branding- Taneisha Tucker and Cinnamon McCulley*

Beginning in May 2019 the library will roll out a new cross promotional handout detailing library programs and events. In January 2019, Taneisha Tucker, Kelly Powell, Cinnamon McCulley researched new ways to market the library's programming and contacted Homewood and Hoover about their

promotional materials. They decided to use Hoover's marketing as inspiration for the new handout which will combine all department calendars and alleviate the clutter of multiple handouts.

*c. Pig at the Library- Chamber of Commerce Request- Taneisha Tucker*

Karen Odle, President of the Chamber of Commerce, requested at the last meeting that the library house a pig statue meant to promote buying from local businesses. It was decided that the pig does not fit with the library's designation as a nonprofit organization; therefore Mr. Laughlin moved to end the discussion. Ms. Hicks seconded.

*d. Patron Complaint- Taneisha Tucker*

A patron recently complained and listed 6 staff members in documents. Complaint was discussed at length and the Board members support Ms. Tucker's decision to handle the situation however she sees fit, especially if there is evidence of escalation.

**V. Unfinished Business-**

*a. LSTA Grant Update and Request- Larry Cochran*

An LSTA grant was awarded to the library for the makerspace and library outreach in November 2018. The BOT needs to approve \$30,000 to install a Remotelocker system in Cahaba Heights, with \$20,000 to be reimbursed by the grant by Oct 2019. Ms. Hicks motioned for the BOT to provide the \$30,000 and Mr. Laughlin seconded the motion.

*a. BOT Committee Assignments and Discussion of 2019 BOT Initiatives*

Both agenda points were tabled for the next meeting.

*b. Employee Handbook Revisions*

The city attorney recognizes Jeff Downes as the governing authority of the library. He offered an update for the Employee Handbook and a list of disciplinary actions with Mr. Downes as the final authority.

*c. Kulture City/Sensory Library Discussion- Taneisha Tucker*

The Board discussed having a sensory room and the library and came to the conclusion that the library does not have available space to house a sensory room at this time. Taneisha Tucker will inform Kulture City of the Boards' views.

*d. Suggested Reading- Larry Cochran*

Mr. Cochran suggested that the Board read The Library Book by Susan Orlean.

**VI. Friends Report- Ms. Preston**

Bookstore sales are down this month. There is a possibility that the Friends will have a large book sale in the future. Upcoming programs: March- Better Business Bureau, April- Craigger Browne, May- Friends Luncheon.

**VII. Informational Items- Mr. Tackett**

The State Department is inspecting the library on February 28, 2019 for passport compliance.

**VIII. Adjournment- Mr. Cochran**

The meeting was adjourned at 4:56 pm. The next meeting will be Wednesday, April 3<sup>rd</sup> 2019.

Vestavia Hills Magazine

*By Madoline Markham*

Feb 26, 2019

# VESTAVIA HILLS

MAGAZINE

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## 5 March Events Not Miss in Vestavia Hills

Feb 26, 2019 | Events | 0



*By Madoline Markham*

*Photos by Mallory Barry*

We all have Spring Break marked on the calendar, but there's plenty of fun things to do the first three weeks of March, too. Here's our list of what's going on where around Vestavia Hills this month.

### **1. Market on the Mountain**

*March 8-9*

*Friday 9 a.m.-6 p.m., Saturday 9 a.m.-2 p.m.*

*Mountaintop Community Church*

Spring is (almost) in the air. Stock your kids' spring and summer wardrobe at this annual sale. Learn more at [marketonthemountain.com](http://marketonthemountain.com).

### **2. Concert for a Cure**

*Saturday, March 9 | 7:30-9:30 p.m.*

*VHHS Auditorium*

Come out to hear VHHS graduate and musician Walker Burroughs and Riverbend, a band featuring VHHS grad Sims Ruffino, play live. The event benefits UAB Comprehensive Cancer Center as a part of the school's RISE program. Find tickets for \$10 for general admission or \$15 for reserved seating at [gofan.co](http://gofan.co).

### **3. Rebel Run**

*Saturday, March 16 | 9 a.m.*

*Vestavia Hills High School*

Get your preparty on for VHHS's RISE Day benefitting UAB Comprehensive Cancer Center on April 12. Vestavia Hills High School students organize this run each year to benefit research to fight cancer. The 5K starts at 9 a.m. and the Fun Run at 10 a.m. Contact [whittenkj@vestavia.k12.al.us](mailto:whittenkj@vestavia.k12.al.us) for registration information.

**4. Beginner Belly Dance with Bethany**

*Monday, March 18 | 6-7 p.m.*

*Library in the Forest Community Room*

Did you know you can belly dance—at the library? All shapes, sizes, and activity levels are welcome to this free class, but you must be at least 18 years old.

**5. Family Night: Magician Russell Davis**

*Tuesday, March 19 | 6 p.m.*

*Library in the Forest*

Sleight-of-hand entertainer Russell Davis is sure to enrapture kids of all ages with his tricks, so come out for the library's monthly night of family fun.



FACEBOOK

Lawson State Community College

Feb 25, 2019

Share



Lawson State Community College Libraries / Learning Resource Centers shared your post.

9 hrs · 🌐



Vestavia Hills Public Library

17 hrs · 🌐

"It's not only the library books that have been important in my life, but the place itself has carried meaning for me. I met several of my good friends for the very first time in the library."



READITFORWARD.COM

**13 Reasons Why Libraries are Holding Us All Together | Read It Forward**

Tiffany King, author of *Eat at Home Tonight*, argues why libraries are relevant, why they matter, an...

Like

Comment

Share



FACEBOOK  
Happenin's in the Ham  
Feb 8, 2019

Mention

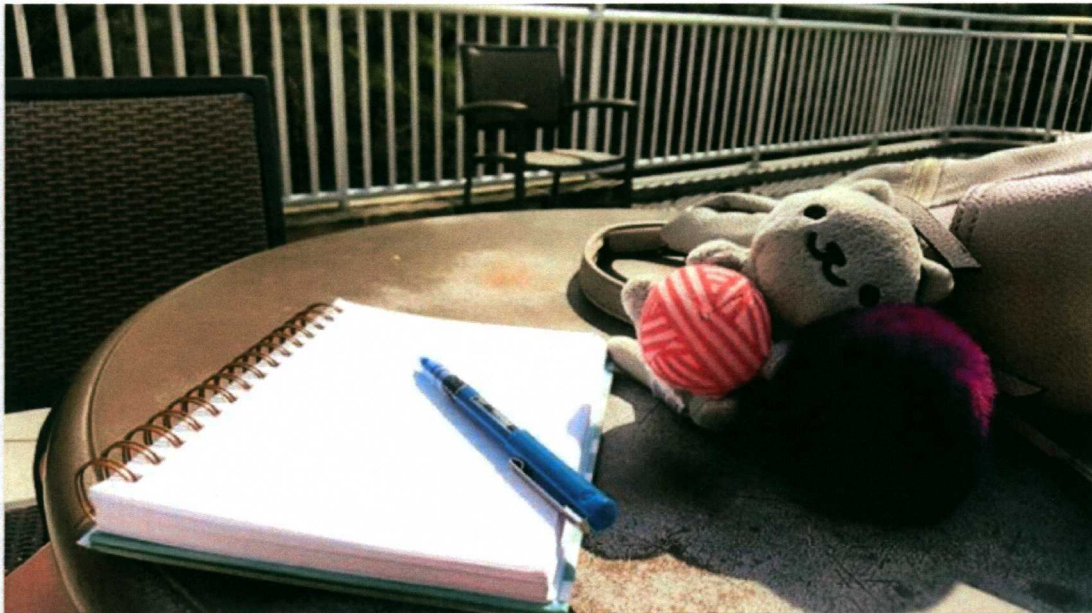


**Happenin's in the 'Ham: A Better View of Birmingham**

23 hrs · Instagram · 🌐

✓ Liked as Your Page ▾

It's a BEAUTIFUL day in Birmingham! Lunch break on the Vestavia Hills Public Library patio! 😊🕶️  
Carpe Diem, y'all! #RUhappenin



Charles Wittichen Anderson

👍 Like

💬 Comment

➦ Share



# COMMUNITY NEWS

News & Events for the City of Vestavia Hills • March 2019

A joint publication of the City of Vestavia Hills, Vestavia Hills City Schools & Vestavia Hills Chamber of Commerce

## COMMUNITY CALENDAR

March 2019

- 7 Design Review Board  
Executive Conference Room, 6 p.m.
- 11 Senior Citizens Luncheon  
Dogwood Room, 11:30 a.m.
- 11 City Council Meeting  
Council Chamber, 6 p.m.
- 12 Chamber Luncheon  
Vestavia Country Club, 11:30 a.m.
- 14 Planning and Zoning Commission  
Council Chamber, 6 p.m.
- 18 Council Work Session  
Executive Conference Room, 5 p.m.
- 19 Parks and Recreation Board  
Executive Conference Room, 7 a.m.
- 21 Board of Zoning Adjustment  
Council Chamber, 6 p.m.
- 25 Vestavia Hills City Schools  
Spring Break begins
- 25\* City Council Meeting  
Council Chamber 6 p.m.
- 26\* Library Board Meeting  
Library in the Forest, 4 p.m.
- 28\* Friends of the Library  
Library in the Forest, 10 a.m.

\* Due to Spring Break (March 25-29), these meetings may be rescheduled/ canceled.



## MAYOR'S MESSAGE

Asbley C. Curry, Vestavia Hills Mayor

There are many exciting things going on in the City!

A citizen survey entitled, "What are your priorities for 2019," was administered in January through the Vestavia Hills Listens portal of the City's website. With 854 responses, citizens answered various questions and ranked the quality of the City services (such as public safety, parks and recreation, library, city streets, etc.). The information obtained from this survey was used by the Council is establishing priorities for the 2019 strategic plan.

On February 4, Congressman Gary Palmer hosted the annual U.S. Service Academy Nominee Reception at Vestavia Hills City Hall. I am always amazed at the number of our high school seniors that are nominees for the different Service Academies. Some of our students receive offers from multiple

academies. This is a tremendous honor for our students and a credit to the Vestavia Hills School System. Thank you, Congressman Palmer, for recognizing our students and promoting the Service Academies.

The Infrastructure and Community Spaces Plan will proceed to the Design Development Phase. In fact, this topic was discussed during the Council's strategic planning session held on February 4 and 5. By the time this article is published, you should see progress with the Crosshaven Road improvements as well as definitive design renderings for Wald Park, Cahaba Heights ballfields, the Community Building and improvements to the Sicard Hollow Athletic Complex (SHAC).

Vestavia Hills will host its second Freedom from Addiction Coalition (FFAC) awareness breakfast to address the epidemic of opioid

– Mayor's Message continued on page 3



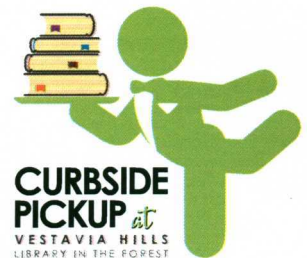
## CITY MANAGER'S REPORT

Jeff Downes, Vestavia Hills City Manager

"My pleasure!" Where do you regularly hear that? Of course, Chick-fil-A! It is part of a corporate

brand emphasizing customer service. Have you ever heard of the "Ritz-Carlton Approach?" The luxury hotel chain epitomizes finding a way to please its customers even in the most difficult of circumstances. These are just two examples of private entities who work very hard at sustaining a positive customer experience. Most people would laugh if one tried to establish a governmental organization as being like these two companies. Well, believe it or not, our senior staff in the City of Vestavia Hills continually tries to exemplify a model of positive customer experience. Are we perfect? No. Are we improving? Yes.

I would like to brag a little bit this month on the Library in the Forest – our world class library run by world class people. This month they are implementing "Curbside Service" at the library. By following some simple instructions, a patron does not need to leave his/her vehicle when returning a loaned item. Pull up, dial a number and bingo – our staff will greet you curbside. Given the fact that our city has a very large number of seniors, I see this effort as a great



– Manager's Report continued on page 3

### Mayor's Message *continued from page 1*

addiction that is sweeping the nation, our state and our cities. The awareness breakfast will be held at Vestavia Hills United Methodist Church on Thursday, April 4 at 7:00 a.m.

The latest statistics show that in the United States, drug overdose deaths involving opioids rose from 8,048 in 1999 to 47,600 in 2017 (according to the National Center for Health Statistics at the Centers for Disease Control and Prevention). According to Governor Kay Ivey's State of Alabama Opioid Action Plan, the rate of overdose deaths increased by 82% from 2006 through 2014. During these years, 5,128 overdose deaths were reported in Alabama. In 2016, 741 overdose deaths were reported, representing a rate of 15.3 persons per 100,000.

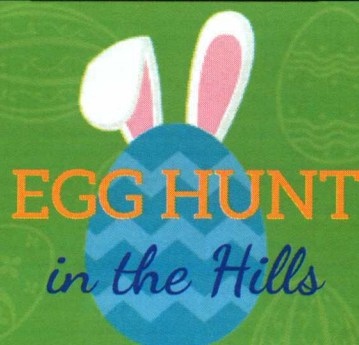
This is an opportunity to learn about the opioid/heroin crisis and get information for your loved ones or someone you know. Our FFAC is committed to getting the information out and connecting citizens in need with the agencies that can assist them. If you would like a private meeting with any of the agencies, this can be done after the presentation. Please share this information with your friends and through your churches. Together we can make a difference in this ongoing battle of drug addiction. I want to personally thank all of the agencies that partner with us.

### Manager's Message *continued from page 1*

example of taking care of the customer. This falls in line with many other efforts at the library to attend to its customer in a special way. Issuing passports, providing exercise bikes, Apple computer platforms and being environmental stewards show our community that we care. These are actions unique to our library. Public servants really do care!

This is not solely present at the library. Last month, a public works crew stopped to replace a tire on a resident's car near Highway 31. The administrative offices try hard to answer calls with a live voice during the work day. Our park maintenance crews stay at work beyond work hours to assist in a last second need at the Civic Center. Our police and fire department officials don't just enforce laws and fight fires. They are continually attending to the needs of our residents and visitors whether it is simple directions or giving of their own income to help the neediest of the community.

Ok then, what should we call the customer centered focus of Vestavia Hills? I will suggest – Living a Life Above! We, the staff of Vestavia Hills, will continue to strive hard to be consistent in these efforts. I hope you notice our sincere efforts whether it means your issue has been resolved or falls in the difficult category. I wish you the best as we all come out of hibernation.



## EGG HUNT *in the Hills*

The Vestavia Hills Chamber of Commerce is excited to present the 2nd Annual Egg Hunt in the Hills! March 18-April 12, we will be having an Easter Egg Scavenger Hunt around Vestavia Hills.

- On different days and times we will be posting a clue on our Facebook page with the location of an egg.
- The first person to find each egg, will win a prize donated from Chamber member businesses.\*
- When you find the egg, take a picture of it and post it in the comments of the clue. If you do not use Facebook, you will need to call the Chamber Office within 1 hour of finding the egg, otherwise that egg will be void and a replacement will be hidden.
- If the egg is at a business, you will turn it in to their staff to collect the prize.
- Eggs found in public areas, such as the Library in the Forest or City Hall, will need to be brought to the Chamber Office to receive the prize.

Then on **April 13**, at 9:00 am at Byrd Park, children 3rd grade and younger can join us for an Easter Egg Hunt! Bring your basket to hunt for eggs filled with candy and small prizes!

Visit [www.vestaviahills.org](http://www.vestaviahills.org) for more info.



\*1 Prize Egg Per Household

ALLA

**ALABAMA LIBRARY ASSOCIATION**

6030 MONTICELLO DRIVE | MONTGOMERY, ALABAMA | 36117  
(334) 414-0113 | WWW.ALLANET.ORG

March 11, 2019

Daniel Tackett  
Vestavia Hills Library in the Forest  
1221 Montgomery Hwy  
Vestavia Hills, AL 35216

Dear Daniel:

Congratulations! As President of the Alabama Library Association, I wish to convey my gratitude and appreciation for your willingness to run for the office of President-Elect for 2019 - 2020. The results have been tallied and confirmed by the Teller's Committee. If you are attending convention on Thursday, April 4th, please make plans to attend the mandatory Transition Workshop from 2 - 4 p.m. We also ask that you attend the swearing in ceremony on Friday, April 5th following the closing keynote session at 10 a.m. I look forward to working with you over the next year!

With sincere appreciation,



Carrie Steinmehl  
President  
Alabama Library Association



Library Board of Trustees 2018 Committee Assignments and Initiatives  
 Larry Cochran, Library Board Chair  
 Ashley Hicks, Vice Chair  
 April 03, 2019 at 4 pm

***Mission: 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.***

**2017 Committee Assignments (Tentative for Discussion):**

<b>RESPONSIBILITY</b>	<b>PRIMARY</b>	<b>SECONDARY</b>	<b>ASSIGNMENT DETAILS</b>
Budgeting / Finance			Assist with 2019 / 2020 budget preparation and approval. Attend annual budget hearings.
Facilities / Construction			Work with Deputy Director to evaluate facility needs and funding required for sustaining and improving the facility. Assist with facility updates and construction projects.
Human Resources / Staff Support			Work with Library Director to update job descriptions, resolve personnel matters and staffing concerns as they arise. Support staff training and development opportunities.
Policies			Review and evaluate new and updated policies before submission to the BOT for approval.
Foundation Liaison			Represent the BOT by attending bi-monthly Foundation meetings and serving on committees as needed.
Friends Liaison			Represent the BOT by attending monthly Friends programs and serving on committees as needed.
Grant Writing / Funding Opportunities			Work with Library Director, staff and Foundation Board members to locate, write and submit grants for Library.
Outreach to Schools			Liaison to school system, promoting Library services and offerings. Work to establish solid communication and partnerships.
Strategic Planning			Work with Library staff to potentially hire and/or develop and establish a directed effort for developing the Library's future goals and purpose.
Marketing			Work with Marketing Manager by submitting and implementing ideas that promote the library via social media, in-house and in various City publications.

**2019 Tentative Goals:**

- Strategic Planning
- Review Cleaning Service Contract
- Reupholster Adult Department Furniture
- Upbranding / Marketing
- Investigate Flooring Alternative for Children's Department and Tree House
- Evaluate and Expand Services to Liberty Park and Cahaba Heights
- Develop and Execute Targets for School Outreach
- Capital Improvements
- Building Maintenance
- Enhance Curbside Service
- Full-time Security Guard

## Vestavia Hills Library in the Forest

Feb 2019 Monthly Statistical Report

Books	Category	Feb 2019	Feb 2018	% Difference	Demand	Net Change	Type
	Adult Books	6,287	5,055	24.37%	Up	1,232	Book
	Adult Best Sellers	271	291	-6.87%	Down	(20)	Book
	Juvenile Books	10,271	9,202	11.62%	Up	1,069	Book
	Teen Books	1,510	1,245	21.29%	Up	265	Book
	<b>Total Books</b>	<b>18,339</b>	<b>15,793</b>	<b>16.12%</b>	<b>Up</b>	<b>2,546</b>	<b>Book</b>

Category	Feb 2019	Feb 2018	% Difference
Books	18,339	15,793	16.12%
Adult Non-Books	6,940	5,250	32.19%
Juvenile Non-Books	2,624	1,725	52.12%
Teen Non-Books	1,239	1,155	7.27%
<b>Total Circulation</b>	<b>29,142</b>	<b>23,923</b>	<b>21.82%</b>

Non Books	Category	Feb 2019	Feb 2018	% Difference	Demand	Net Change	Type
	Adult Non-Fiction DVDs	438	241	81.74%	Up	197	Non-Book
	Adult Audio Book MP3	10	20	-50.00%	Down	(10)	Non-Book
	Adult Audio Books CD	1,052	945	11.32%	Up	107	Non-Book
	Adult Blu-rays	923	681	35.54%	Up	242	Non-Book
	Adult DVDs	3,774	2,540	48.58%	Up	1,234	Non-Book
	Adult Magazines	74	40	85.00%	Up	34	Non-Book
	Adult Mixed Media	-	-	0.00%	Same	-	Non-Book
	Adult Music CD	662	769	-13.91%	Down	(107)	Non-Book
	Adult Self Playing Audio	7	14	-50.00%	Down	(7)	Non-Book
	<b>Total Adult Non Books</b>	<b>6,940</b>	<b>5,250</b>	<b>32.19%</b>	<b>Up</b>	<b>1,690</b>	<b>Non-Book</b>

Category	Feb 2019	Feb 2018	% Difference
Gate Count	31,917	34,392	-7.20%
Public Computers	5,565	6,220	-10.53%
Volunteers	13	19	-31.58%
Web Site Visits	20,087	24,885	-19.28%
Pinterest	NA	NA	NA
Facebook	See Below	*Below	NA
Instagram	1028	814	26.29%
Twitter	1246	1231	1.22%

Non Books	Category	Feb 2019	Feb 2018	% Difference	Demand	Net Change	Type
	Juvenile Views	46	28	64.29%	Up	18	Non-Book
	Juvenile Audio CD	45	93	-51.61%	Down	(48)	Non-Book
	Juvenile Blu-rays	121	56	116.07%	Up	65	Non-Book
	Juvenile DVDs	2,104	1,281	64.25%	Up	823	Non-Book
	Juvenile Magazines	3	18	-83.33%	Down	(15)	Non-Book
	Juvenile Mixed Media	266	182	46.15%	Up	84	Non-Book
	Juvenile Music CD	23	51	-54.90%	Down	(28)	Non-Book
	Juvenile Self Playing Audio	16	16	0.00%	Same	-	Non-Book
	<b>Total Juvenile Non Books</b>	<b>2,624</b>	<b>1,725</b>	<b>52.12%</b>	<b>Up</b>	<b>899</b>	<b>Non-Book</b>

Services	Feb 2019	Feb 2018	% Difference
Borrowed From Others	1,742	1,639	6.28%
Loans To Other Libraries	2,351	1,985	18.44%
Reference Questions	6,664	6,578	1.31%
Reserves	551	606	-9.08%
Voter Registration	-	10	-100.00%
Days Open	28	28	0.00%

Non Books	Category	Feb 2019	Feb 2018	% Difference	Demand	Net Change	Type
	Teen Audio Books MP3	-	5	-100.00%	Down	(5)	Non-Book
	Teen Audio Books CD	24	35	-31.43%	Down	(11)	Non-Book
	Teen Blu-rays	166	187	-11.23%	Down	(21)	Non-Book
	Teen DVDs	711	588	20.92%	Up	123	Non-Book
	Teen Games	334	327	2.14%	Up	7	Non-Book
	Teen Magazines	1	2	-50.00%	Down	(1)	Non-Book
	Teen Music CD	3	8	-62.50%	Down	(5)	Non-Book
	Teen Self Playing Audio	-	3	-100.00%	Down	(3)	Non-Book
	<b>Total Teen Non Books</b>	<b>1,239</b>	<b>1,155</b>	<b>7.27%</b>	<b>Up</b>	<b>84</b>	<b>Non-Book</b>

Program Category	Feb 2019		Feb 2018	
	Number	Attendance	Number	Attendance
Adult Programs	15	185	12	218
Juvenile Programs	36	1,855	32	1,054
YA/Teen Programs	13	186	12	145
Computer Lab	7	175	8	124
Outreach	2	116	2	20
Meeting Rooms	37	1,021	47	1,262
Tours	1	14	0	0
<b>Total</b>	<b>111</b>	<b>3,552</b>	<b>113</b>	<b>2,823</b>

Digital Books	Category	Feb 2019	Feb 2018	% Difference	Demand	Net Change	Type
	Ebooks Adult	2,156	1,935	11.42%	Up	221	Digital
	Ebooks Children	283	190	48.95%	Up	93	Digital
	Ebooks Teen	223	154	44.81%	Up	69	Digital
	<b>Ebooks Total</b>	<b>2,662</b>	<b>2,279</b>	<b>16.81%</b>	<b>Up</b>	<b>383</b>	<b>Digital</b>

Membership	Feb 2019	Feb 2018	% Difference
Adult Memberships	90	52	73.08%
Juvenile Memberships	16	11	45.45%
Non-Resident Adult	26	34	-23.53%
Non-Resident Juvenile	3	2	50.00%
Out of County Members	1	-	100.00%
<b>Total</b>	<b>136</b>	<b>99</b>	<b>37.37%</b>

Digital Books	Category	Feb 2019	Feb 2018	% Difference	Demand	Net Change	Type
	Audiobooks Adult	1,498	908	64.98%	Up	590	Digital
	Audiobooks Children	127	94	35.11%	Up	33	Digital
	Audiobooks Teen	135	61	121.31%	Up	74	Digital
	<b>Audiobooks Total</b>	<b>1,760</b>	<b>1,063</b>	<b>65.57%</b>	<b>Up</b>	<b>697</b>	<b>Digital</b>

Facebook Stats	2019	2018
Daily Page Engaged Users	1486	1496
Daily Total Reach	26,325	29,852

Adult Launchpads	2	Coffee	\$106
Juv Launchpads	46	WiFi Hotspots	51
Juv Book Group Kits	58	Roku Sticks	4
Juv Augmented Reality	18	Hammocks	1
		WalkingSticks	0





# Vestavia Hills Library in the Forest

## Detailed Statistics Worksheet

### February 2019

PROGRAMMING	2019		2018	
	Programs	Attendance	Programs	Attendance
Adult	15	185	12	218
Children	36	1855	32	1054
Teen	13	186	12	145
Computer Lab	7	175	8	124
Outreach	2	116	2	20
Library Tours	1	14	0	0
Makerspace	11	41	0	0
<b>TOTAL</b>	<b>85</b>	<b>2572</b>	<b>66</b>	<b>1561</b>

MEETING ROOMS	2019		2018	
	Programs	Attendance	Programs	Attendance
Community Room	14	759	18	907
Historical Room	6	60	8	77
Tree House	11	106	14	168
Children's Program	6	96	7	110
Outdoor Classroom	0	0	0	0
Rooftop Garden	0	0	0	0
<b>Total Rental Usage</b>	<b>37</b>	<b>1021</b>	<b>47</b>	<b>1262</b>

Study Room Use	Sign Ins	Users	Sign Ins	Users
	348	522	335	535

<b>Proctored Exams</b>	20			
<b>Passports</b>	108			

VOLUNTEERS	2019		2018	
	Volunteer #	Total Hours	Volunteer #	Total Hours
Adult	1	10	1	12
Children	6	10	12	32
Teen	4	24	3	36
Computer Lab	2	9.75	2	12.5
Technical Services	0	0	0	0
Other <u>front desk</u>	0	0	1	30.75
<b>TOTAL</b>	<b>13</b>	<b>53.75</b>	<b>19</b>	<b>123.25</b>

<b>MEMBERSHIPS</b>	<b>2019</b>	<b>2018</b>
Adult VH Residents	90	52
Juvenile VH Residents	16	11
Non-resident Adults	26	34
Non-resident Juvenile	3	2
Out-of-County	1	0
<b>TOTAL</b>	<b>136</b>	<b>99</b>

<b>INFORMATION</b>	<b>2019</b>	<b>2018</b>
Voter Registration	0	10
Reserves	551	606
Intra-Library Loans	2351	1985
Intra-Library Borrows	1742	1639
Coffee	\$106	\$153

<b>ELECTRONIC CHECKOUTS</b>	<b>2019</b>	<b>2018</b>
Downloadable Audios	1760	1063
E-books	2662	2279
RB Digital/Zinio	17	50
Mango	94	171

<b>REFERENCE QUESTIONS</b>	<b>2019</b>	<b>2018</b>
Adult	1463	1344
Children	2769	3215
Teen	485	516
Other	0	0
Database Usage	1947	1503
<b>TOTAL</b>	<b>6664</b>	<b>6578</b>

<b>ADDITIONAL STATS</b>	<b>2019</b>	<b>2018</b>
Gate Count	31917	34392
Facebook Views	Daily Page Engaged Users: 1486 Daily Total Reach: 26325	Daily Page Engaged Users: 1496 Daily Total Reach: 29852
Twitter	1246	1231
Instagram	1028	814
Library Website Visits	20087	24885
Public Computer Use	5565	6220
Self Check Machine Use	13290	10866
Days Open	28	28

<b>Hoopla Circulation</b>	<b>2019</b>	<b>2018</b>
Audiobooks	824	683
Movies	120	137
Music	119	175
Television	70	43
<b>Total</b>	<b>1133</b>	<b>1038</b>

<b>STAFF TRAINING BY DEPARTMENT</b>	<b>2019</b>	<b>2018</b>
Acquisitions/Cataloging	2	3
Administration	0	0
Adult	2	1
Children	5	6
Circulation	3	6
Technology	1	0
Teens	1	3

<b>HOLDINGS</b>	<b>Adds</b>	<b>Deletes</b>	<b>System Total</b>
Adult Books	191	140	23920
Adult Red Hot books	19	30	248
Adult Foreign Language	0	0	66
Adult Large Print	52	17	4132
Adult Reference	2	0	273
Adult Magazine Envelopes	0	0	146
Adult Hammocks	0	0	6
Adult Hiking Poles	0	0	2
Juvenile Books	394	169	32040
Juvenile Augmented Reality Books	0	0	26
Juvenile Reference	0	0	139
Juvenile Teacher Packs	0	0	285
Juvenile Magazine Envelopes	0	0	62
Teen Books	92	72	7319
Teen Magazines Envelopes	0	0	23
Adult Audio CDs.	32	2	3183
Adult Music CDs	6	0	2839
Juvenile Audio CDs	0	1	539
Juvenile Music CDs	4	0	369
Juvenile Kits	12	3	399
Teen Audio CDs	0	0	445
Teen Music CDs	0	0	123
Adult DVDs	67	25	4964
Adult Non-fiction DVDs	2	0	966
Adult Blu-Rays	19	0	2464
Adult Playaway Launchpads	0	0	11
Juvenile DVDs	55	2	97
Juvenile Non-fiction DVDs	0	0	4
Juvenile Self Playing Video	0	0	59
Juvenile Playaway Launchpads	0	1	26
Juvenile Blu-Rays	6	1	1107
Teen DVDs	13	21	1173
Teen Blu-Rays	4	2	238
Adult MP3s & Playaways	0	0	224
Teen MP3s & Playaways	0	0	84
Juvenile Playaways	0	0	132
Adult Nooks	0	0	23
Juvenile Nooks	0	0	2
Teen Nooks	0	0	5
Teen Videogames	17	12	370
Adult Wireless Hotspots	0	0	22
Adult Laptops	0	0	2
Adult Streaming Media Player	0	0	4
<b>TOTAL</b>	<b>987</b>	<b>498</b>	<b>88570</b>

**PINNACLE BANK**

ACCT. # 1560062488

\* DONATION ACCOUNT  
FUND 13

Month Ending: 28-Feb-19

<b>BEGINNING LEDGER/CK BK BAL</b>	\$ 105,310.18	<b>LEDGER BALANCE</b>
Deposits:	\$ 2,697.00 (Copier Revenue)	
	\$ 1,089.51 (CCD payment Deposits)	
Bank Fees	\$ - (Svc Charge)	
Bank Fees	\$ (38.82) (Svc Charge - Fees Sep TSYs CCD)	

Expenditures:

Date Cleared	Date Written	CK #	Name	Ck Amt.
2/21	2/19	3900	Sam's	\$ (113.66)
2/11	2/8	3901	Sam's	\$ (242.04)

\* Break in number sequence

Ending Balance: \$ (355.70) (ledger / check book)

O/C (written-not cleared)


O/C Expenditures: \$ -

DEPOSITS IN TRASIT

\$ -

Ending bank balance

\$ 108,702.17

O/C = (outstanding checks)

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

NON-PROFIT CHECKING		Number of Enclosures	1
Account Number	@XXXXXXXXXXXX@2488	Statement Dates	2/01/19 thru 2/28/19
Previous Balance	105,310.18	Days This Statement Period	28
19 Deposits/Credits	3,786.51	Average Ledger	105,974.49
3 Checks/Charges	394.52	Average Collected	105,755.92
Service Charge	.00		
Interest Paid	.00		
Current Balance	108,702.17		

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

Date	Description	Amount
2/01	PYMT PROC TSYS CCD	3.00
	84870052531161	
2/04	PYMT PROC TSYS CCD	24.70
	84870052531161	
2/05	PYMT PROC TSYS CCD	10.00
	84870052531161	
2/06	PYMT PROC TSYS CCD	11.00
	84870052531161	
2/08	PYMT PROC TSYS CCD	20.00
	84870052531161	

NON-PROFIT CHECKING

@XXXXXXXXXXXX@2488 (Continued)

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

Date	Description	Amount
2/11	PYMT PROC TSYS CCD 84870052531161	6.50
2/12	PYMT PROC TSYS CCD 84870052531161	11.50
2/13	PYMT PROC TSYS CCD 84870052531161	5.00
2/19	PYMT PROC TSYS CCD 84870052531161	16.50
2/19	PYMT PROC TSYS CCD 84870052531161	47.74
2/20	PYMT PROC TSYS CCD 84870052531161	10.00
2/21	PYMT PROC TSYS CCD 84870052531161	22.20
2/22	PYMT PROC TSYS CCD 84870052531161	192.19
2/22	DEPOSIT	2,697.00
2/25	PYMT PROC TSYS CCD 84870052531161	13.75
2/25	PYMT PROC TSYS CCD 84870052531161	150.00
2/26	PYMT PROC TSYS CCD 84870052531161	234.19
2/27	PYMT PROC TSYS CCD 84870052531161	27.24

NON-PROFIT CHECKING @XXXXXXXXXXXX@2488 (Continued)

-----Deposits and Additions-----		
Date	Description	Amount
2/28	84870052531161 PYMT PROC TSYS CCD 84870052531161	284.00

-----Debits and Withdrawals-----		
Date	Description	Amount
2/04	FEES SEP TSYS CCD 84870052531161	38.82-
2/11	PURCHASE SAMS CLUB STORES CK #3901 HOOV AL	242.04-
2/21	PURCHASE SAMS CLUB STORES CK #3900 HOOV AL	113.66-

----- Summary by Check Number -----					
Date	Check No	Amount	Date	Check No	Amount
2/21	3900	113.66	2/11	3901	242.04

\*Indicates Break in Check Number Sequence

-----Daily Balance Information-----					
Date	Balance	Date	Balance	Date	Balance
2/01	105,313.18	2/12	105,116.02	2/25	108,156.74
2/04	105,299.06	2/13	105,121.02	2/26	108,390.93
2/05	105,309.06	2/19	105,185.26	2/27	108,418.17
2/06	105,320.06	2/20	105,195.26	2/28	108,702.17
2/08	105,340.06	2/21	105,103.80		
2/11	105,104.52	2/22	107,992.99		

\*\*\* END OF STATEMENT \*\*\*  
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 Enroll for Estatements Today!



CITY OF VESTAVIA HILLS  
 BUDGET VARIANCE REPORT  
 AS OF: FEBRUARY 28TH, 2019

01 -GENERAL FUND

ACCT#	ACCOUNT NAME	*----- CURRENT MONTH -----*			*----- YEAR TO DATE -----*			*----- ANNUAL BUDGET -----*			
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	%	TOTAL	REMAINING	%
<u>EXPENDITURE SUMMARY</u>											
	PUBLIC LIBRARY	190,334.89	186,838.00	( 3,496.89)	833,056.15	903,118.00	70,061.85	37	2,193,253.20	( 1,360,197.05)	62
	TOTAL EXPENDITURES	190,334.89	186,838.00	( 3,496.89)	833,056.15	903,118.00	70,061.85	37	2,193,253.20	1,360,197.05	62
	REVENUE OVER/(UNDER) EXPENDITURES	( 190,334.89)	( 186,838.00)	( 3,496.89)	( 833,056.15)	( 903,118.00)	70,061.85	37	( 2,193,253.20)	( 1,360,197.05)	62

CITY OF VESTAVIA HILLS  
BUDGET VARIANCE REPORT  
AS OF: FEBRUARY 28TH, 2019

01 -GENERAL FUND  
PUBLIC LIBRARY  
DEPARTMENTAL EXPENDITURES

ACCT#	ACCOUNT NAME	CURRENT MONTH			YEAR TO DATE			%	ANNUAL BUDGET		
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE		TOTAL	REMAINING	%
<b>PERSONNEL EXPENSE</b>											
70-5010-000-500	COMPENSATION	97,368.95	98,241.00	872.05	468,010.69	483,779.00	15,768.31	39	1,180,788.00	( 712,777.31)	60
70-5015-000-500	PAYROLL TAX EXP	7,201.62	7,476.00	274.38	35,279.11	37,347.00	2,067.89	39	90,330.00	( 55,050.89)	60
70-5016-000-500	FRINGE BENEFITS EXP	19,914.47	19,411.00	( 503.47)	92,930.03	94,939.00	2,008.97	40	230,155.00	( 137,224.97)	59
70-5045-000-500	EMPLOYEE TRAINING	0.00	1,661.00	1,661.00	3,898.98	6,324.00	2,425.02	29	13,000.00	( 9,101.02)	70
70-5050-000-500	MEMBERSHIP & DUES	649.46	189.00	( 460.46)	779.46	1,261.00	481.54	25	3,030.00	( 2,250.54)	74
70-5051-000-500	TRAVEL & CONFERENCE	0.00	193.00	193.00	2,270.10	1,047.00	( 1,223.10)	45	5,000.00	( 2,729.90)	54
70-5065-000-500	PHYSICALS/DRUG SCREEN	114.00	21.00	( 93.00)	168.00	149.00	( 19.00)	33	500.00	( 332.00)	66
70-5070-000-500	VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00	500.00	500.00	0	500.00	( 500.00)	100
	TOTAL PERSONNEL EXPENSE	125,248.50	127,192.00	1,943.50	603,336.37	625,346.00	22,009.63	39	1,523,303.00	919,966.63	60
<b>POSTAGE AND MAILING</b>											
70-5090-000-500	POSTAGE	166.33	220.00	53.67	839.83	604.00	( 235.83)	31	2,650.00	( 1,810.17)	68
	TOTAL POSTAGE AND MAILING	166.33	220.00	53.67	839.83	604.00	( 235.83)	31	2,650.00	1,810.17	68
<b>SUPPLIES</b>											
70-5100-000-500	SUPPLIES/PRINT & OFFICE	152.79	849.00	696.21	2,636.05	3,972.00	1,335.95	31	8,500.00	( 5,863.95)	68
70-5101-000-500	SUPPLIES/LIB PROCESS	0.00	809.00	809.00	1,951.92	4,043.00	2,091.08	27	7,000.00	( 5,048.08)	72
70-5105-000-500	SUPPLIES/OTHER	0.00	309.00	309.00	1,922.72	1,680.00	( 242.72)	21	9,000.00	( 7,077.28)	78
70-5110-000-500	SUPPLIES/JANITORIAL	367.47	298.00	( 69.47)	1,209.44	1,855.00	645.56	21	5,500.00	( 4,290.56)	78
70-5140-000-500	GASOLINE	29.09	36.00	6.91	277.56	280.00	2.44	34	800.00	( 522.44)	65
	TOTAL SUPPLIES	549.35	2,301.00	1,751.65	7,997.69	11,830.00	3,832.31	25	30,800.00	22,802.31	74
<b>MAINTENANCE CONTRACTS</b>											
70-5210-000-500	MAINTENANCE CONTRACTS	22,533.57	17,626.00	( 4,907.57)	65,341.37	75,920.00	10,578.63	43	151,323.20	( 85,981.83)	56
	TOTAL MAINTENANCE CONTRACTS	22,533.57	17,626.00	( 4,907.57)	65,341.37	75,920.00	10,578.63	43	151,323.20	85,981.83	56
<b>MAINTENANCE EXPENSE</b>											
70-5310-000-500	MAINT/REP-OFFICE EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0	1,000.00	( 1,000.00)	100
70-5350-000-500	MAINT/REP-SMALL EQUIP	0.00	70.00	70.00	0.00	70.00	70.00	0	1,500.00	( 1,500.00)	100
70-5370-000-500	MAINT/REP-VEHICLES	0.00	0.00	0.00	50.00	432.00	382.00	5	1,000.00	( 950.00)	95
70-5380-000-500	MAINT/REP-BUILDING	800.00	4,524.00	3,724.00	2,297.00	7,644.00	5,347.00	11	20,000.00	( 17,703.00)	88
70-5385-000-500	MAINT/REP-HVAC	719.17	1,159.00	439.83	3,595.85	4,934.00	1,338.15	21	16,350.00	( 12,754.15)	78
70-5390-000-500	MAINT/REP-ELEC & PLUMB	180.00	126.00	( 54.00)	2,174.28	1,400.00	( 774.28)	43	5,000.00	( 2,825.72)	56
	TOTAL MAINTENANCE EXPENSE	1,699.17	5,879.00	4,179.83	8,117.13	14,480.00	6,362.87	18	44,850.00	36,732.87	81
<b>LEASE EXPENSES</b>											
70-5620-000-500	LEASE/OFFICE EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
70-5690-000-500	LEASED BOOKS & MEDIA	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
	TOTAL LEASE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
<b>UTILITY EXPENSE</b>											
70-5700-000-500	UTILITIES	8,573.12	8,231.00	( 342.12)	42,849.41	39,146.00	( 3,703.41)	42	102,000.00	( 59,150.59)	57
70-5720-000-500	COMM(TELEPHONE & INTERN	1,317.47	1,228.00	( 89.47)	5,918.89	8,894.00	2,975.11	30	19,527.00	( 13,608.11)	69
	TOTAL UTILITY EXPENSE	9,890.59	9,459.00	( 431.59)	48,768.30	48,040.00	( 728.30)	40	121,527.00	72,758.70	59

CITY OF VESTAVIA HILLS  
 BUDGET VARIANCE REPORT  
 AS OF: FEBRUARY 28TH, 2019

01 -GENERAL FUND  
 PUBLIC LIBRARY  
 DEPARTMENTAL EXPENDITURES

ACCT#	ACCOUNT NAME	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	%	TOTAL	REMAINING	%
<b>PROFESSIONAL SERVICES</b>											
70-5840-000-500	PROF CONSULTANTS	0.00	0.00	0.00	178.00	10,097.00	9,919.00	0	24,300.00	( 24,122.00)	99
	TOTAL PROFESSIONAL SERVICES	0.00	0.00	0.00	178.00	10,097.00	9,919.00	0	24,300.00	24,122.00	99
<b>COMMUNITY INVOLVEMENT</b>											
70-5940-000-500	COMMUNITY INVOLVEMENT	4,116.43	1,922.00	( 2,194.43)	18,484.66	8,352.00	( 10,132.66)	73	25,000.00	( 6,515.34)	26
70-5940-002-500	OUTREACH/LIB PARK & CH	0.00	0.00	0.00	0.00	0.00	0.00	0	3,500.00	( 3,500.00)	100
70-5940-003-500	MARKETING - LIBRARY	405.00	89.00	( 316.00)	3,408.80	125.00	( 3,283.80)	37	9,000.00	( 5,591.20)	62
	TOTAL COMMUNITY INVOLVEMENT	4,521.43	2,011.00	( 2,510.43)	21,893.46	8,477.00	( 13,416.46)	58	37,500.00	15,606.54	41
<b>PURCHASES</b>											
70-8100-000-500	PURCHASE/OFFICE & COMP	72.19	954.00	881.81	90.14	1,963.00	1,872.86	1	8,000.00	( 7,909.86)	98
70-8150-000-500	PURCHASES-SMALL EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0	2,000.00	( 2,000.00)	100
70-8205-000-500	PURCHASES/PERIODICAL RE	5,449.70	5,590.00	140.30	19,745.98	22,233.00	2,487.02	32	60,000.00	( 40,254.02)	67
	TOTAL PURCHASES	5,521.89	6,544.00	1,022.11	19,836.12	24,196.00	4,359.88	28	70,000.00	50,163.88	71
<b>CAPITAL PURCHASES</b>											
70-8500-000-500	PURCHASES-CAP (UNDER \$5	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
70-8600-000-712	PURCHASES-CAP (OVER \$5K	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
70-8610-000-712	PURCHASES/BOOKS	20,204.06	15,606.00	( 4,598.06)	56,747.88	84,128.00	27,380.12	30	187,000.00	( 130,252.12)	69
	TOTAL CAPITAL PURCHASES	20,204.06	15,606.00	( 4,598.06)	56,747.88	84,128.00	27,380.12	30	187,000.00	130,252.12	69
<b>TOTAL PUBLIC LIBRARY</b>											
		190,334.89	186,838.00	( 3,496.89)	833,056.15	903,118.00	70,061.85	37	2,193,253.20	1,360,197.05	62
<b>TOTAL EXPENDITURES</b>											
		190,334.89	186,838.00	( 3,496.89)	833,056.15	903,118.00	70,061.85	37	2,193,253.20	1,360,197.05	62

\*\*\* END OF REPORT \*\*\*

CITY OF VESTAVIA HILLS  
 BUDGET VARIANCE REPORT  
 AS OF: FEBRUARY 28TH, 2019

12 -LIBRARY-STATE AID

ACCT#	ACCOUNT NAME	*----- CURRENT MONTH -----*			*----- YEAR TO DATE -----*			*----- ANNUAL BUDGET -----*			
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>											
	STATE REVENUE	0.00	1,834.58	( 1,834.58)	5,566.07	9,172.94	( 3,606.87)	25	22,015.00	16,448.93	74
	CITY REVENUE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>
	TOTAL REVENUE	<u>0.00</u>	<u>1,834.58</u>	<u>( 1,834.58)</u>	<u>5,566.07</u>	<u>9,172.94</u>	<u>( 3,606.87)</u>	<u>25</u>	<u>22,015.00</u>	<u>16,448.93</u>	<u>74</u>
<u>EXPENDITURE SUMMARY</u>											
	PUBLIC LIBRARY	<u>0.00</u>	<u>1,834.58</u>	<u>1,834.58</u>	<u>5,566.07</u>	<u>9,172.94</u>	<u>3,606.87</u>	<u>25</u>	<u>22,015.00</u>	<u>( 16,448.93)</u>	<u>74</u>
	TOTAL EXPENDITURES	<u>0.00</u>	<u>1,834.58</u>	<u>1,834.58</u>	<u>5,566.07</u>	<u>9,172.94</u>	<u>3,606.87</u>	<u>25</u>	<u>22,015.00</u>	<u>16,448.93</u>	<u>74</u>
	REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0

CITY OF VESTAVIA HILLS  
 BUDGET VARIANCE REPORT  
 AS OF: FEBRUARY 28TH, 2019

12 -LIBRARY-STATE AID  
 REVENUES

ACCT#	ACCOUNT NAME	*----- CURRENT MONTH -----*			*----- YEAR TO DATE -----*				*----- ANNUAL BUDGET -----*		
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	%	TOTAL	REMAINING	%
<u>STATE REVENUE</u>											
00-3175-000-511	STATE AID	0.00	1,834.58	( 1,834.58)	5,566.07	9,172.94	( 3,606.87)	25	22,015.00	16,448.93	74
	TOTAL STATE REVENUE	0.00	1,834.58	( 1,834.58)	5,566.07	9,172.94	( 3,606.87)	25	22,015.00	16,448.93	74
<u>CITY REVENUE</u>											
00-3379-000-706	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
00-3398-000-709	TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
	TOTAL CITY REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
<hr/>											
	TOTAL REVENUE	0.00	1,834.58	( 1,834.58)	5,566.07	9,172.94	( 3,606.87)	25	22,015.00	16,448.93	74

CITY OF VESTAVIA HILLS  
 BUDGET VARIANCE REPORT  
 AS OF: FEBRUARY 28TH, 2019

12 -LIBRARY-STATE AID  
 PUBLIC LIBRARY  
 DEPARTMENTAL EXPENDITURES

ACCT#	ACCOUNT NAME	*----- CURRENT MONTH -----*			*----- YEAR TO DATE -----*			*----- ANNUAL BUDGET -----*			
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	%	TOTAL	REMAINING	%
<u>PERSONNEL EXPENSE</u>											
70-5050-000-500	MEMBERSHIP & DUES	0.00	1,834.58	1,834.58	5,566.07	9,172.94	3,606.87	25	22,015.00	( 16,448.93)	74
	TOTAL PERSONNEL EXPENSE	0.00	1,834.58	1,834.58	5,566.07	9,172.94	3,606.87	25	22,015.00	16,448.93	74
<u>MAINTENANCE CONTRACTS</u>											
70-5220-000-500	COMPUTER SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
	TOTAL MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
<u>MAINTENANCE EXPENSE</u>											
70-5310-000-500	MAINT/REP-OFFICE EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
	TOTAL MAINTENANCE EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
<u>COMMUNITY SAFETY</u>											
70-5913-000-709	TRANSFER-OUT	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
	TOTAL COMMUNITY SAFETY	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
<u>COMMUNITY INVOLVEMENT</u>											
70-5940-000-500	COMMUNITY INVOLVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
	TOTAL COMMUNITY INVOLVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
<u>BANK CHARGES</u>											
70-5990-000-500	BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
	TOTAL BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
<u>PURCHASES</u>											
70-8100-000-500	PURCHASE-OFFICE & COMP	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
	TOTAL PURCHASES	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
<u>CAPITAL PURCHASES</u>											
70-8500-000-500	PURCHASES-CAP (UNDER \$5	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
70-8600-000-712	PURCHASES-CAP (OVER \$5K	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
	TOTAL CAPITAL PURCHASES	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
<hr/>											
TOTAL PUBLIC LIBRARY		0.00	1,834.58	1,834.58	5,566.07	9,172.94	3,606.87	25	22,015.00	16,448.93	74
<hr/>											
TOTAL EXPENDITURES		0.00	1,834.58	1,834.58	5,566.07	9,172.94	3,606.87	25	22,015.00	16,448.93	74
		=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

\*\*\* END OF REPORT \*\*\*

CITY OF VESTAVIA HILLS  
 BUDGET VARIANCE REPORT  
 AS OF: FEBRUARY 28TH, 2019

13 -LIBRARY-BOOKS/DON

ACCT#	ACCOUNT NAME	*----- CURRENT MONTH -----*			*----- YEAR TO DATE -----*			*----- ANNUAL BUDGET -----*			
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>											
	CITY REVENUE	4,597.79	9,166.66	( 4,568.87)	54,027.90	45,833.38	8,194.52	49	110,000.00	55,972.10	50
	TOTAL REVENUE	4,597.79	9,166.66	( 4,568.87)	54,027.90	45,833.38	8,194.52	49	110,000.00	55,972.10	50
<u>EXPENDITURE SUMMARY</u>											
	PUBLIC LIBRARY	6,411.91	14,518.79	8,106.88	11,233.61	72,620.02	61,386.41	6	174,900.00	( 163,666.39)	93
	TOTAL EXPENDITURES	6,411.91	14,518.79	8,106.88	11,233.61	72,620.02	61,386.41	6	174,900.00	163,666.39	93
	REVENUE OVER/(UNDER) EXPENDITURES	( 1,814.12)	( 5,352.13)	3,538.01	42,794.29	( 26,786.64)	69,580.93	65-	64,900.00)	( 107,694.29)	165

CITY OF VESTAVIA HILLS  
 BUDGET VARIANCE REPORT  
 AS OF: FEBRUARY 28TH, 2019

13 -LIBRARY-BOOKS/DON  
 REVENUES

ACCT#	ACCOUNT NAME	*----- CURRENT MONTH -----*			*----- YEAR TO DATE -----*			*----- ANNUAL BUDGET -----*			
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	%	TOTAL	REMAINING	%
<u>CITY REVENUE</u>											
00-3375-000-511	SPECIAL REV/DONATIONS	0.00	333.33 (	333.33)	2,518.05	1,666.69	851.36	62	4,000.00	1,481.95	37
00-3375-000-512	SPECIAL REV/DONATIONS	0.00	2,166.67 (	2,166.67)	1,199.00	10,833.31 (	9,634.31)	4	26,000.00	24,801.00	95
00-3379-001-706	INTEREST/BOOK REV	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
00-3379-002-706	INTEREST/SPEC REV	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
00-3380-000-510	MISCELLANEOUS REVENUE	0.00	2,500.00 (	2,500.00)	21,502.09	12,500.00	9,002.09	71	30,000.00	8,497.91	28
00-3385-000-510	BOOK REVENUE	3,142.79	1,833.33	1,309.46	10,753.76	9,166.69	1,587.07	48	22,000.00	11,246.24	51
00-3390-000-511	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
00-3390-000-512	CAPITAL GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
00-3393-000-510	RENTAL/LIBRARY	1,455.00	2,333.33 (	878.33)	18,055.00	11,666.69	6,388.31	64	28,000.00	9,945.00	35
00-3398-000-709	TRANSFER-IN	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
	TOTAL CITY REVENUE	4,597.79	9,166.66 (	4,568.87)	54,027.90	45,833.38	8,194.52	49	110,000.00	55,972.10	50
<hr/>											
TOTAL REVENUE		4,597.79	9,166.66 (	4,568.87)	54,027.90	45,833.38	8,194.52	49	110,000.00	55,972.10	50



CITY OF VESTAVIA HILLS  
BUDGET VARIANCE REPORT  
AS OF: FEBRUARY 28TH, 2019

13 -LIBRARY-BOOKS/DON  
PUBLIC LIBRARY  
DEPARTMENTAL EXPENDITURES

ACCT#	ACCOUNT NAME	CURRENT MONTH			YEAR TO DATE			%	ANNUAL BUDGET		
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE		TOTAL	REMAINING	%
<u>PERSONNEL EXPENSE</u>											
70-5010-000-500	COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
70-5015-000-500	PAYROLL TAX EXP	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
70-5016-000-500	FRINGE BENEFITS EXP	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
70-5045-000-500	EMPLOYEE TRAINING	0.00	666.67	666.67	185.23	3,333.31	3,148.08	2	8,000.00	( 7,814.77)	97
70-5050-000-500	MEMBERSHIP & DUES	0.00	41.67	41.67	0.00	208.31	208.31	0	500.00	( 500.00)	100
70-5051-000-500	TRAVEL & CONFERENCE	0.00	750.00	750.00	351.44	3,750.00	3,398.56	3	9,000.00	( 8,648.56)	96
70-5052-000-500	EMPLOYEE MISC EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0	500.00	( 500.00)	100
	TOTAL PERSONNEL EXPENSE	0.00	1,458.34	1,458.34	536.67	7,291.62	6,754.95	2	18,000.00	17,463.33	97
<u>POSTAGE AND MAILING</u>											
70-5090-000-500	POSTAGE	369.30	250.00	( 119.30)	369.30	1,250.00	880.70	12	3,000.00	( 2,630.70)	87
	TOTAL POSTAGE AND MAILING	369.30	250.00	( 119.30)	369.30	1,250.00	880.70	12	3,000.00	2,630.70	87
<u>SUPPLIES</u>											
70-5100-000-500	SUPPLIES/PRINT & OFFICE	0.00	333.33	333.33	0.00	1,666.69	1,666.69	0	4,000.00	( 4,000.00)	100
70-5105-000-500	SUPPLIES/OTHER	0.00	333.33	333.33	3,164.25	1,666.69	( 1,497.56)	79	4,000.00	( 835.75)	20
70-5110-000-500	SUPPLIES/JANITORIAL	0.00	83.33	83.33	0.00	416.69	416.69	0	1,000.00	( 1,000.00)	100
	TOTAL SUPPLIES	0.00	749.99	749.99	3,164.25	3,750.07	585.82	35	9,000.00	5,835.75	64
<u>MAINTENANCE CONTRACTS</u>											
70-5210-000-500	MAINTENANCE CONTRACTS	5,942.94	2,408.33	( 3,534.61)	5,942.94	12,041.69	6,098.75	20	28,900.00	( 22,957.06)	79
70-5220-000-500	COMPUTER SERVICES/ JCLC	0.00	250.00	250.00	0.00	1,250.00	1,250.00	0	3,000.00	( 3,000.00)	100
	TOTAL MAINTENANCE CONTRACTS	5,942.94	2,658.33	( 3,284.61)	5,942.94	13,291.69	7,348.75	18	31,900.00	25,957.06	81
<u>MAINTENANCE EXPENSE</u>											
70-5310-000-500	MAINT/REP-OFFICE EQUIP	0.00	166.67	166.67	0.00	833.31	833.31	0	2,000.00	( 2,000.00)	100
70-5380-000-500	MAINT/REP-BLDG	0.00	3,275.00	3,275.00	0.00	16,375.00	16,375.00	0	39,300.00	( 39,300.00)	100
	TOTAL MAINTENANCE EXPENSE	0.00	3,441.67	3,441.67	0.00	17,208.31	17,208.31	0	41,300.00	41,300.00	100
<u>PROFESSIONAL SERVICES</u>											
70-5840-000-500	PROFESSIONAL CONSULTANT	0.00	83.33	83.33	0.00	416.69	416.69	0	1,000.00	( 1,000.00)	100
	TOTAL PROFESSIONAL SERVICES	0.00	83.33	83.33	0.00	416.69	416.69	0	1,000.00	1,000.00	100
<u>COMMUNITY INVOLVEMENT</u>											
70-5940-000-500	COMMUNITY INVOLVEMENT	0.00	1,666.67	1,666.67	785.64	8,333.31	7,547.67	3	20,000.00	( 19,214.36)	96
70-5940-001-500	CAMPAIGN EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
	TOTAL COMMUNITY INVOLVEMENT	0.00	1,666.67	1,666.67	785.64	8,333.31	7,547.67	3	20,000.00	19,214.36	96
<u>BANK CHARGES</u>											
70-5990-000-500	BANK CHARGES	0.00	0.00	0.00	73.58	0.00	( 73.58)	0	0.00	73.58	0
70-5992-000-500	MERCHANT FEES	99.67	85.46	( 14.21)	361.23	453.29	92.06	30	1,200.00	( 838.77)	69
	TOTAL BANK CHARGES	99.67	85.46	( 14.21)	434.81	453.29	18.48	36	1,200.00	765.19	63

CITY OF VESTAVIA HILLS  
 BUDGET VARIANCE REPORT  
 AS OF: FEBRUARY 28TH, 2019

13 -LIBRARY-BOOKS/DON  
 PUBLIC LIBRARY  
 DEPARTMENTAL EXPENDITURES

ACCT#	ACCOUNT NAME	*----- CURRENT MONTH -----*			*----- YEAR TO DATE -----*			%	*----- ANNUAL BUDGET -----*		
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE		TOTAL	REMAINING	%
<u>PURCHASES</u>											
70-8100-000-500	PURCHASE-OFFICE & COMP	0.00	416.67	416.67	0.00	2,083.31	2,083.31	0	5,000.00	( 5,000.00)	100
70-8150-000-500	PURCHASES-SMALL EQUIP	0.00	333.33	333.33	0.00	1,666.69	1,666.69	0	4,000.00	( 4,000.00)	100
70-8205-000-500	PURCHASES/PERIODICAL RE	0.00	41.67	41.67	0.00	208.35	208.35	0	500.00	( 500.00)	100
	TOTAL PURCHASES	0.00	791.67	791.67	0.00	3,958.35	3,958.35	0	9,500.00	9,500.00	100
<u>CAPITAL PURCHASES</u>											
70-8500-000-500	PURCHASES-CAP (UNDER \$5	0.00	250.00	250.00	0.00	1,250.00	1,250.00	0	3,000.00	( 3,000.00)	100
70-8600-000-712	PURCHASES-CAP (OVER \$5K	0.00	3,000.00	3,000.00	0.00	15,000.00	15,000.00	0	36,000.00	( 36,000.00)	100
70-8610-000-712	PURCHASES-BOOKS	0.00	83.33	83.33	0.00	416.69	416.69	0	1,000.00	( 1,000.00)	100
	TOTAL CAPITAL PURCHASES	0.00	3,333.33	3,333.33	0.00	16,666.69	16,666.69	0	40,000.00	40,000.00	100
<u>TRANSFERS</u>											
70-9812-000-709	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
	TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0
<hr/>											
TOTAL PUBLIC LIBRARY		6,411.91	14,518.79	8,106.88	11,233.61	72,620.02	61,386.41	6	174,900.00	163,666.39	93
<hr/>											
TOTAL EXPENDITURES		6,411.91	14,518.79	8,106.88	11,233.61	72,620.02	61,386.41	6	174,900.00	163,666.39	93
		=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

\*\*\* END OF REPORT \*\*\*

12 -LIBRARY-STATE AID

ACCOUNT#	TITLE		
<b>ASSETS</b>			
=====			
00-1031-000-000	CLAIM ON CASH	0.00	
00-1941-000-000	DUE FROM OTHER FUNDS	0.00	
			0.00
			-----
	TOTAL ASSETS		0.00
			=====
<b>LIABILITIES</b>			
=====			
00-2000-000-000	ACCOUNTS PAYABLE	0.00	
00-2005-000-000	ACCOUNTS PAYABLE/OTHER	0.00	
00-2741-000-000	DUE TO GENERAL FUND	0.00	
00-2830-000-000	ENCUMBRANCES	0.00	
00-2840-000-000	RESERVE FOR ENCUMBRANCES	0.00	
			0.00
	TOTAL LIABILITIES		0.00
			-----
<b>EQUITY</b>			
=====			
00-2950-000-000	FUND BALANCE/RESTRICTED	0.00	
			0.00
	TOTAL BEGINNING EQUITY		0.00
			-----
	TOTAL REVENUE	5,566.07	
	TOTAL EXPENSES	5,566.07	
			0.00
	REVENUE OVER/(UNDER) EXPENSES		0.00
			-----
	TOTAL EQUITY & OVER/(UNDER)		0.00
			-----
	TOTAL LIABILITIES, EQUITY & OVER/(UNDER)		0.00
			=====

AS OF: FEBRUARY 28TH, 2019

13 -LIBRARY-BOOKS/DON

ACCOUNT# TITLE

ASSETS			
=====			
00-1010-000-000	PETTY CASH	600.00	
00-1022-001-000	DONATION ACCOUNT	105,310.18	
00-1031-000-000	CLAIM ON CASH	211,757.25	
00-1131-000-000	INVESTMENTS	0.00	
00-1230-000-000	ACCOUNTS RECEIVABLE	0.00	
00-1341-000-000	PREPAID EXPENSES	0.00	
			317,667.43
			=====
	TOTAL ASSETS		317,667.43
LIABILITIES			=====
=====			
00-2000-000-000	ACCOUNTS PAYABLE	6,312.24	
00-2005-000-000	ACCOUNTS PAYABLE/OTHER	0.00	
00-2741-000-000	DUE TO OTHER FUNDS	0.00	
00-2830-000-000	ENCUMBRANCES	0.00	
00-2840-000-000	RESERVE FOR ENCUMBRANCES	0.00	
	TOTAL LIABILITIES	6,312.24	
EQUITY			
=====			
00-2900-000-000	RESERVE FOR PPD/INV	0.00	
00-2950-000-000	FUND BALANCE/RESTRICTED	268,560.90	
	TOTAL BEGINNING EQUITY	268,560.90	
	TOTAL REVENUE	54,027.90	
	TOTAL EXPENSES	11,233.61	
	REVENUE OVER/(UNDER) EXPENSES	42,794.29	
	TOTAL EQUITY & OVER/(UNDER)	311,355.19	
	TOTAL LIABILITIES, EQUITY & OVER/(UNDER)		317,667.43
			=====

## **Vestavia Hills Library in the Forest Employee Event and Celebration Policy**

The Library recognizes the importance of personal and professional milestones in one's life and the interest of some of its employees in celebrating their co-workers' birthdays and achievements. We also recognize, however, that some people do not wish to have their birthdays or other milestones publicly celebrated. To balance these interests, the Library has instituted the following policy regarding birthdays in the workplace.

- Celebrations such as birthdays, graduations, showers, etc., are to be handled at a departmental level. Department staff will arrange and pay for celebrations.
- Not all employees are comfortable in making contributions to buy cake or gifts. Monetary donations are strictly optional, and no staff member should be pressured or required to donate. Library funds shall not be spent in recognition of personal events or achievements unrelated to work, such as birthdays, weddings, baby showers, housewarming, etc., or for gifts in recognition of holidays rather than work-related achievement. Employees will not be reimbursed by the Library for any expenditures related to such personal departmental celebrations.
- The celebration should occur at a time and date that is least disruptive to the Library's normal operations.
- Employees are encouraged to refrain from providing birthday or other celebratory cards with a religious, sexual, or other theme that may be offensive to the person receiving the card. What may be humorous or well-intentioned to one employee may not be so well-received by another.
- Be aware that some religions forbid recognition of birthdays. It is the Department Head's responsibility to obtain the employee's permission before automatically celebrating to avoid religious discrimination issues. Employees who do not wish to be recognized for celebratory events should make their request known to their department head.
- Under no circumstances will the Library, its staff or managers/supervisors reveal an employee's age or birth date.

Approved April 3, 2019



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/28/2019

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	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Hiscox Insurance Company Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
<b>INSURED</b> Home Fit Consulting, LLC 1919 Oxmoor Rd Ste 391 Birmingham, AL 35209	<b>NAIC #</b> 10200

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N		UDC-1461616-CGL-18	06/06/2018	06/06/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

On-site group exercise class(es)

**CERTIFICATE HOLDER****CANCELLATION**

Vestavia Hills Library in the Forest  
 1221 Montgomery Hwy  
 Vestavia Hills AL 35216

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Heather Gray*

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Kelly Powell  
Library Marketing Communications Conference  
St Louis 2018

Wednesday Nov 13<sup>th</sup>

### **Welcome/President's Program**

- What is our story?
- Marketing is not P.R.  
Marketing identifies human wants and needs and designs products to meet those needs.  
Marketing is about the customer  
PR is about the relationship
- Promotion is one way and one sided
- WE NEED TO ENGAGE
- Marketing Funnel VS Sieve
  1. Barriers to get cards
  2. Negative experiences
  3. Expired cards
- PROMOTE SERVICES VS PROGRAMS  
Spend some of time we use for programming to fill in these holes. Too focused on programming and not customer service.
- Marketing belongs in the beginning, not after event is planned. If you want to put the customer first...put Marketing first.
- Market Location, Services, Collections... not just programs.
- Be careful naming programs  
One library changed from "toddler tales" and cutesy names to "early literacy storytimes" and the city changed their funding from Parks and Recs to be on par with the school systems.

### **Influencer Marketing: Turn Social Media Followers into Brand Ambassadors**

- Pick a few influential followers (look closely at who follows them)
- Watch their social media pages
- Ask them to partner with you
- Explain the terms, expectations, and compensation

### **Building Strong Social Media Team**

- Empower staff to help with social media
- Help with photos when I am not here
- Ask their favorite patrons for stories
- Volunteer basis

### **Learn to Enhance Your Library's Brand Through The Exploration and Creation of Your Personal Brand**

- Maintain relevance, prestige, and, ultimately, funding in and by your community
- Ask the right questions to create marketing
- Explain to staff how you work... what questions to consider and how the results show answers
- Great villians/heros tshirts

### **This Library is #1 in Google**

- Search engine marketing (SEM) can be a powerful tool in the library marketer's toolkit, but requires thoughtful planning and the use of specialized online tools
- Hired a company to set up Google
- Are we a Non Profit?
- Set up for Free
- Make sure you are specific in answers/Google Jail

### **An Ecology of News: How to Make the Most of Your Content and Finally Reach All of Your Audiences**

- Discussed how they have changed their strategy and processes to establish an "ecology of news," to push high-quality written and visual content out through multiple avenues, and to reach their audiences where they live.
- Repeated exact verbiage on all platforms- no rewrites
- Same content on different venues to reach everyone

Thursday Nov 14<sup>th</sup>

### **Customer Experience Marketing, Why Libraries Are Made for This**

- Know your constituents, partner with "givers"
- People are loyal to organizations that are leading the way
- MINDSHARE  
Minds are limited, simplify
- Use real stories, interview, impact questions
- Tell them what their gift will provide

### **Styleguides and Checklists and Logos, Oh My! Creating a Communications Toolkit To Empower Your Library Employees**

- Employees need to locate guidelines and brand elements efficiently and have confidence that their work is professional
- Save your employees time and energy and enable your library to produce consistent materials
- Checklist
- Guidelines
- Policies
- Logos
- Colors
- Fonts
- Image Sources
- Wording Guidelines

### **"Just One More Thing" A Marketing Concept For All Library Staff**

- involve more staff in connecting patrons with library services
- one library influenced staff perspective and enhanced the customer service experience by training staff to share "just one thing" about the library
- Outreach- empower employees to choose one thing to be an expert on



# Vestavia Hills Library in the Forest

## 2019 ALA Midwinter Conference Report

Name: Daniel Tackett

Department: Teen Services

Dates Attended: January 24-28, 2019

My trip to Seattle for the 2019 ALA Midwinter Conference included helpful sessions and vendor interactions that promoted products in which we may be interested. Though it is a smaller conference, I always feel that the Midwinter experience provides some quality learning for me.

One of the helpful sessions that I attended was actually hosted by Bibliotheca and promoted its Open+ service for libraries. Through this automated service, libraries offer access to their buildings and collections without staff present. A library patron could come to the library during these unstaffed hours, use their card to access the building, and retrieve materials at their leisure. Bibliotheca would either install additional cameras or integrate with a library's current security system to keep track of library patrons. Libraries have differed regarding the level of access they offer to their patrons. Some only allow them to check out holds and access a small part of the facility. Others allow their patrons to have full access. The perks of this system revolve around offering the library's resources during unstaffed hours. I, admittedly, did not think highly of the idea, simply because of security concerns. However, it could be an opportunity to better provide for our community.

I attended multiple sessions on the future of libraries and the workforce in general. These are always interesting sessions because they usually focus on an emerging trend, which is helpful to discuss, but they rarely offer actionable advice to libraries at large. The sessions I attended focused on artificial intelligence, creating economy, entrepreneurship, evolving education, and income inequality. AI is an obvious emerging trend that will become more important as technology advances. The things we can do include offering makerspace classes, job search services, and bigger coding workshops. Creating economy focused on arts, culture, and creativity. What we can do includes offering a makerspace, hands on arts/STEM programs, and Lynda.com for patrons. Entrepreneurship is becoming a backbone of many local economies. What we can do is to provide entrepreneurship classes, 1 on 1 business coaching, and becoming an entrepreneurial hub for business (an example of this was Seattle's "Stay for your Business"). Evolving education discussed the varied ways training occurs today. What we can do is to provide Lynda.com to patrons, provide online tutoring, and provide apprenticeship classes. Lastly, income inequality is an ever present concern. What we can do is provide resume help, workplace partnerships, and municipal court outreach.

I spoke with multiple vendors on the exhibition floor. The best interaction I had was with Bibliotheca regarding their remoteLocker system. We were already in the process of acquiring a similar system from a different company, but Bibliotheca's solution will integrate with our ILS

and provides a more simplified method for our library. This will hopefully expand our outreach to the Cahaba Heights and Liberty Park areas immediately.

I also attended a number of sessions and vendors that were simply not very helpful. These included multiple events at the Poptop stage and a number of other sessions. Some of the session topics included media in children's libraries, teen author visits, book talks with comics, tracking community searches online, and the opening session. Some of the vendors included Ingram's in house publishing service and D-Tech's library vending machine, which was incredibly expensive.

In the end I consider my time spent at the Midwinter Conference to be successful and would like to attend future conferences as a representative for the library. I believe that this will assist me in remaining at the forefront of library services and general popular trends.