



VESTAVIA HILLS

A LIFE ABOVE

ASHLEY C. CURRY

Mayor

TANEISHA YOUNG TUCKER

Library Director

**Library Board of Trustees
Meeting Agenda
Wednesday, June 24, 2020
4:00 pm**

- I. Call to Order – Larry Cochran, Chair**
- II. Approval of Today's Agenda**
- III. Approval of the Minutes from Wednesday, May 4, 2020**
- IV. News Articles and Correspondence**
- V. Director's Report**
- VI. Unfinished Business**
 - a. Phased Reopening of the Library**
- VII. New Business**
 - a. Emergency Telecommuting Policy**
 - b. COVID-19 Policy**
 - c. 2020/2021 Library Budgets Review**
 - i. Fund 01 General Budget**
 - ii. Fund 12 State Aid**
 - iii. Fund 13 Library Donations**
 - iv. Fund 20 Capital Improvements**
- VIII. Committee Reports**
- IX. Foundation Report**
- X. Friends Report**
- XI. Informational Items**
 - a. Libraries Respond: COVID-19 Survey (American Library Association)**
 - b. Reopening Under COVID-19: A Space Planning Approach (Public Libraries)**
- XII. Adjournment**

Taneisha Tucker
Director's Report to the Library Board of Trustees
April, May and June 2020

News Articles:

- April 28, 2020** **"Casino Royal Raises Over \$10,000 for the Library in the Forest"**
Vestavia Voice | June Clark
Article shares the highlights and specifics of Casino Royale, a fundraiser hosted by the Library Foundation.
- May 18, 2020** **"Local Libraries Offering Curbside Pickup around Birmingham"**
Bham Now | Patience Itson
Article provides details regarding curbside services being offered by some libraries in Jefferson and Shelby counties.
- May 26, 2020** **"Summer Fun Checklist: 2020 Quarantine-Friendly Edition"**
Vestavia Hills Magazine | Madoline Markham
From hiking on the trail to participating in summer reading, this article offers residents a plethora of things to do including visit the library via curbside service.
- June 2, 2020** **"Vestavia Hills' Best Winners 2020"**
Vestavia Hills Magazine | Madoline Markham
A listing of the best places and activities that Vestavia Hills has to offer, as voted by its residents. The library is a runner up for Best Outdoor Spot and the Library PALS / Junior Board is a runner up for Best Local Cause.
- June 5, 2020** **"Curbside Service Resumes at Vestavia Hills Library"**
Vestavia Voice | Taneisha Tucker / Submitted by Cinnamon McCulley
Article provides details about library happenings including curbside service, summer reading, library programming and more.

Community Newsletter Articles:

- May 2020** **Community News | Access Digital Resources 24/7**
Article informs patrons about the library's digital services which are available 24/7. Browse our collection of e-books, audiobooks, and learning resources.
- May 2020** **Community News | Casino Royale Wins Big!**
Article highlights the success of Casino Royale.

June/July 2020

Community News | Message From the Director

A message from the Library Director touching base with the community to share how the library is changing due to COVID-19.

City News Articles:

May 20, 2020

City News | Important dates and events for the library during the Summer.

June 11, 2020

City News | Important dates and events for the library during the Summer.

Facebook Mentions and Spotlights:

April 13, 2020 Vestavia Hills Library Foundation | Thank you to the sponsors of Casino Royale and announcement that \$10,000 was raised during the event.

April 16, 2020 DEX Industries | Spotlight on the concrete installations that were done at the Library in 2010.

April 17, 2020 Vestavia Hills Chamber of Commerce | Link to Library's Alert Center and information on how to get a temporary library card.

April 17, 2020 AIA Birmingham | #FlashbackFriday to a Site Visit at the Library while it was under construction in 2010.

May 4, 2020 Vestavia Hills Library Foundation | Link to Vestavia Voice article about Casino Royale.

May 11, 2020 Lauren Mabry Cater | Patron shared a children's book emoji activity from the Library's Facebook page.

May 17, 2020 Sam the Turtle | Sam the Turtle is coming to the Vestavia Hills Library's Facebook page for a digital program.

May 18, 2020 Bham Now | Link to Bham Now article about local libraries' curbside services.

May 27, 2020 Vestavia Hills Magazine | Link to Vestavia Hills Magazine article about summer fun activities.

June 4, 2020 Magic City Mini Bar | Photos from a wedding at the Vestavia Hills Library.

June 14, 2020 Junior Board of Vestavia Hills Library | Plugging the Library's curbside services that began June 1.

Statistics and Programming Overview:

April 2020 – No in-house statistics. Library closed to the public. Programming and library materials circulation provided to patrons online.

May 2020 – No in-house statistics. Library closed to the public. Programming and library materials circulation provided to patrons online.

Budgets, Balance Sheets and Bank Statement:

Pinnacle Bank

April 2020: Expenses: \$370.00 (Meeting Room Refunds)
Bank Fees: \$65.84 (TSYS)
Vending Fees: \$10.99 (Cantaloupe)
Deposits: \$630.79 (Meeting Rooms, Copier, Passports)
Account Balance: \$195,908.59

May 2020: Expenses: \$16.00 (Payment to Homewood Library)
Bank Fees: \$2.57 (TSYS)
Vending Fees: \$10.99 (Cantaloupe)
Deposits: \$275.00 (Meeting Rooms Copier, Passports)
Account Balance: \$196,154.03

Budgets

April 2020

General Fund 01: **\$1,108,556** or 47% remains. Spending on course.
Fund 12 / State Aid: **\$13,314.34** or 49.85% remains. Spending on course. Funds to cover JCLC / Library Cooperative expenses.

Fund 13 / Donations: **\$130,385.76** or 62.66% remains.

Balance Sheets Fund 12 / State Aid: \$0
Fund 13 / Donations: \$281,226.51

May 2020

General Fund 01: **\$930,021.80** or 39% remains. Spending on course.
Fund 12 / State Aid: **\$6,697.71** or 25% remains. Spending on course. Funds to cover JCLC / Library Cooperative expenses.

Fund 13 / Donations: **\$129,909.37** or 62.43% remains.

Balance Sheets Fund 12 / State Aid: \$6,697.71
Fund 13 / Donations: \$282,360.54

Director's Notes

- **Old Business**
 - Phased Reopening of the Library

- **New Business**
 - Emergency Telecommuting Policy
 - COVID-19 Policy
 - 2020/2021 Budget Drafts for review, discussion and approval

- **Technology, Building Maintenance, Repairs and Updates**
 - Budget Blinds began installation mid-May but did not complete the work due to missing parts that had to be ordered. They are scheduled to return to the library June 25 to complete the work.
 - Carpets were cleaned on June 10. Currently getting estimates to replace carpet throughout the facility.
 - AT&T has updated the library's internet access so that there is faster connection through Alabama Super Computer.
 - We were scheduled to replace the Dell SAN this budget year, but due to COVID-19, Teklinks, the company that originally priced the SAN, has gone out of business. Rick Moody, Technology Department Head, has requested a quote from Driven Technologies. If there is a delay, this item may be moved to the 2020/2021 budget year.
 - The staff completed Safety and Hygiene training - one of the first steps / requirements for reopening.

- **Library Happenings**
 - Curbside service began June 1. Thus far, 1063 patrons have taken advantage of the service.
 - Summer Reading for all ages began May 22. To date, 210 children have signed up, 59 teens and 63 adults. We are offering programming via Zoom, Discord, YouTube and Facebook.
 - We added Niche Academy and Creative Bug to the library's database offerings.

- **Director's meetings/events schedule included:**
 - City Department Heads
 - Library Department Heads (3)
 - Library Board of Trustees
 - Staff Meeting
 - JCLC Director's Meeting

- OTM Library Directors (6)
- City Manager Jeff Downes
- Library Department Heads
- Jim Perekh – Remote Lockers
- Theresa Kulovitz - Overdrive
- 8th of March Book Club

Library Board Meeting Minutes

May 4, 2020

I. Call to Order – Larry Cochran, Chair

The Vestavia Hills Library in the Forest Board of Trustees met in regular session (remotely in teleconference) on Monday, May 4, 2020 at 3:08 pm.

Present: Mr. Larry Cochran – Chair
Ms. Ashley Hicks – Vice Chair
Dr. Jimmy Bartlett – Board Emeritus
Mr. Greg Laughlin – Member
Ms. April MacLennan – Member
Mr. Kevin Archer – Member
Mayor Ashley Curry – City Liaison
Ms. Andi Preston – Friends Chair
Ms. Elise Bodenheimer – Friends Co-Chair
Ms. Taneisha Tucker – Library Director
Mr. Daniel Tackett – Deputy Director
Ms. Loraine Ward – Administrative Assistant
Ms. Eden Anderson – Recorder

Absent: Mr. Jeff Downes – City Manager
Ms. June Clark – Foundation Chair

II. Approval of Today's Agenda

III. Approval of Minutes from February 12, 2020

Mr. Laughlin motioned to approve minutes from the February 12, 2020 meeting. Ms. MacLennan seconded the motion. The BOT minutes from February 12, 2020 were unanimously approved.

IV. News Articles and Correspondence

Located in the Board Packet.

V. Director's Report – Ms. Tucker

Located in the Board Packet. Dr. Bartlett asked about the status of the main level blinds. Ms. Tucker informed the Board that the blinds are shipped from China and have been delayed because of COVID-19. Also, in relation to COVID-19, gathering restrictions have precluded the engineers from checking the wiring for the blinds. Pam Parson has contacted the company who will install the blinds, but there is not a timeline for when the installation will occur.

VI. Unfinished Business

No unfinished business to discuss.

VII. New Business

- a. *Pandemic Policy* – The Pandemic and Library Health Policy is included in the Board Packet. Ms. MacLennan and Mr. Laughlin reviewed the policy and no changes were made. Ms. MacLennan

motioned to approve the policy as it appears in the Board Packet. Mr. Archer seconded the motion. The Pandemic and Library Health Policy was unanimously approved.

- b. *Procedures for Re-Opening Library* – Mr. Laughlin asked if the library staff would measure patrons' temperatures before they enter the library. Ms. Tucker and Ms. MacLennan are looking into the legal status of asking patrons to wear masks or having their temperatures taken. Ms. MacLennan clarified that the library cannot supersede policy decisions by the city because the library is a city department. The library can strongly recommend patrons wear masks but, for legal reasons, the library cannot require patrons to wear masks.

Ms. Tucker has spoken with the other Over the Mountain library directors (Homewood, Hoover and Mountain Brook) and they are working to reopen these libraries on or near the same date, as it will be overwhelming for any library that opens earlier than the others. JCLC is compiling a recommendation list of procedures and opening suggestions for public libraries, which will be discussed May 14, 2020. There is a contingency plan in place for new mandates from the governor.

The biggest concern for the library is the safety of the returned materials, due to possible contamination. The library is working on a plan for safely accepting returned items. The plan will include processes to quarantine items, resuming courier service, and safety measures to protect the staff responsible for processing returned items. Over 20,000 items are expected to return to the library and they will all require sanitization. May 26, 2020 is the tentative date on which the library will begin accepting returned materials from the public.

Ms. Tucker, Ms. MacLennan, and Mr. Laughlin are working on policies that will be in place when the staff returns to the library. At the time of this meeting, there is a limit of 5 staff members allowed in the building at any given time, but Ms. Tucker is preparing to raise the number of staff allowed in the building to 10. Staff will begin training for opening to the public in June.

June 15 or 22 was discussed as possible dates for the library to reopen to the public. The Board is also considering an opening date based on a 14-day period when the number of COVID cases in the state begins to decrease before it is safe to open to the public.

Mr. Cochran asked if there was a marketing plan in place to communicate the timeline with patrons. Ms. Tucker and Ms. McCulley have a marketing plan in place for the reopening timeline. Ms. Tucker wrote an article regarding the library's response and plans regarding the COVID-19 pandemic shutdown. The article will run in the city newsletter, *Community News*, and in *Vestavia Neighbors* magazine. The article will direct patrons to the library's website for updates on the status of library services. Mr. Cochran asked how the library would define its "senior hour," a time when senior patrons may enter the library before the general public. The rules of "senior hour" will require a patron to be 55 or older to attend, but immunocompromised patrons, regardless of age, will be possible exceptions to that rule.

Ms. Bodenheimer asked if the Friends could open the bookstore once the library opens to the public. The bookstore can open when the library opens to the public.

Library furniture will be moved to the Community Room and computers will be separated to discourage patrons from staying in the building for extended periods of time. This will impact

upcoming meetings.

City Manager Downes is aware of the tentative opening plan and will work with the Board and Jefferson County Library Cooperative.

Ms. MacLennan motioned to approve the reopening procedures for the library with the understanding that it is a tentative plan. Mr. Laughlin seconded the motion. The tentative procedures for reopening the library were unanimously approved.

- c. *Summer Reading* – Summer reading will be offered online only. No in-person programming.
- d. *Curbside Pickup* – Curbside service will be by appointment. The library will consider offering curbside service electronically through Communico via the library's website. June 1, 2020 is the tentative start date of curbside.

VIII. Committee Reports

Ms. Tucker will contact the Board members to discuss their committee assignments. The library's long-range plan is due to APLS immediately. Ms. Tucker reminded the Board of upcoming trustee training from APLS. Initially, the BOT agreed to complete training modules during the meetings, but due to the change in meetings, Ms. Tucker will send Board members the training to complete individually.

Ms. Tucker will begin work on the annual budget soon. Library department heads have already begun submitting their requests for 2021. The budget will be due in mid-June to the city.

A Telecommuting Policy is in the works and will be presented at the next meeting.

IX. Foundation Report – Ms. Tucker

\$26,000 was raised with end-of-the-year mailer, and Casino Night raised just over \$10,000. The Foundation is seeking new members and has advertised in various publications and on social media.

X. Friends Report – Ms. Bodenheimer

The May 2020 Friends meeting is cancelled. A late summer meeting is possible. The bookstore earned \$271.50 in March, but \$0 in April due to the library closure. The COVID crisis has set back membership goals for the Friends.

XI. Informational Items

Ms. MacLennan requested the Board to email any specific comments or questions that should be included in the library staff policy to Ms. Tucker, Mr. Laughlin, or Ms. MacLennan.

XII. Adjournment

The BOT meeting was adjourned at 4:42 pm. A subsequent meeting date was not set.

Vestavia Voice

April 28, 2020

“Casino Royale Raises over \$10,000 for the Library in the Forest”

By June Clark

Photo by Taneisha Tucker

Casino Royale Raises over \$10,000 for the Library in the Forest



On Saturday, March 7, the Vestavia Hills Library Foundation and its Junior Board presented the Casino Royale Fundraising Gala at the Vestavia Hills Library in the Forest. Nearly 200 guests attended the event benefiting the library’s children’s and teen departments and the VHLF endowment. This marked the sixth year of the event and the first time it was held since 2016.

Casino Royale guests entered the library on a red carpet, surrounded by Vegas décor and the music of King Rooster. Bama Casino’s professional dealers led guests in rounds of black jack, craps, roulette and money wheel games and their roaming photo booth captured shots of guests throughout the evening.

The circulation desk was transformed into a bar serving complimentary wine and craft beer donated by International Wines & Craft Beer. The Ridge provided a full spread of delicious food in the library’s community room, where guests also found a wide array of silent auction items donated by generous local businesses. Vestavia Hills Dunkin’ provided complimentary late-night coffee and donut treats for all guests.

“The Foundation board and our Junior Board were so excited to work together to bring Casino Royale back to the Library in the Forest,” said VHLF President June Clark, who conceptualized the event in 2012. “It was a huge success, and everyone had a great time enjoying the fun of Vegas for an evening in Vestavia Hills at our wonderful library.”

Select Casino Royale sponsors and their guests were treated to a VIP area set up in the library's Makerspace, with private gaming tables, food and beverage stations and boxing on TV. CBS 42's Alissa Rothermich served as emcee for the event, thanking sponsors and inviting guests to trade their chips in for prize tickets at the end of the evening before announcing the door prize winners. All guests received swag bags as they departed.

"I am truly thankful that the community came together again to support our great library," says Taneisha Tucker, the library's director. "The proceeds totaling more than \$10,000 will enable us to offer stellar programming to our children and teens along with supporting the Foundation's goal to establish an endowment that will provide long-term support for the library."

The organizers appreciate all the sponsors, auction donors and guests who made Casino Royale a winning night for all. A full list of sponsors as well as photos can be found at www.vhlibraryfoundation.org. You can also find information on joining both organizations online.

Submitted by June Clark.





LIBRARY IN THE FOREST





ACCESS DIGITAL RESOURCES 24/7!

The Library in the Forest is **CLOSED** this month, but our digital services are always open online at www.vestavialibrary.org! Discover our wide range of **FREE** digital resources that may be accessed from home with your library card — including eBooks, audiobooks, streaming movies, online databases and more. Having trouble accessing digital offerings? Call 205.978.0155 to get help from our librarians.

NEED A LIBRARY CARD?

No problem! For information on how to register online for a temporary library eCard, visit <https://vestavialibrary.org/alert-center> and scroll to "I don't have a library card" in the FAQs.

	Enjoy critically-acclaimed movies, inspiring documentaries, award-winning foreign films and more!
	Universal Class offers more than 500 online non-college credit continuing education courses.
	Did you know the Library in the Forest has thousands of eBooks and audiobooks? You can borrow them, instantly, on your phone or tablet.
	Vestavia Hills residents can quickly download or stream movies, TV shows, music and audiobooks.

	Ancestry Library Edition brings the world's most popular consumer online genealogy resource to your library.
	Duolingo makes it easy to learn a language. It's 100% fun, science-based learning.
	Access live career and job search assistance, a writing lab, academic skills tutoring, and career and study resources.
	Log in with your library card for one-to-one homework help.

CASINO ROYALE WINS BIG!

The Vestavia Hills Library Foundation and Junior Board presented the Casino Royale Fundraising Gala at the Vestavia Hills Library in the Forest on Saturday, March 7, 2020. Nearly 200 guests attended the event benefiting the library's children's and teen departments and the VHLLF endowment. This marked the sixth year of the event and the first time it was held since 2016.

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"I am truly thankful that the community came together again to support our great library," said Taneisha Tucker, the Library Director. "The proceeds totaling more than \$10,000 will enable us to offer stellar programming to our children and teens along with supporting the Foundation's goal to establish an endowment that will provide long-term support for the library."

Thanks to all the organizers, sponsors, auction donors and guests who made the 2020 Casino Royale Fundraising Gala a winning night for everyone involved. Please visit vhllibraryfoundation.org for a full list of sponsors, to see photos from the event and to learn more about VHLLF and the Junior Board.

The Vestavia Hills Library Foundation is currently accepting applications for community members to serve on its Board of Directors. Please visit vhllibraryfoundation.org to download and complete an application prior to June 1, 2020. You may also visit the website to make a tax-deductible donation to the Library in the Forest today. Your generous support is greatly appreciated!



FOUNDATION
VESTAVIA HILLS
LIBRARY IN THE FOREST

Bham Now

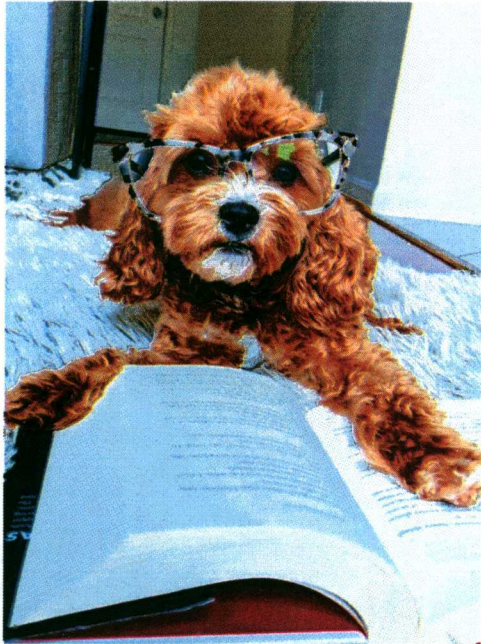
May 18, 2020

“Local Libraries Offering Curbside Pickup Around Birmingham”

By Patience Itson

Photo from Facebook

Local libraries offering curbside pickup around Birmingham



Hey bookworms! If you've been missing your weekly visit to the library, prepare to smile. Many local libraries in Birmingham are offering curbside pickup services so you can get your book fix. Here's who is offering these services.

1. Homewood Public Library

Curbside Pickup Start Date: Monday, June 1

Address: 1721 Oxmoor Road, Birmingham, AL 35209

Contact: [205.332.6600](tel:205.332.6600) | info@homewoodpubliclibrary.org

Hours: Monday-Saturday, 9AM–6PM (phone calls only)

Homewood Public Library will release more information on their curbside pickup service soon, so stay tuned in to their social media for updates.

2. Hoover Public Library

Curbside Pickup Start Date: Monday, June 1

Address: 200 Municipal Drive, Hoover, AL, 35216

Contact: [205.444.7800](tel:205.444.7800)

Hours: Monday-Saturday, 9AM–6PM

3. Mt. Laurel Public Library

Curbside Pickup Start Date: Monday, June 1

Address: 111 Olmsted Street, Birmingham, AL 35242

Contact: [205.991.1660](tel:205.991.1660)

Hours: Monday-Friday, 10AM-6PM | Saturday, 10AM-2PM

4. Pinson Public Library

Curbside Pickup Start Date: Open Now

Address: 4509 Pinson Boulevard, Pinson, AL 35126

Contact: [205.680.9298](tel:205.680.9298)

Hours: Monday-Wednesday, 10AM-2PM | Thursday, 2-6PM

5. Trussville Public Library

When you arrive to pick up your order:

1. Call [205.655.2022](tel:205.655.2022)
2. Choose option 0
3. Provide parking lot spot number and make of vehicle
4. Remain in car until staff member has delivered your bagged items to your vehicle and has re-entered the building.

Curbside Pickup Start Date: Monday, May 18

Address: 201 Parkway Drive, Trussville, AL 35173

Contact: [205.655.2022](tel:205.655.2022) | tr.help@jclc.org

Hours: Monday-Friday, 9AM-1PM + 2-6PM

6. Vestavia Hills Library

Curbside Pickup Guidelines

- Reserve materials online or by calling 205.978.0155 ext. 2 at least 24 hours prior to pick up. Wait for email notification that items are ready for pick up.
- Limit requests to a maximum of five items.
- You will receive an email notification when your items are ready for pick up.

When you arrive to pick up your order:

1. Stay in your car. Be sure to have your library card handy.
2. Call [205.978.01455](tel:205.978.01455)
3. Wait for a library staff member to complete your checkout and place your materials on a designated table under the library's portico.
4. Once the library staff member returns inside the building, you may exit your car and pick up your materials.

Curbside Pickup Start Date: Monday, June 1

Address: 1221 Montgomery Highway, Vestavia Hills, AL 35216

Contact: 205.978.0155 ext. 2

Hours: Monday-Saturday, 10AM-6PM

6. Birmingham Public Library

I know what you're thinking, where are Birmingham Public Library's many branches? Currently, they will not be offering curbside pickup services. But things are always changing, so we will be sure to keep you updated.

May 20, 2020 City News



VESTAVIA HILLS
LIBRARY IN THE FOREST

This Summer at the Library in the Forest

Summer Reading kicks-off Friday, May 22! All programs and events will be online only this summer and we hope you will make plans to join the fun. **Click here to register online** or, for additional

information, visit the **Library in the Forest website** or call 205.978.0155.

Book drops will open May 26! Please allow up to 7 days for your account to update, as all materials will be quarantined prior to check-in. Fines for materials that were originally due between March 15 and June 1 have been waived.

Curbside service will resume June 1. Pick-up will be available daily from 10am to 6pm, Monday through Saturday. **Click here for instructions to use Curbside Pickup.**

Remote lockers at Liberty Pharmacy will re-open June 1. **Click here to reserve your materials online today!**

Libraries are multi-use, high-traffic spaces that require special consideration for the health and safety of staff and patrons. Although the Library in the Forest building is **closed until further notice**, the library staff is still hard at work developing virtual programming for this summer!

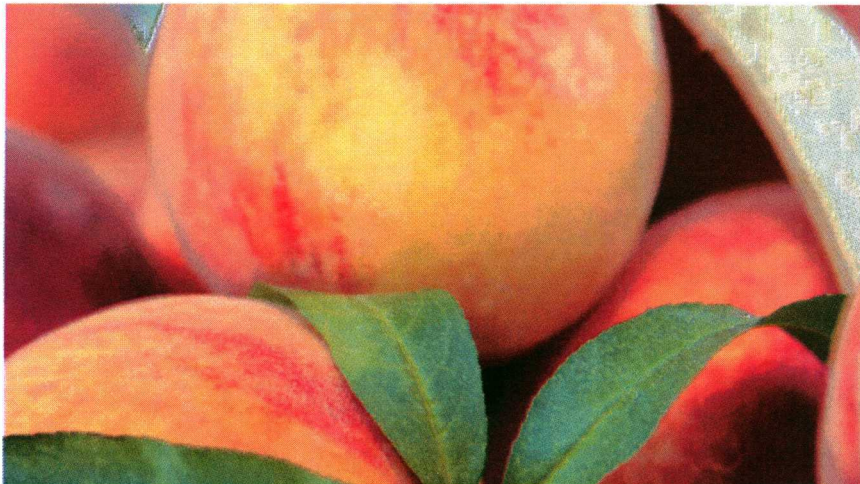
Vestavia Hills Magazine

May 26, 2020

“Summer Fun Checklist: 20 Quarantine-Friendly Edition”

By Madoline Markham

Summer Fun Checklist: 2020 Quarantine-Friendly Edition



Bummed about all that might not be happening this summer with COVID-19? Here's our list of what fun you CAN partake in even with social distance in Vestavia Hills and beyond.

IN VESTAVIA HILLS

Get Veggies from the Vestavia Hills Farmer's Market

Wednesdays, 10 a.m.-1 p.m.

Scout Square, Highway 31

You can still shop local businesses and farmers' selections at this weekly market with special safety measures in place due to COVID-19. The market has one entrance and one exit, and visitors are asked to follow directional signs, wear a mask and maintain 6 feet of distance from others. [Learn more on their Facebook page.](#)

Sign Up for Online Summer Reading

Starting May 22

No pandemic can stop you from summer reading! In fact, you might have more time for it than usual. [Register for summer reading and log your books with the Vestavia Hills Library, and you can join in on their online programs for kids.](#) You can start using their curbside pickup service beginning June 1 too.

Get a Sweet Treat

Start with a frozen one from Doodles Italian Ice or Bendy's Cookies & Cream in Cahaba Heights, or Bruster's Real Ice Cream or Roll Up on Highway 31. There's always bakeries too: Klingler's on 31, Lette Macarons and Crestline Bagel in Cahaba Heights, Café Iz in Rocky Ridge, and Big Sky Bread Company in Liberty Park.

Take a Hike

There are lots of woods to explore close to home! Try one of the trails behind the Library in the Forest that connects to Vestavia Hills Elementary Central or at McCallum Park on Rosemary Lane, where you can also explore Little Shades Creek. You can also find a short walking and biking trail adjacent to Lifetime Fitness and next to Altadena Valley Presbyterian Church behind a parking lot.

Shop Local + Eat Local

Highway 31, Rocky Ridge, Cahaba Heights and Liberty Park shops are mostly reopened and ready for shoppers! Browse them with a mask on with social distance in person, or many are still offering online and/or curbside options as well. Likewise, most restaurants have reopened patios and dining rooms with limited capacity, and are still offering to-go and curbside offerings too—perfect for al fresco dining in your backyard or a park picnic.

AND BEYOND

Drive in for Pop-Up Movies at The Summit

May 30+June 7

The Summit

Sidewalk Film Center is setting up (temporary) shop The Summit. Gates for these drive-in movies open at 7 p.m., and the lot closes at 7:45 p.m. The movie begins at sunset, around 7:40 p.m. **Pretty in Pink is on tap for May 30, and The Peanut Butter Falcon for June 7.** Admission is \$20 per car.

Take in a Concert from the Car

June 4, 11, 18, & 25

Hoover Met Complex

Who says you can't rock on and social distance at the same time? The Black Jacket Symphony is returning to the stage to perform classic rock albums with the audio blasting directly into your car stereo. It's like a drive-in movie but with music! Visit blackjacketsymphony.com for more information.

Watch Cardboard Puppet Theatre

Birmingham Children's Theatre can't host live shows for the foreseeable future, but that doesn't mean they aren't putting on shows. Each Wednesday at 9 a.m. they are releasing at Cardboard Puppet Theatre production on their website. Titles like *Anita's Vacation*, *Harris the Helper* and *Turtle Takes Her Time* helps young audiences process these new and uncertain times, and they are all written, performed, filmed and edited by the BCT team. **Watch them here.**

Go Berry Picking

We all went strawberry picking to save our sanity in the spring. Now it's blueberry season, or it will be by sometime between mid-June and early July. Find **a list of farms that offer u-pick options here** and be sure to pack a hat and bug spray. Trust us, it will be worth all the sweat for cobbles, muffins and smoothies in your future.

Visit the Virtual Zoo

The Birmingham Zoo is planning to open gradually this summer, but to tide you on animal visits over until then you can take a peek behind the scenes in its Virtual Zoo video offerings. Check them out **here.**

Run the Virtual I'm With Mike 5K

June 20

Last year summer you could run this 5K starting at Little Donkey in Homewood at a set time, but this summer you can start any time you want from the comfort of your own treadmill or favorite trail on Father's Day weekend. Not only will you help save lives by supporting the Mike Slive Foundation for Prostate Cancer Research, but you also get a t-shirt! **Learn more or register here.**

Vestavia Hills Magazine

June 2, 2020

“Vestavia Hills’ Best Winners 2020”

By Madoline Markham

Photos by Keith McCoy

Vestavia Hills’ Best Winners 2020



You voted. We tallied. See just who Vestavia Hills’ favorites are.

FOOD & DRINK

Most Friendly Service

Mudtown

3144 Green Valley Road

(205)967-3300

mudtownalabama.com

Runner Up: The Ridge

Most Kid Friendly Dining

Mudtown

3144 Green Valley Road

(205)967-3300

mudtownalabama.com

Runners Up: Doodles Sorbets and Ices, Martin’s Bar-B-Que

Best Casual Dining

Mudtown

3144 Green Valley Road

(205)967-3300

mudtownalabama.com

Runners Up: Snapper Grabbers Land & Sea, Diplomat Delicatessen & Spirits

Best Ethnic Dining

The Pita Stop

3908 Crosshaven Road

(205)969-7482
thepitastop.com

Runners Up: Pappas' Grill, Sol Azteca Mexican Restaurant, The Olive Branch

Best Date Night

Bistro V

521 Montgomery Highway
(205)823-1505
bistro-v.com

Runners Up: Satterfield's, Slice Pizza

Best Sweet Treats

Bendy's Cookies & Cream

3029 Pump House Road, Suite 109
eatbendys.com

Runners Up: Bruster's Real Ice Cream, Heavenly Doughnuts

Best Drinks/Cocktails

The Ridge

3325 Rocky Ridge Plaza
(205)917-5080
theridgealabama.com

Runner Up: Bistro V

Best Chef

George McMillan III/FoodBar

3156 Heights Village
(205)876-8100
foodbarbham.com

Runners Up: JP Holland/Fig Tree Cafe

COMMUNITY

Best Community Event

RISE at VHHS

uab.edu/vhhsrise

Runners Up: Deck the Heights, Christmas Tree Lighting Festival

Best Neighborhood

Cahaba Heights

Runners Up: Countrywood, Tanglewood

Best Local Cause

Vestavia Hills City Schools Foundation

vestaviafoundation.org

Runners Up: Help the Hills, Vestavia Library PALS

Best Outdoor Spot

McCallum Park
Rosemary Lane
vhal.org

Runners Up: Wald Park, Library in the Forest

Best Church Choir

Shades Mountain Baptist Church
2107 Columbiana Road
(205)822-1670
shades.org

Runner Up: Vestavia Hills United Methodist Church

Best Local Personality

Rick & Bubba
rickandbubba.com

Runners Up: Scott Register, Tiffany DeLuca

SHOPPING & SERVICES

Best New Business

Bendy's Cookies & Cream
3029 Pump House Road, Suite 109
eatbendys.com

Runners Up: Board& Brush

Best Customer Service

Dirty Hippie
3531 Rocky Ridge Road, Suite 120
(205)874-6164

Runners Up: La Bella Skin & Wellness

Best Boutique/Clothing

Monograms Plus
1360 Montgomery Highway, Suite 122
(205) 822-3353
shopmonogramsplus.com

Runners Up: The Clotheshorse, Mia Moda Boutique

Best Store for Gifts

Monograms Plus
1360 Montgomery Highway, Suite 122
(205) 822-3353
shopmonogramsplus.com

Runners Up: Darnell's Fun Stuff, The Blue Willow

Best Store for Home Furnishings/Décor

The Blue Willow
3920 Crosshaven Drive

(205)968-0909
thebluewillow.com

Runners Up: Chickadee, Issis Furniture Gallery

Best Jewelry

Steed's Jewelers

1425 Montgomery Highway, Suite 111
(205)822-9173
steedsjewelers.com

Runner Up: Cummings Jewelry Design

Best Store for Kids/Teens

Gigi's Teen

3138 Heights Village
(205)298-1811

Runners Up: The Lili Pad, Learning Express Toys

Best Florist/Nursery

Andy's Creekside Nursery

2489 Rocky Ridge Road
(205)824-0300
andysgardencenter.com

Runner Up: Leaf N Petal

Best Place for a Fun Night Out

AMC Dine-In Vestavia Hills 10

1911 Kentucky Avenue
(205)978-3720
amctheatres.com

Runners Up: Vestavia Bowl, Makers: A DIY Experience

HEALTH & BEAUTY

Best Medical Practice

Vestavia Pediatrics

1936 Old Orchard Road
(205)978-3200
childrensal.org

Runners Up: Vestavia Eye Care

Best Dental or Orthodontics Practice

Fulton Dental

1000 Chestnut Street, Suite 100
(205)822-3838
vestaviadentist.com

Runner Up: Sarver Orthodontics

Best Animal Clinic

Vestavia Animal Clinic

1471 Montgomery Highway

(205)823-7485
vestaviaanimalclinic.com

Runners Up: Britt Animal Hospital, Advanced Veterinary Care of Vestavia, Inc.

Best Salon or Spa
Tangles Vestavia
3386 Morgan Road
(205)823-7376

Runner Up: Vestavia Nails

Best Fitness Center
Lifetime Fitness
3051 Healthy Way
(205)547-3100
lifetime.life

Runners Up: Planet Fitness

HOME, FINANCE, & AUTO

Best Real Estate Agent
Manda Luccasen/Re/Max
(205) 283-0380
mandasold.com

Runner Up: Nicole Hardekopf/ARC Realty

Best Insurance Agent
John Henley/State Farm
2118 Columbiana Road
(205)823-1343
statefarm.com

Runners Up: Jack Traffanstedt/State Farm, Tyler Watts/Nationwide

Best Bank
Regions Bank-Montgomery Highway
529 Montgomery Highway
regions.com
(800)734-4667

Runner Up: Regions Bank-Heights Village

Best Auto Service
Anthony's Car Wash & Detail
1009 Vestavia Parkway
(205)822-9274
anthonyscarwash.com

Runners Up: Express Oil Change-Rocky Ridge Road

LIBRARY IN THE FOREST

MESSAGE FROM THE DIRECTOR

Tanisha Y. Tooker, Director, Vestavia Hills Library in the Forest



"Change is inevitable. Growth is optional."
- John Maxwell

We had to change. On March 14, 2020, the Vestavia Hills Library in the Forest closed its physical doors due to the threat of COVID-19. Two weeks later, the library opened its virtual doors to provide quality online programming along with repurposing library resources to support the healthcare community during the pandemic.

We are growing. Over the past few weeks, safety and service have been our focus. We are developing standardized sanitation and

distancing protocols for staff and patrons who wish to visit the library in the coming days. We are currently accepting library materials without fines and offering curbside service by appointment. Also, summer reading 2020 is underway. *Imagine Your Story* by registering online for programs, prizes, special events and more.

We are grateful. The staff and I truly miss our time with you, our valued patrons. You are like family and we sincerely appreciate your thoughtfulness and patience as we navigate these winds of change. Call 205.978.0155 or visit us at www.vestavialibrary.org for detailed information and online services. We hope to see you soon and wish you wellness and safety.

CHILDREN & TWEENS
Birth-Grade 2 & Grades 3-5

TEENS
Grades 6-12

ADULTS
Ages 18+

MAKERSPACE
All ages, unless otherwise noted

TECHNOLOGY
Ages 18+

June 2020

- 1 **Toddler-A-Go-Go, 10am**
Adult Summer Reading Registration Begins
- 2 **Digital Breakout, 3:30pm**
Eighth of March Book Group, 6pm
- 3 **Story Friends: Unicorns, 10:30am**
Hansel & Gretel Love It or List It Competition, 2pm
Online Writing Group, 3:30pm
- 4 **Tech in Ten: Multitasking in Windows 10 (video), 4pm**
Read & Feed Book Group, 6pm
- 5 **Storytime with author Carmen Agra Deedy, 11am**
Kahoots Movie Trivia: A Dog's Courage, 2pm
Open Gaming Goes Online, 3:30pm
- 8 **Toddler-A-Go-Go, 10am**
Virtual Dad & Daughter Tea: Registration Opens
- 10 **Story Friends: Dragons, 10:30am**
Happily Never After, 2pm
Online Art Group, 3:30pm
- 11 **Tick TECH Toe: Create Your Own Digital Puzzle (video), 4pm**

- 12 **Storytime with author Carmen Agra Deedy, 11am**
Kahoots Movie Trivia: Swift, 2pm
Open Gaming Goes Online, 3:30pm
- 15 **Toddler-A-Go-Go, 10am**
Podcast Academy, 3:30pm
- 16 **Harry Potter Trivia Night, 3:30pm**
- 17 **Story Friends: Father's Day, 10:30am**
Disney & Fairytale Trivia, 2pm
Virtual Book Group, 3:30pm
- 18 **Tech in Ten: Facebook Security (video), 4pm**
- 19 **Storytime with author Carmen Agra Deedy, 11am**
Open Gaming Goes Online, 3:30pm
- 20 **Virtual Dad & Daughter Tea, 11am**
- 22 **Toddler-A-Go-Go, 10am**
- 24 **Story Friends: Fairies, 10:30am**
Fairy Tale Website Scavenger Hunt, 2pm
Online Anime Night, 3:30pm
- 25 **Tick TECH Toe: Travel Virtually with Google Earth (video), 4pm**

- 26 **Storytime with author Carmen Agra Deedy, 11am**
Kahoots Movie Trivia: The Care Bears Movie, 2pm
Open Gaming Goes Online, 3:30pm
- 29 **Toddler-A-Go-Go, 10am**
- Adult Summer Series**
Summer Sips Series: Make the Perfect Summer Cocktail/Mocktail
Tara's Creative Corner
Summer Documentaries Series: Curious By Nature
DIY Spa: Summer Self Care
Virtual Escape Room: The One Where They Get Stuck in the Library

ALL Library in the Forest summer programming will be ONLINE ONLY.

Full descriptions, including online location and registration, are available on the Library in the Forest event calendar at www.vestavialibrary.org.

Vestavia Voice

June 5, 2020

“Curbside Service Resumes at Vestavia Hills Library”

By Cinnamon McCulley

Photo by Erin Nelson Starnes Media

Curbside service resumes at Vestavia Hills library



Curbside service at the Vestavia Hills Library in the Forest has resumed as of Monday, June 1, 2020. From books to hotspots, patrons will once again have access to the library’s physical collection of more than 98,000 items. All patrons with a current Jefferson County Library Cooperative card may reserve materials online or by calling the library. Detailed instructions and links to reserve materials are available at <https://vestavialibrary.org/curbside-pickup>. Patrons can also reserve a pick-up appointment time online.

Once a reservation is submitted, library staff will pull the items from the shelves, check out materials to the patron’s library card, and bag and label the items for curbside pickup. The materials will then be placed in the designated area under the library portico for pickup. In most cases, materials will be ready for pickup within 24 hours. This service is available daily Monday-Saturday from 10 a.m. to 6 p.m. To reduce wait times, patrons can schedule a time for pickup by calling 205-978-0155, extension 2.

“We are super-excited to once again offer print and media materials to our valued patrons,” said library director Taneisha Tucker. “Due to the threat of COVID-19 and the desire to protect everyone, we temporarily closed our doors, but online services have been available nonstop. Patrons have access to library treasures through Hoopla, Kanopy, Libby, Overdrive and more. We recently added Creative Bug, Niche Academy and Universal Class to our list of online offerings. Each of these new and innovative databases provides access to unlimited creativity, educational instruction and entertainment.”

The library’s annual summer reading program, for all ages, began in late May and will continue through early August. All programs are available online only this year. “Imagine Your Story” via the library’s website, Facebook and YouTube channels. Programming is also taking place via Zoom and Discord so that

participants can interact with library staff in real time, including books clubs, open gaming, scavenger hunts, writing groups and more. There is also a newly created blog page on the library website where you can read movie reviews, learn a new craft and more at any time, day or night.

The Library in the Forest is working in concert with the city, Library Board of Trustees and Jefferson County Library Cooperative (JCLC) to reopen with the assurance that the library is once again a safe and thriving community place.

June 11, 2020 City News

This Summer at the Library

The Library in the Forest staff is working hard to reopen the building as soon as possible. Until that time, there are still many options for patrons to interact and utilize library services:

- **Summer Reading** kicked-off Friday, May 22 and continues through August! **Click here to check out everything happening at the library this summer!**
- While most programs and events are online only this summer, the Children's department is hosting a **FREE family concert** on the lawn at City Hall on July 1 and 2 at 6:30pm each evening. Bring a blanket and enjoy Mark Seymour's drum/percussion music show, B.E.A.T. Your Best! Space is limited due to social distancing requirements - only 30 families (max of 5 per family) per night. Reserve your ticket TODAY by calling 205.978.0158 option 4. (Ticket required for entry.)
- **Book drops** are open! Please allow up to 7 days for your account to update, as all materials are quarantined prior to check-in. Fines for materials that were originally due between March 15 and June 1 have been waived.
- **Curbside service** continues with pick-ups times available daily from 10am to 6pm, Monday through Saturday. **Click here for instructions to use Curbside Pickup.**
- **Remote lockers** at Liberty Pharmacy are open. **Click here to reserve materials online** or call 205.978.0155!

Facebook Mentions

 **Vestavia Hills Library Foundation**
April 13 · 🌐

We're excited to announce that you helped us raise over \$10,000 for the Vestavia Hills Public Library at the 2020 Casino Royale Fundraising Gala in March! Thanks to all the organizers, sponsors, auction donors and nearly 200 guests who made it a winning night for everyone involved. Please visit www.vhlibraryfoundation.org for all the photos and details!
#CasinoRoyale2020
Junior Board of the Vestavia Hills Library in the Forest



**THANK YOU FOR HELPING US
RAISE OVER \$10,000 FOR THE
LIBRARY AT CASINO ROYALE!**

 Jennifer Jones, Casey Skewes O'Dell and 14 others 2 Comments 1 Share

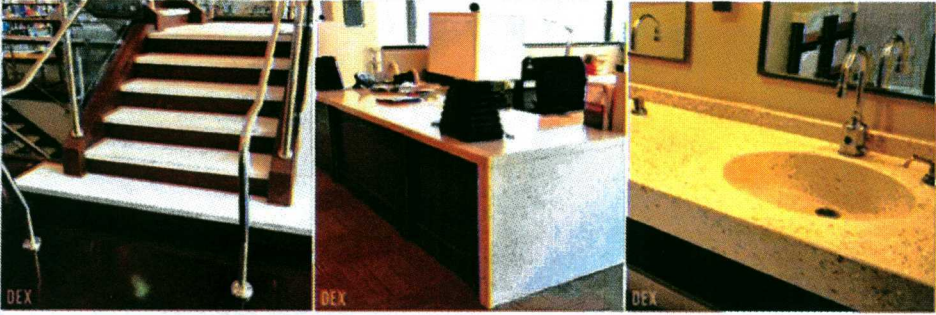
 Like  Comment  Share 

DEX Industries is at Vestavia Hills Public Library.
 April 16 · Vestavia Hills · 🌐

Concrete installations for the Vestavia Hills Public Library in Alabama - Snow DEXTERRA finish concrete stairs, bathrooms and desk 🏠👷

Vestavia Hills Library is Alabama's first LEED gold certified library.

... See More



Angelia Meeks

Like Comment Share

Vestavia Hills Chamber of Commerce
 April 17 · 🌐

Have you been enjoying all of the digital services offered by the Vestavia Hills Public Library? If you don't already have a library card, you can register for a temporary card. #spreadjoynotgerms



VESTAVIALIBRARY.ORG

Alert Center | Vestavia Hills Library in the Forest

Coronavirus (COVID-19) Information Library in the Forest staff have been closely monitoring the health recommendations issued by local, state and national health agencies. In light of these recommendations, the library is closed and will remain until at least May 1, 2020. The status of the libra ...

Vestavia Hills Public Library and Jenni Levan Kirne

Like Comment Share

AIA Birmingham
April 17 · 🌐

#FlashbackFriday to an EP Site Visit in April 2010: HKW Associates & Brasfield & Gorrie shared their Vestavia Hills Public Library project with us. A decade has passed, and so much has changed. We look forward to visiting your projects again once it is safe to gather!

👍 Like 💬 Comment ➦ Share

Vestavia Hills Library Foundation is at Vestavia Hills Public Library.
May 4 · Vestavia Hills · 🌐

Thanks to Vestavia Voice for sharing the success of Casino Royale! We are grateful for all the sponsors, donors, guests, Junior Board of the Vestavia Hills Library in the Forest and Vestavia Hills Library Foundation volunteers and Vestavia Hills Public Library staff who helped make the incredible event possible!

VESTAVIAVOICE.COM

Casino Royale Raises over \$10,000 for the Library in the Forest
Nearly 200 guests attended the event benefiting the library's children's and teen departments and the...

👍 Like 💬 Comment ➦ Share 1 Share

Lauren Mabry Cater
May 11 · 🌐

Such a fun activity to add to bedtime!! Thanks Vestavia Hills Public Library

children's book

EMOJI Pictionary

GUESS THE TITLE OF THE CHILDREN'S BOOK BY USING THE EMOJIS!

1. 🟩 🔍 👁️ 🐷 _____
2. 🕷️ 🕸️ 🐷 _____
3. 🐛 🍌 🍊 🍎 🍋 🍭 🍏 🍌 _____
4. 🌟 🌙 🛌 😊 😊 _____
5. 👉 🐟 🙌 🐟 🍎 🐟 🍌 _____
6. 🐼 🗳️ 🎩 _____
7. 🌈 🐟 _____
8. ☁️ ☁️ 🌂 🍌 _____
9. 🐼 🐼 🐼 🐼 _____
10. 🧒 🍌 🎩 🐼 ❤️ 🍌 🍵 🕒 🐛 🐼 _____
11. 🧒 🍌 🍷 _____
12. 🦋 🐼 🍌 _____
13. 🧒 🌲 🏠 🚰 🐼 _____
14. 🦋 🍌 🍎 🍏 🧒 🧒 🧒 _____
15. 🧒 🍷 🌴 🍌 🍌 _____

Vestavia Hills Public Library
May 11 · 🌐

Can you guess these titles?

👍👍 Sarah Elizabeth Durriva Stevens, Heather Black and 3 others



Sam the Turtle

May 17 at 10:59 AM · 🌐

Fire Up Your Imagination Show

Sam the Turtle is taking over the Vestavia Hills Public Library Facebook Page! Since it's impossible to stop a turtle, we're letting him do it. Be ready to watch the show on your favorite computer or device. Sam created a world of magic and funny stuff. Hyena, the fire breathing chicken, will be there too. Mr. Barry will bring some fairy tale magic. Plan to be with us to enjoy this Facebook Live Event. Since we can't stop a turtle on a mission, we might as well enjoy it. Saturday, May 30th at 10:30 AM on the Library Facebook Page. Be there.



Sandi Playford Maroney

5 Shares 312 Views

Like

Comment

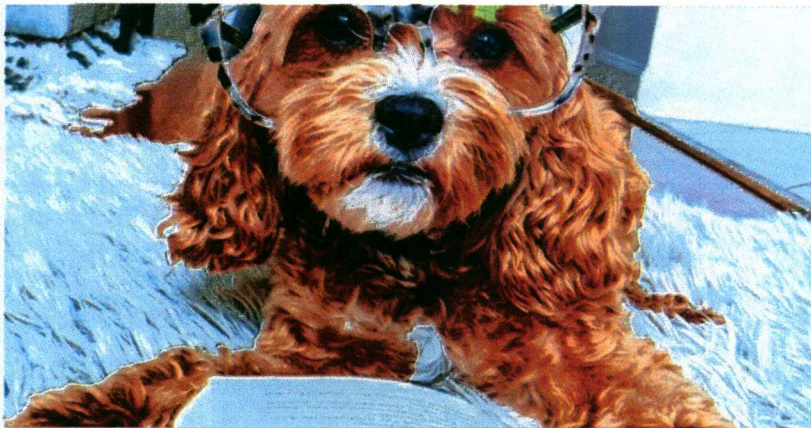
Share



Bham Now - Birmingham's modern media

May 18 at 10:29 AM · 🌐

Missing your weekly library fix? 📖 Read on bookworms, these local Birmingham libraries are offering curbside pickup services. 🐾



BHAMNOW.COM

Local libraries offering curbside pickup around Birmingham

Missing your weekly visit to the library? Check out these local Birmingham libraries offering curbside...

Paige Perry, Harry Coughlin and 28 others

9 Comments 15 Shares

Like

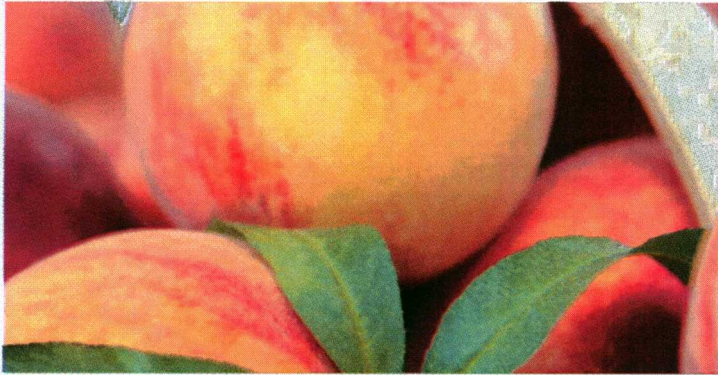
Comment

Share



Vestavia Hills Magazine
May 27 at 11:18 AM · 🌐

Vestavia Hills Farmers Market is still up and running on Wednesdays (with social distancing procedures), plus more summer fun at Vestavia Hills Public Library and more. What else is on your list? Tell us in the comments of this post.



VESTAVIAHILLSMAGAZINE.COM

Summer Fun Checklist: 2020 Quarantine-Friendly Edition - Vestavia Hills Magazine

Burmed about all that might not be happening this summer with COVID-19? Here's our list of what t...

2 Shares



Like



Comment



Share



Magic City Mini Bar is at Vestavia Hills Public Library.

June 4 at 10:48 AM · Vestavia Hills · 🌐

@magiccityminibar Thursday, June 4, 2020 at 10:46 AM 📍 to sling sangria at a wedding that was being held at @vestaviahillslibrary. The venue was awesome and so original and was the perfect fit for this cat loving couple! Props to the bride who came up with these signature drinks that gave a nod to their favorite furry friends! 🐾🐾🐾 @ Vestavia Hills Public Library



👍👍👍 Sarah Grace Steveson, Magic City Mini Bar and 22 others



Like



Comment



Share





Junior Board of the Vestavia Hills Library in the Forest

Yesterday at 10:23 AM · 🌐

Did you know the Vestavia Hills Public Library is open for curbside pick-up? Just reserve your books online, wait for your email confirmation of the books being available, pull-up out front and call. It is easy! Don't miss out on great reading opportunities this summer!

Visit <http://vestavialibrary.org/curbside-pickup> for more info!



VESTAVIALIBRARY.ORG

Curbside Pickup | Vestavia Hills Library in the Forest

Check out materials without leaving your car! Curbside service is available daily from 10am to 6pm,...

👤 Karen Eggert Templeton and June Mee Clark

1 Comment

👍 Like

💬 Comment

🔗 Share



Vestavia Hills Library in the Forest

Apr 2020 Monthly Statistical Report

Books	Category	Apr 2020	Apr 2019	% Difference	Demand	Net Change	Type
	Adult Books	32	6,452	-99.50%	Down	(6,420)	Book
	Adult Best Sellers	-	286	-100.00%	Down	(286)	Book
	Juvenile Books	48	10,571	-99.55%	Down	(10,523)	Book
	Teen Books	18	1,863	-99.03%	Down	(1,845)	Book
	Total Books	98	19,172	-99.49%	Down	(19,074)	Book

Category	Apr 2020	Apr 2019	% Difference
Books	98	19,172	-99.49%
Adult Non-Books	38	6,155	-99.38%
Juvenile Non-Books	-	2,477	-100.00%
Teen Non-Books	14	1,580	-99.11%
Total Circulation	150	29,384	-99.49%

Non Books	Category	Apr 2020	Apr 2019	% Difference	Demand	Net Change	Type
	Adult Non-Fiction DVDs	-	297	-100.00%	Down	(297)	Non-Book
	Adult Audio Book MP3	-	19	-100.00%	Down	(19)	Non-Book
	Adult Audio Books CD	23	1,154	-98.01%	Down	(1,131)	Non-Book
	Adult Blu-rays	2	692	-99.71%	Down	(690)	Non-Book
	Adult DVDS	13	3,296	-99.61%	Down	(3,283)	Non-Book
	Adult Magazines	-	83	-100.00%	Down	(83)	Non-Book
	Adult Mixed Media	-	10	-100.00%	Down	(10)	Non-Book
	Adult Music CD	-	595	-100.00%	Down	(595)	Non-Book
	Adult Self Playing Audio	-	9	-100.00%	Down	(9)	Non-Book
	Total Adult Non Books	38	6,155	-99.38%	Down	(6,117)	Non-Book

Category	Apr 2020	Apr 2019	% Difference
Gate Count	1,220	35,160	-96.53%
Public Computers	1,010	5,773	-82.50%
Volunteers	1	17	-94.12%
Web Site Visits	6,107	13,958	-56.25%
Pinterest	NA	NA	NA
Facebook	See Below	See Below	NA
Instagram	1185	1036	14.38%
Twitter	1250	1255	-0.40%

Non Books	Category	Apr 2020	Apr 2019	% Difference	Demand	Net Change	Type
	Juvenile Views	-	36	-100.00%	Down	(36)	Non-Book
	Juvenile Audio CD	-	50	-100.00%	Down	(50)	Non-Book
	Juvenile Blu-rays	-	108	-100.00%	Down	(108)	Non-Book
	Juvenile DVDs	-	1,913	-100.00%	Down	(1,913)	Non-Book
	Juvenile Magazines	-	38	-100.00%	Down	(38)	Non-Book
	Juvenile Mixed Media	-	280	-100.00%	Down	(280)	Non-Book
	Juvenile Music CD	-	23	-100.00%	Down	(23)	Non-Book
	Juvenile Self Playing Audio	-	29	-100.00%	Down	(29)	Non-Book
	Total Juvenile Non Books	-	2,477	-100.00%	Down	(2,477)	Non-Book

Services	Apr 2020	Apr 2019	% Difference
Borrowed From Others	-	1,625	-100.00%
Loans To Other Libraries	-	2,529	-100.00%
Reference Questions	2,358	4,975	-52.60%
Reserves	-	502	-100.00%
Voter Registration	-	-	0.00%
Days Open	0	29	-100.00%

Non Books	Category	Apr 2020	Apr 2019	% Difference	Demand	Net Change	Type
	Teen Audio Books MP3	-	1	-100.00%	Down	(1)	Non-Book
	Teen Audio Books CD	-	39	-100.00%	Down	(39)	Non-Book
	Teen Blu-rays	6	180	-96.67%	Down	(174)	Non-Book
	Teen DVDs	4	889	-99.55%	Down	(885)	Non-Book
	Teen Games	4	439	-99.09%	Down	(435)	Non-Book
	Teen Magazines	-	12	-100.00%	Down	(12)	Non-Book
	Teen Music CD	-	15	-100.00%	Down	(15)	Non-Book
	Teen Self Playing Audio	-	5	-100.00%	Down	(5)	Non-Book
	Total Teen Non Books	14	1,580	-99.11%	Down	(1,566)	Non-Book

Program Category	Apr 2020		Apr 2019	
	Number	Attendance	Number	Attendance
Adult Programs	2	15	19	276
Juvenile Programs	12	856	40	1,492
Teen Programs	8	27	14	169
Computer Lab	-	-	7	118
Outreach	-	-	3	153
Meeting Rooms	-	-	53	1,389
Tours	0	0	0	0
Total	22	898	136	3,597

Digital Books	Category	Apr 2020	Apr 2019	% Difference	Demand	Net Change	Type
	Ebooks Adult	3,419	2,236	52.91%	Up	1,183	Digital
	Ebooks Children	1,434	262	447.33%	Up	1,172	Digital
	Ebooks Teen	442	185	138.92%	Up	257	Digital
	Ebooks Total	5,295	2,683	97.35%	Up	2,612	Digital

Membership	Apr 2020	Apr 2019	% Difference
Adult Memberships	12	52	-76.92%
Juvenile Memberships	48	12	300.00%
Non-Resident Adult	-	32	-100.00%
Non-Resident Juvenile	-	3	-100.00%
Out of County Members	-	-	0.00%
Total	60	99	-39.39%

Digital Books	Category	Apr 2020	Apr 2019	% Difference	Demand	Net Change	Type
	Audiobooks Adult	1,844	1,578	16.86%	Up	266	Digital
	Audiobooks Children	417	151	176.16%	Up	266	Digital
	Audiobooks Teen	169	165	2.42%	Up	4	Digital
	Audiobooks Total	2,430	1,894	28.30%	Up	536	Digital

Facebook Stats	2020	2019
Daily Page Engaged Users	1940	827
Daily Total Reach	29,741	17,809

Adult Launchpads	0
Juv Launchpads	0
Juv Book Group Kits	0
Juv Augmented Reality	0

Coffee	\$0
WiFi Hotspots	1
Roku Sticks	0
Hammocks	0
WalkingSticks	0



Vestavia Hills Library in the Forest

Detailed Statistics Worksheet

April 2020

PROGRAMMING	2020		2019	
	Programs	Attendance	Programs	Attendance
Adult	2	15	19	276
Children	12	856	40	1492
Teen	8	27	14	169
Computer Lab	0	0	7	118
Outreach	0	0	3	153
Library Tours	0	0	0	0
Makerspace	7	182	11	34
TOTAL	28	1058	94	2422

MEETING ROOMS	2020		2019	
	Programs	Attendance	Programs	Attendance
Community Room	0	0	19	991
Historical Room	0	0	12	103
Tree House	0	0	13	166
Children's Program	0	0	9	129
Outdoor Classroom	0	0	0	0
Rooftop Garden	0	0	0	0
Total Rental Usage	0	0	53	1389

Study Room Use	Sign Ins	Users	Sign Ins	Users
	0	0	364	558

Proctored Exams	0		
Passports	0		

VOLUNTEERS	2020		2019	
	Volunteer #	Total Hours	Volunteer #	Total Hours
Adult	0	0	1	10
Children	0	0	8	15
Teen	0	0	5	28
Computer Lab	1	7	2	7.5
Technical Services	0	0	0	0
Other front desk	0	0	1	12.5
TOTAL	1	7	17	73
MEMBERSHIPS	2020		2019	

Adult VH Residents	12	52
Juvenile VH Residents	48	12
Non-resident Adults	0	32
Non-resident Juvenile	0	3
Out-of-County	0	0
TOTAL	60	99

INFORMATION	2020	2019
Voter Registration	0	0
Reserves	0	502
Intra-Library Loans	0	2529
Intra-Library Borrows	0	1625
Coffee	0	98

ELECTRONIC CHECKOUTS	2020	2019
Downloadable Audios	2430	1912
E-books	5295	2683

REFERENCE QUESTIONS	2020	2019
Adult	12	966
Children	8	1200
Teen	0	752
Database Usage	2338	2057
TOTAL	2358	4975

ADDITIONAL STATS	2020	2019
Gate Count	1220	35160
Facebook Views	Daily Page Engaged Users: 1940 Daily Total Reach: 29741	Daily Page Engaged Users:827 Daily Total Reach:17809
Twitter	1250	1255
Instagram	1185	1036
Library Website Visits	6107	13958
Public Computer Use	1010	5773
Self Check Machine Use	67	12242
Days Open	0	29

Hoopla Circulation	2020	2019

Audiobooks	1058	904
Movies	214	155
Music	105	124
Television	173	58
Ebooks	68	NA
Total	1618	1241

Kanopy Circulation	2020	2019
Videos Played	67	NA

Universal Class Circulation	2020	2019
Sessions	394	NA

Creativebug	2020	2019
Sessions (live 5/1/2020)	NA	NA

STAFF TRAINING BY DEPARTMENT	2020	2019
Acquisitions/Cataloging	35	3
Administration	24	0
Adult	59	1
Children	66	4
Circulation	32	6
Technology	34	2
Teens	38	6

HOLDINGS	Adds	Deletes	System Total
Adult Books	0	35	24484
Adult Red Hot books	0	0	228
Adult Foreign Language	0	0	67

Adult Large Print	0	0	4205
Adult Reference	0	0	276
Adult Magazine Envelopes	0	0	175
Adult Hammocks	0	0	6
Adult Hiking Poles	0	0	2
Juvenile Books	0	0	31496
Juvenile Augmented Reality Books	0	0	30
Juvenile Reference	0	0	136
Juvenile Teacher Packs	0	0	285
Juvenile Magazine Envelopes	0	0	73
Teen Books	0	154	7221
Teen Magazines Envelopes	0	0	23
Adult Audio CDs.	0	0	3099
Adult Music CDs	0	0	2966
Adult Kits	0	0	30
Juvenile Audio CDs	0	0	485
Juvenile Music CDs	0	1	287
Juvenile Kits	0	0	359
Teen Audio CDs	0	0	485
Teen Music CDs	0	0	81
Adult DVDs	0	0	5235
Adult Non-fiction DVDs	0	0	1023
Adult Blu-Rays	0	0	1117
Adult Playaway Launchpads	0	0	11
Juvenile DVDs	0	1	2106
Juvenile Non-fiction DVDs	0	0	3
Juvenile Self Playing Video	0	0	56
Juvenile Playaway Launchpads	0	0	44
Juvenile Blu-Rays	0	0	111
Teen DVDs	0	0	1058
Teen Blu-Rays	0	0	244
Adult MP3s & Playaways	0	0	167
Teen MP3s & Playaways	0	0	77
Juvenile Playaways	0	0	107
Adult Nooks	0	0	13
Juvenile Nooks	0	0	2
Teen Videogames	0	0	414
Adult Wireless Hotspots	0	0	32
Adult Laptops	0	0	2
Adult Streaming Media Player	0	0	4
TOTAL	0	191	88185

Vestavia Hills Library in the Forest

May 2020 Monthly Statistical Report

Books	Category	May 2020	May 2019	% Difference	Demand	Net Change	Type
	Adult Books	327	6,993	-95.32%	Down	(6,666)	Book
	Adult Best Sellers	3	339	-99.12%	Down	(336)	Book
	Juvenile Books	473	12,379	-96.18%	Down	(11,906)	Book
	Teen Books	43	2,072	-97.92%	Down	(2,029)	Book
	Total Books	846	21,783	-96.12%	Down	(20,937)	Book

Non Books	Category	May 2020	May 2019	% Difference	Demand	Net Change	Type
	Adult Non-Fiction DVDs	-	322	-100.00%	Down	(322)	Non-Book
	Adult Audio Book MP3	-	24	-100.00%	Down	(24)	Non-Book
	Adult Audio Books CD	9	1,201	-99.25%	Down	(1,192)	Non-Book
	Adult Blu-rays	4	797	-99.50%	Down	(793)	Non-Book
	Adult DVDS	27	3,613	-99.25%	Down	(3,586)	Non-Book
	Adult Magazines	-	58	-100.00%	Down	(58)	Non-Book
	Adult Mixed Media	-	7	-100.00%	Down	(7)	Non-Book
	Adult Music CD	3	509	-99.41%	Down	(506)	Non-Book
	Adult Self Playing Audio	-	11	-100.00%	Down	(11)	Non-Book
	Total Adult Non Books	43	6,542	-99.34%	Down	(6,499)	Non-Book

Non Books	Category	May 2020	May 2019	% Difference	Demand	Net Change	Type
	Juvenile Views	-	41	-100.00%	Down	(41)	Non-Book
	Juvenile Audio CD	5	103	-95.15%	Down	(98)	Non-Book
	Juvenile Blu-rays	-	97	-100.00%	Down	(97)	Non-Book
	Juvenile DVDs	8	2,165	-99.63%	Down	(2,157)	Non-Book
	Juvenile Magazines	-	40	-100.00%	Down	(40)	Non-Book
	Juvenile Mixed Media	3	274	-98.91%	Down	(271)	Non-Book
	Juvenile Music CD	-	18	-100.00%	Down	(18)	Non-Book
	Juvenile Self Playing Audio	-	32	-100.00%	Down	(32)	Non-Book
	Total Juvenile Non Books	16	2,770	-99.42%	Down	(2,754)	Non-Book

Non Books	Category	May 2020	May 2019	% Difference	Demand	Net Change	Type
	Teen Audio Books MP3	-	-	0.00%	Same	-	Non-Book
	Teen Audio Books CD	2	32	-93.75%	Down	(30)	Non-Book
	Teen Blu-rays	-	175	-100.00%	Down	(175)	Non-Book
	Teen DVDs	2	1,027	-99.81%	Down	(1,025)	Non-Book
	Teen Games	-	391	-100.00%	Down	(391)	Non-Book
	Teen Magazines	-	-	0.00%	Same	-	Non-Book
	Teen Music CD	-	17	-100.00%	Down	(17)	Non-Book
	Teen Self Playing Audio	-	2	-100.00%	Down	(2)	Non-Book
	Total Teen Non Books	4	1,644	-99.76%	Down	(1,640)	Non-Book

Digital Books	Category	May 2020	May 2019	% Difference	Demand	Net Change	Type
	Ebooks Adult	3,709	2,461	50.71%	Up	1,248	Digital
	Ebooks Children	1,270	268	373.88%	Up	1,002	Digital
	Ebooks Teen	506	249	103.21%	Up	257	Digital
	Ebooks Total	5,485	2,978	84.18%	Up	2,507	Digital

Digital Books	Category	May 2020	May 2019	% Difference	Demand	Net Change	Type
	Audiobooks Adult	2,019	1,742	15.90%	Up	277	Digital
	Audiobooks Children	414	169	144.97%	Up	245	Digital
	Audiobooks Teen	215	176	22.16%	Up	39	Digital
	Audiobooks Total	2,648	2,087	26.88%	Up	561	Digital

Category	May 2020	May 2019	% Difference
Books	846	21,783	-96.12%
Adult Non-Books	43	6,542	-99.34%
Juvenile Non-Books	16	2,770	-99.42%
Teen Non-Books	4	1,644	-99.76%
Total Circulation	909	32,739	-97.22%

Category	May 2020	May 2019	% Difference
Gate Count	2,527	40,049	-93.69%
Public Computers	1,986	5,834	-65.96%
Volunteers	-	21	-100.00%
Web Site Visits	10,661	19,127	-44.26%
Pinterest	NA	NA	NA
Facebook	See Below	See Below	NA
Instagram	1195	1036	15.35%
Twitter	1247	1252	-0.40%

Services	May 2020	May 2019	% Difference
Borrowed From Others	34	1,904	-98.21%
Loans To Other Libraries	80	2,748	-97.09%
Reference Questions	824	5,402	-84.75%
Reserves	38	713	-94.67%
Voter Registration	-	-	0.00%
Days Open	0	29	-100.00%

Program Category	May 2020		May 2019	
	Number	Attendance	Number	Attendance
Adult Programs	2	20	18	229
Juvenile Programs	10	5,948	31	2,210
YA/Teen Programs	9	28	19	240
Computer Lab	1	31	8	156
Outreach	-	-	9	466
Meeting Rooms	-	-	49	49
Tours	0	0	0	0
Total	22	6,027	134	3,350

Membership	May 2020	May 2019	% Difference
Adult Memberships	2	84	-97.62%
Juvenile Memberships	-	37	-100.00%
Non-Resident Adult	-	28	-100.00%
Non-Resident Juvenile	-	2	-100.00%
Out of County Members	-	1	-100.00%
Total	2	152	-98.68%

Facebook Stats	2020	2019
Daily Page Engaged Users	4489	917
Daily Total Reach	48,287	21,059

Adult Launchpads	0	Coffee	\$0
Juv Launchpads	0	WiFi Hotspots	0
Juv Book Group Kits	0	Roku Sticks	0
Juv Augmented Reality	0	Hammocks	0
		WalkingSticks	0



Vestavia Hills Library in the Forest Detailed Statistics Worksheet - May 2020

PROGRAMMING	2020		2019	
	Programs	Attendance	Programs	Attendance
Adult	2	20	18	229
Children	10	Facebook Engagement:5164 Reach: 257 Youtube 527	31	2210
Teen	9	28	19	240
Computer Lab	1	31	8	156
Outreach	0	0	9	466
Library Tours	0	0	0	0
Makerspace	7	76 (YouTube)	9	24
TOTAL	29	6103	94	3325

MEETING ROOMS	2020		2019	
	Programs	Attendance	Programs	Attendance
Community Room	0	0	25	1372
Historical Room	0	0	6	45
Tree House	0	0	11	104
Children's Program	0	0	5	62
Outdoor Classroom	0	0	2	65
Rooftop Garden	0	0	0	0
Total Rental Usage	0	0	49	1648

Study Room Use	Sign Ins	Users	Sign Ins	Users
	0	0	341	561

Proctored Exams	0			
Passports	0			

VOLUNTEERS	2020		2019	
	Volunteer #	Total Hours	Volunteer #	Total Hours
Adult	0	0	1	10
Children	0	0	13	44
Teen	0	0	4	12
Computer Lab	0	0	2	13.5
Technical Services	0	0	0	0
Other <u>front desk</u>	0	0	1	34.5
TOTAL	0	0	21	114

MEMBERSHIPS	2020	2019
Adult VH Residents	2	84
Juvenile VH Residents	0	37
Non-resident Adults	0	28
Non-resident Juvenile	0	2
Out-of-County	0	1
TOTAL	2	152

INFORMATION	2020	2019
Voter Registration	0	0
Reserves	38	713
Intra-Library Loans	80	2748
Intra-Library Borrows	34	1904
Coffee	0	96.00

ELECTRONIC CHECKOUTS	2020	2019
Downloadable Audios	2648	2087
E-books	5485	2978

REFERENCE QUESTIONS	2020	2019
Adult	12 (phone)	750
Children	26 phone)	2075
Teen	3 (phone)	758
Database Usage	783	1819
TOTAL	824	5402

ADDITIONAL STATS	2020	2019
Gate Count	2527	40049
Facebook Views	Daily Page Engaged Users: 4489 Daily Total Reach: 48287	Daily Page Engaged Users: 917 Daily Total Reach: 21059
Twitter	1247	1252
Instagram	1195	1036
Library Website Visits	10661	19127
Public Computer Use	1986	5834
Self Check Machine Use	42	16053
Days Open	0	29

Hoopla Circulation	2020	2019
Audiobooks	1098	1047
Ebooks	354	NA
Movies	136	186
Music	124	119
Television	148	65
Total	1860	1417

Kanopy Circulation	2020	2019
Movies	76	NA
Documentaries	38	NA
Total	114	NA

Universal Class Circulation	2020	2019
Sessions	80	NA

Creative Bug	2020	2019
Total Views	107	NA

STAFF TRAINING BY DEPARTMENT	2020	2019
Acquisitions/Cataloging	22	2
Administration	0	0
Adult	35	0
Children	20	0
Circulation	15	6
Technology	12	0
Teens	20	0

HOLDINGS	Adds	Deletes	System Total
Adult Books	211	14	24697
Adult Red Hot books	0	1	206
Adult Foreign Language	0	0	67
Adult Large Print	95	2	4298
Adult Reference	0	0	280
Adult Magazine Envelopes	0	0	175
Adult Hammocks	0	0	6
Adult Hiking Poles	0	0	2
Juvenile Books	2	4	31494
Juvenile Augmented Reality Books	0	0	30
Juvenile Reference	0	0	136
Juvenile Teacher Packs	0	0	285
Juvenile Magazine Envelopes	0	0	73
Teen Books	41	36	7226
Teen Magazines Envelopes	0	0	23
Adult Audio CDs.	23	0	3122
Adult Music CDs	0	1	2965
Adult Kits	0	0	30
Juvenile Audio CDs	0	0	485
Juvenile Music CDs	0	1	286
Juvenile Kits	0	0	359
Teen Audio CDs	0	0	346
Teen Music CDs	0	0	81
Adult DVDs	9	0	5244
Adult Non-fiction DVDs	0	0	1023
Adult Blu-Rays	5	0	1122
Adult Playaway Launchpads	0	0	11
Juvenile DVDs	0	3	2104
Juvenile Non-fiction DVDs	0	0	3
Juvenile Self Playing Video	0	0	56
Juvenile Playaway Launchpads	0	0	44
Juvenile Blu-Rays	0	0	111
Teen DVDs	2	0	1060
Teen Blu-Rays	0	0	244
Adult MP3s & Playaways	0	0	167
Teen MP3s & Playaways	0	0	78
Juvenile Playaways	0	0	107
Adult Nooks	0	0	13
Juvenile Nooks	0	0	2
Teen Videogames	1	0	415
Adult Wireless Hotspots	0	0	32
Adult Laptops	0	0	2
Adult Streaming Media Player	0	0	4
TOTAL	389	62	88512

PINNACLE BANK

ACCT. # 1560062488

* DONATION ACCOUNT
FUND 13

Month Ending: 30-Apr-20

BEGINNING LEDGER/CK BK BAL	\$	195,724.63	LEDGER BALANCE
Deposits:	\$	630.79	(Copier Revenue)
	\$	-	(CCD payment Deposits)
Bank Fees	\$	(10.99)	(ePay PPD Cantaloupe System)
Bank Fees			(Check Orders Harland Clarke)
Bank Fees	\$	(65.84)	(Svc Charge - Fees Sep TSYS CCD)

Expenditures:

Date Cleared	Date Written	CK #	Name	Ck Amt.
		3959	VOID	
4/7	4/1	3960	Rosemary Okoh	\$ (160.00)
4/16	4/13	3961	United Express Distribution	\$ (210.00)

* Break in number sequence

Ending Balance: \$ (370.00) (ledger / check book)

O/C (written-not cleared)

3/26	3958	Homewood Library	\$ (16.00)

O/C Expenditures:

DEPOSITS IN TRANSIT

\$ -

Ending bank balance

\$ 195,908.59

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

*****C H E C K I N G A C C O U N T S*****

Account Title: VESTAVIA HILLS PUBLIC LIBRARY
 DONATION ACCOUNT
 TANEISHA TUCKER

NON-PROFIT CHECKING		Number of Enclosures	3
Account Number	@XXXXXXXXXXXX@2488	Statement Dates	4/01/20 thru 4/30/20
Previous Balance	195,724.63	Days This Statement Period	30
1 Deposits/Credits	630.79	Average Ledger	195,801.33
4 Checks/Charges	446.83	Average Collected	195,785.96
Service Charge	.00		
Interest Paid	.00		
Current Balance	195,908.59		

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

Date	Description	Amount
4/13	DEPOSIT	630.79

-----Debits and Withdrawals-----

Date	Description	Amount
4/02	FEES SEP TSYS CCD	65.84-
4/17	84870052531161 ePay Cantaloupe Syste CCD 50601	10.99-

----- Summary by Check Number -----

Date	Check No	Amount	Date	Check No	Amount
4/07	3960	160.00	4/16	3961	210.00

*Indicates Break in Check Number Sequence

NON-PROFIT CHECKING

@XXXXXXXXXX@2488 (Continued)

-----Daily Balance Information-----					
Date	Balance	Date	Balance	Date	Balance
4/01	195,724.63	4/07	195,498.79	4/16	195,919.58
4/02	195,658.79	4/13	196,129.58	4/17	195,908.59

*** E N D O F S T A T E M E N T ***

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PINNACLE BANK

ACCT. # 1560062488

* DONATION ACCOUNT
FUND 13

Month Ending: 31-May-20

BEGINNING LEDGER/CK BK BAL	\$ 195,908.59	LEDGER BALANCE
Deposits:	\$ 275.00	(Copier Revenue)
	\$ -	(CCD payment Deposits)
Bank Fees	\$ (10.99)	(ePay PPD Cantaloupe System)
Bank Fees		(Check Orders Harland Clarke)
Bank Fees	\$ (2.57)	(Svc Charge - Fees Sep TSYS CCD)

Expenditures:

Date Cleared	Date Written	CK #	Name	Ck Amt.
5/8	3/26	3958	Homewood Library	\$ (16.00)
				\$ -
				\$ -

* Break in number sequence

Ending Balance: \$ (16.00) (ledger / check book)

O/C (written-not cleared)

			\$ -

O/C Expenditures:

DEPOSITS IN TRANSIT

\$ -

Ending bank balance

\$ 196,154.03

O/C = (outstanding checks)



Loyal Leadership, Local Decision Making and Superior Service

Date 5/29/20
 Primary Account 1560062488
 Enclosures 2

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 ACCOUNT*****

Account Title: VESTAVIA HILLS PUBLIC LIBRARY
 DONATION ACCOUNT
 TANEISHA TUCKER

NON-PROFIT CHECKING		Number of Enclosures	2
Account Number	1560062488	Statement Dates	5/01/20 thru 5/31/20
Previous Balance	195,908.59	Days This Statement Period	31
1 Deposits/Credits	275.00	Average Ledger	196,067.75
3 Checks/Charges	29.56	Average Collected	196,058.88
Service Charge	.00		
Interest Paid	.00		
Current Balance	196,154.03		

DEPOSITS AND ADDITIONS

Date	Description	Amount
5/12	DEPOSIT	275.00

DEBITS AND WITHDRAWALS

Date	Description	Amount
5/04	FEES SEP TSYS CCD	2.57-
5/22	84870052531161 ePay Cantaloupe Syste CCD 50601	10.99-

SUMMARY BY CHECK NUMBER

Date	Check No	Amount
5/08	3958	16.00

*Indicates Break in Check Number Sequence



Loyal Leadership, Local Decision Making and Superior Service

Date 5/29/20
Primary Account
Enclosures

Page 2
1560062488
2

NON-PROFIT CHECKING

1560062488 (Continued)

DAILY BALANCE INFORMATION

Date	Balance	Date	Balance	Date	Balance
5/01	195,908.59	5/08	195,890.02	5/22	196,154.03
5/04	195,906.02	5/12	196,165.02		

*** END OF STATEMENT ***

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DATE: 5-12-2020

DATE	DESCRIPTION	AMOUNT	BALANCE
	DEPOSIT	275.00	275.00
	TOTAL DEPOSIT	275.00	275.00
	TOTAL WITHDRAWAL	-	275.00
	RE-BALANCE GRAND TOTAL		275.00

VESTAVIA HILLS PUBLIC LIBRARY
DONATION ACCOUNT
1221 MONTGOMERY HWY
VESTAVIA HILLS, AL 35216

PINNACLE BANK
P.O. BOX 1388 - JASPER, ALABAMA 35202-1388
VESTAVIA OFFICE

DEPOSIT TICKET
TOTAL DEDUCTIBLE
1
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.
61-7280922

⑆ 26 228 7388 ⑆ 156006 2488 ⑆ 0 ⑆ 2

DEPOSIT Date: 05/12 Amount: \$275.00

VESTAVIA HILLS PUBLIC LIBRARY
DONATION ACCOUNT
1221 MONTGOMERY HWY
VESTAVIA HILLS, AL 35216

3958
51-87382422
03/26/20 Date
⑆ 26 228 7388 ⑆ 156006 2488 ⑆ 3958

Pay to the Order of: Homeewood Library \$ 16.00
Sixteen & 00/100 Dollars

PINNACLE BANK
P.O. BOX 1388 - JASPER, ALABAMA 35202-1388
VESTAVIA OFFICE

For: used for Books Janisha Tucker

⑆ 26 228 7388 ⑆ 156006 2488 ⑆ 3958

CHECK 3958 Date: 05/08 Amount: \$16.00

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR
ELECTRONIC TRANSFERS**

FOR CONSUMER ACCOUNTS ONLY: Telephone us at (205) 221-4111 or write us at P.O. Box 1388 Jasper, AL 35502 as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- (1) Tell us your name and account number.
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**YOUR DEMAND DEPOSIT LOAN ACCOUNT SUMMARY OF RIGHTS
IS OUTLINED BELOW**

This is a summary of your rights; a full statement of your rights and our responsibilities under the Federal Fair Credit Billing Act will be sent to you both upon request and in response to a billing error notice.

Your Demand Deposit Loan Account is operated in conjunction with your Demand Deposit Account. Any charges for your checking account will be made to the Demand Deposit Account and they will be the same charges as are made for Demand Deposit Accounts not operated in conjunction with Demand Deposit Loan Accounts. The following information thus applies only to loans made to you under your Demand Deposit Loan Account/Line of Credit.

**BILLING RIGHTS SUMMARY
LINE OF CREDIT/DEMAND DEPOSIT LOAN**

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR
LINE OF CREDIT/DEMAND DEPOSIT LOAN**

If you think your bill is wrong or if you need more information about a transaction on your bill, write us on a separate sheet at the address located on the front of this bill as soon as possible. We must hear from you no later than 60 days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- (1) Your name and account number.
- (2) The dollar amount of the suspected error.
- (3) Describe the error and explain as clearly as you can why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your questions, we cannot report you as delinquent or take any action to collect the amount you question.

FINANCE CHARGE METHOD – DEMAND DEPOSIT LOAN

We figure a portion of the **FINANCE CHARGE** on your Demand Deposit Loan Account by applying the daily periodic rate(s) to the "Daily Balance" of your account for the billing cycle. To get the "Daily Balance" we take the beginning balance of your account each day, then we add in any new loan advances which were made on that day and any other charges which are assessed against the account on that day, then, if applicable, we subtract out all payments received and credits applied on that day. These calculations give us the daily balance of your Line of Credit account for the particular day in question.

The minimum periodic payment required is shown on the front of this bill. You may pay off your Demand Deposit Loan Account loan balance at any time, or make voluntary additional payments. Payments shall be applied, first to any unpaid **FINANCE CHARGE**, and second to the principal loan balance outstanding in your Demand Deposit Loan Account. Periodic statements may be sent to you at the end of each billing cycle showing your Demand Deposit Loan Account loan transactions.

Send payments and inquiries to the address shown on the front of this bill.

Note: Payments received after close of business shall be deemed received on the following business day for purposes of crediting your account.

FINANCE CHARGE METHOD – LINE OF CREDIT

We figure the **FINANCE CHARGE** on your Line of Credit account by applying the daily periodic rate to the "daily balance" of your Line of Credit account each day during the billing period. We determine the "daily balance" of your Line of Credit account as follows: Each day during the billing period we begin with the total balance you owe on the account at the beginning of the day; then we add in any new loan advances which were made on that day and any other charges which are assessed against the account on that day; then, if applicable, we subtract out all payments received and credits applied on that day. These calculations give us the daily balance of your Line of Credit account for the particular day in question.

**FOR STATEMENT RECONCILIATION
WITHDRAWALS OUTSTANDING NOT
CHARGED TO ACCOUNT**

NUMBER	AMOUNT
TOTAL	

STATEMENT BALANCE	▶	
Last Balance Shown on Statement		
ADD DEPOSITS	▶	+
Made but not Shown on this Statement		
SUBTOTAL		
SUBTRACT		-
Withdrawals Outstanding		
TOTAL		

THIS SHOULD BE THE BALANCE SHOWN IN YOUR REGISTER AFTER DEDUCTING ANY SERVICE CHARGES.

PLEASE EXAMINE YOUR STATEMENT IMMEDIATELY AND REPORT IF INCORRECT. IF NO REPLY IS RECEIVED WITHIN 60 DAYS THE ACCOUNT WILL BE CONSIDERED CORRECT.



Vestavia Hills, AL

Monthly Budget Report

Account Summary

For Fiscal: Current Period Ending: 05/31/2020

		May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 01 - GENERAL FUND										
Expense										
01-70-5010-000-500	COMPENSATION	109,759.00	103,188.16	6,570.84	5.99 %	845,123.00	832,062.93	13,060.07	1.55 %	1,289,799.00
01-70-5015-000-500	PAYROLL TAX EXP	8,345.00	7,610.97	734.03	8.80 %	64,884.00	61,439.94	3,444.06	5.31 %	98,670.00
01-70-5016-000-500	FRINGE BENEFITS EXP	23,717.00	23,851.80	-134.80	-0.57 %	184,514.00	184,378.88	135.12	0.07 %	279,861.00
01-70-5045-000-500	EMPLOYEE TRAINING	0.00	-215.99	215.99	0.00 %	9,586.00	5,472.72	4,113.28	42.91 %	16,200.00
01-70-5050-000-500	MEMBERSHIP & DUES	0.00	0.00	0.00	0.00 %	1,785.00	2,575.23	-790.23	-44.27 %	3,030.00
01-70-5051-000-500	TRAVEL & CONFERENCE	0.00	0.00	0.00	0.00 %	1,460.00	2,699.23	-1,239.23	-84.88 %	5,000.00
01-70-5065-000-500	PHYSICALS/DRUG SCREEN	51.00	54.00	-3.00	-5.88 %	219.00	242.00	-23.00	-10.50 %	500.00
01-70-5070-000-500	VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00 %	250.00	0.00	250.00	100.00 %	500.00
01-70-5090-000-500	POSTAGE	251.00	0.00	251.00	100.00 %	887.00	106.65	780.35	87.98 %	1,150.00
01-70-5100-000-500	SUPPLIES/PRINT & OFFICE	1,239.00	0.00	1,239.00	100.00 %	7,207.00	1,777.62	5,429.38	75.33 %	9,000.00
01-70-5101-000-500	SUPPLIES/LIB PROCESS	1,016.00	0.00	1,016.00	100.00 %	6,610.00	1,422.71	5,187.29	78.48 %	10,000.00
01-70-5105-000-500	SUPPLIES/OTHER	517.00	0.00	517.00	100.00 %	3,646.00	925.42	2,720.58	74.62 %	9,000.00
01-70-5110-000-500	SUPPLIES/JANITORIAL	226.00	0.00	226.00	100.00 %	3,141.00	3,287.53	-146.53	-4.67 %	5,500.00
01-70-5140-000-500	GASOLINE	98.00	21.64	76.36	77.92 %	495.00	308.38	186.62	37.70 %	800.00
01-70-5210-000-500	MAINTENANCE CONTRACTS	15,496.00	2,481.97	13,014.03	83.98 %	118,094.00	99,141.47	18,952.53	16.05 %	164,000.00
01-70-5310-000-500	MAINT/REP-OFFICE EQUIP	500.00	0.00	500.00	100.00 %	500.00	0.00	500.00	100.00 %	1,000.00
01-70-5350-000-500	MAINT/REP-SMALL EQUIP	0.00	0.00	0.00	0.00 %	105.00	0.00	105.00	100.00 %	1,500.00
01-70-5370-000-500	MAINT/REP-VEHICLES	84.00	0.00	84.00	100.00 %	657.00	663.80	-6.80	-1.04 %	1,000.00
01-70-5380-000-500	MAINT/REP-BUILDING	325.00	0.00	325.00	100.00 %	12,180.00	6,168.30	6,011.70	49.36 %	20,000.00
01-70-5385-000-500	MAINT/REP-HVAC	732.00	1,257.66	-525.66	-71.81 %	10,724.00	19,604.28	-8,880.28	-82.81 %	16,350.00
01-70-5390-000-500	MAINT/REP-ELEC & PLUMB	275.00	0.00	275.00	100.00 %	3,745.00	4,082.33	-337.33	-9.01 %	5,000.00
01-70-5700-000-500	UTILITIES	8,742.00	5,213.09	3,528.91	40.37 %	61,901.00	71,859.84	-9,958.84	-16.09 %	102,000.00
01-70-5720-000-500	COMM(TELEPHONE & INTERNET)	1,718.00	1,353.39	364.61	21.22 %	13,434.00	11,474.40	1,959.60	14.59 %	20,785.00
01-70-5840-000-500	PROF CONSULTANTS	141.00	0.00	141.00	100.00 %	1,025.00	812.50	212.50	20.73 %	5,700.00
01-70-5940-000-500	COMMUNITY INVOLVEMENT	6,539.00	3,723.55	2,815.45	43.06 %	19,566.00	15,779.10	3,786.90	19.35 %	24,118.00
01-70-5940-002-500	OUTREACH/LIB PARK & CH	961.00	0.00	961.00	100.00 %	983.00	0.00	983.00	100.00 %	2,637.00
01-70-5940-003-500	MARKETING - LIBRARY	3,136.00	0.00	3,136.00	100.00 %	5,320.00	5,205.33	114.67	2.16 %	14,245.00
01-70-8100-000-500	PURCHASE/OFFICE & COMP EQUIP	323.00	506.59	-183.59	-56.84 %	2,088.00	4,129.99	-2,041.99	-97.80 %	8,000.00
01-70-8150-000-500	PURCHASES-SMALL EQUIP	0.00	0.00	0.00	0.00 %	0.00	1,788.60	-1,788.60	0.00 %	2,000.00
01-70-8205-000-500	PURCHASES/PERIODICAL REPLACE	4,588.00	14,126.18	-9,538.18	-207.89 %	44,199.00	38,857.83	5,341.17	12.08 %	74,060.00
01-70-8610-000-712	PURCHASES/BOOKS	13,527.00	14,854.28	-1,327.28	-9.81 %	121,052.00	74,894.28	46,157.72	38.13 %	189,778.00
	Total Expense:	202,306.00	178,027.29	24,278.71	12.00 %	1,545,380.00	1,451,161.29	94,218.71	6.10 %	2,381,183.00
	Total Fund: 01 - GENERAL FUND:	202,306.00	178,027.29	24,278.71	12.00 %	1,545,380.00	1,451,161.29	94,218.71	6.10 %	2,381,183.00

Monthly Budget Report

For Fiscal: Current Period Ending: 05/31/2020

		May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 12 - LIBRARY-STATE AID										
Expense										
12-70-5050-000-500	MEMBERSHIP & DUES	2,224.92	0.00	2,224.92	100.00 %	17,799.36	13,395.42	4,403.94	24.74 %	26,709.76
	Total Expense:	2,224.92	0.00	2,224.92	100.00 %	17,799.36	13,395.42	4,403.94	24.74 %	26,709.76
	Total Fund: 12 - LIBRARY-STATE AID:	2,224.92	0.00	2,224.92	100.00 %	17,799.36	13,395.42	4,403.94	24.74 %	26,709.76
Fund: 13 - LIBRARY-BOOKS/DON										
Expense										
13-70-5045-000-500	EMPLOYEE TRAINING	666.40	0.00	666.40	100.00 %	5,331.20	184.00	5,147.20	96.55 %	8,000.00
13-70-5050-000-500	MEMBERSHIP & DUES	41.65	0.00	41.65	100.00 %	333.20	0.00	333.20	100.00 %	500.00
13-70-5051-000-500	TRAVEL & CONFERENCE	666.40	0.00	666.40	100.00 %	5,331.20	524.00	4,807.20	90.17 %	8,000.00
13-70-5052-000-500	EMPLOYEE MISC EXPENSES	41.65	0.00	41.65	100.00 %	333.20	0.00	333.20	100.00 %	500.00
13-70-5090-000-500	POSTAGE	249.90	0.00	249.90	100.00 %	1,999.20	1,127.90	871.30	43.58 %	3,000.00
13-70-5100-000-500	SUPPLIES/PRINT & OFFICE	166.60	0.00	166.60	100.00 %	1,332.80	0.00	1,332.80	100.00 %	2,000.00
13-70-5105-000-500	SUPPLIES/OTHER	249.90	13.56	236.34	94.57 %	1,999.20	6,121.94	-4,122.74	-206.22 %	3,000.00
13-70-5110-000-500	SUPPLIES/JANITORIAL	41.65	0.00	41.65	100.00 %	333.20	0.00	333.20	100.00 %	500.00
13-70-5210-000-500	MAINTENANCE CONTRACTS	2,748.90	0.00	2,748.90	100.00 %	21,991.20	0.00	21,991.20	100.00 %	33,000.00
13-70-5220-000-500	COMPUTER SERVICES/ JCLC	166.60	0.00	166.60	100.00 %	1,332.80	0.00	1,332.80	100.00 %	2,000.00
13-70-5310-000-500	MAINT/REP-OFFICE EQUIP	166.60	0.00	166.60	100.00 %	1,332.80	0.00	1,332.80	100.00 %	2,000.00
13-70-5380-000-500	MAINT/REP-BLDG	833.00	0.00	833.00	100.00 %	6,664.00	0.00	6,664.00	100.00 %	10,000.00
13-70-5840-000-500	PROFESSIONAL CONSULTANTS	41.65	0.00	41.65	100.00 %	333.20	0.00	333.20	100.00 %	500.00
13-70-5940-000-500	COMMUNITY INVOLVEMENT	833.00	0.00	833.00	100.00 %	6,664.00	925.20	5,738.80	86.12 %	10,000.00
13-70-5990-000-500	BANK CHARGES	0.00	0.00	0.00	0.00 %	0.00	283.18	-283.18	0.00 %	0.00
13-70-5992-000-500	MERCHANT FEES	99.96	0.00	99.96	100.00 %	799.68	890.56	-90.88	-11.36 %	1,200.00
13-70-8100-000-500	PURCHASE-OFFICE & COMP EQUIP	249.90	0.00	249.90	100.00 %	1,999.20	0.00	1,999.20	100.00 %	3,000.00
13-70-8150-000-500	PURCHASES-SMALL EQUIP	166.60	0.00	166.60	100.00 %	1,332.80	0.00	1,332.80	100.00 %	2,000.00
13-70-8205-000-500	PURCHASES/PERIODICAL REPLACE	41.65	0.00	41.65	100.00 %	333.20	0.00	333.20	100.00 %	500.00
13-70-8500-000-500	PURCHASES-CAP (UNDER \$5K)	549.78	0.00	549.78	100.00 %	4,398.24	0.00	4,398.24	100.00 %	6,600.00
13-70-8600-000-712	PURCHASES-CAP (OVER \$5K)	9,287.95	0.00	9,287.95	100.00 %	74,303.60	68,133.85	6,169.75	8.30 %	111,500.00
13-70-8610-000-712	PURCHASES-BOOKS	24.99	0.00	24.99	100.00 %	199.92	0.00	199.92	100.00 %	300.00
	Total Expense:	17,334.73	13.56	17,321.17	99.92 %	138,677.84	78,190.63	60,487.21	43.62 %	208,100.00
	Total Fund: 13 - LIBRARY-BOOKS/DON:	17,334.73	13.56	17,321.17	99.92 %	138,677.84	78,190.63	60,487.21	43.62 %	208,100.00
	Report Total:	221,865.65	178,040.85	43,824.80	19.75 %	1,701,857.20	1,542,747.34	159,109.86	9.35 %	2,615,992.76

Monthly Budget Report

For Fiscal: Current Period Ending: 05/31/2020

Group Summary

Account Type	May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 01 - GENERAL FUND									
Expense	202,306.00	178,027.29	24,278.71	12.00 %	1,545,380.00	1,451,161.29	94,218.71	6.10 %	2,381,183.00
Total Fund: 01 - GENERAL FUND:	202,306.00	178,027.29	24,278.71	12.00 %	1,545,380.00	1,451,161.29	94,218.71	6.10 %	2,381,183.00
Fund: 12 - LIBRARY-STATE AID									
Expense	2,224.92	0.00	2,224.92	100.00 %	17,799.36	13,395.42	4,403.94	24.74 %	26,709.76
Total Fund: 12 - LIBRARY-STATE AID:	2,224.92	0.00	2,224.92	100.00 %	17,799.36	13,395.42	4,403.94	24.74 %	26,709.76
Fund: 13 - LIBRARY-BOOKS/DON									
Expense	17,334.73	13.56	17,321.17	99.92 %	138,677.84	78,190.63	60,487.21	43.62 %	208,100.00
Total Fund: 13 - LIBRARY-BOOKS/DON:	17,334.73	13.56	17,321.17	99.92 %	138,677.84	78,190.63	60,487.21	43.62 %	208,100.00
Report Total:	221,865.65	178,040.85	43,824.80	19.75 %	1,701,857.20	1,542,747.34	159,109.86	9.35 %	2,615,992.76

Fund Summary

Fund	May Budget	May Activity	Variance		YTD Budget	YTD Activity	Variance		Total Budget
			Favorable (Unfavorable)	Percent Remaining			Favorable (Unfavorable)	Percent Remaining	
01 - GENERAL FUND	202,306.00	178,027.29	24,278.71	12.00 %	1,545,380.00	1,451,161.29	94,218.71	6.10 %	2,381,183.00
12 - LIBRARY-STATE AID	2,224.92	0.00	2,224.92	100.00 %	17,799.36	13,395.42	4,403.94	24.74 %	26,709.76
13 - LIBRARY-BOOKS/DON	17,334.73	13.56	17,321.17	99.92 %	138,677.84	78,190.63	60,487.21	43.62 %	208,100.00
Report Total:	221,865.65	178,040.85	43,824.80	19.75 %	1,701,857.20	1,542,747.34	159,109.86	9.35 %	2,615,992.76



Vestavia Hills, AL

Balance Sheet

Account Summary

As Of 05/31/2020

Account	Name	Balance	
Fund: 12 - LIBRARY-STATE AID			
Assets			
12-00-1021-000-000	CASH STATE AID	0.00	
12-00-1031-000-000	CLAIM ON CASH	6,697.71	
12-00-1941-000-000	DUE FROM OTHER FUNDS	0.00	
	Total Assets:	6,697.71	<u>6,697.71</u>
Liability			
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 Liability:	0.00	
Equity			
12-00-2831-000-000	PRIOR YEAR ENCUMBRANCE	0.00	
12-00-2841-000-000	PRIOR YEAR RESERVE FOR ENCUMBR	0.00	
12-00-2950-000-000	FUND BALANCE/RESTRICTED	0.00	
	Total Beginning Equity:	0.00	
Total Revenue		20,093.13	
Total Expense		13,395.42	
Revenues Over/Under Expenses		6,697.71	
	Total Equity and Current Surplus (Deficit):	6,697.71	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>6,697.71</u>

Balance Sheet

As Of 05/31/2020

Account	Name	Balance
Fund: 13 - LIBRARY-BOOKS/DON		
Assets		
13-00-1010-000-000	PETTY CASH	600.00
13-00-1022-000-000	CASH DONATIONS	0.00
13-00-1022-001-000	DONATION	196,154.03
13-00-1023-000-000	CASH BOOK ACCOUNT	0.00
13-00-1031-000-000	CLAIM ON CASH	85,606.51
13-00-1131-000-000	INVESTMENTS	0.00
13-00-1230-000-000	ACCOUNTS RECEIVABLE	0.00
13-00-1341-000-000	PREPAID EXPENSES	0.00
	Total Assets:	282,360.54
		<u>282,360.54</u>
Liability		
13-00-2000-000-000	ACCOUNTS PAYABLE	0.00
13-00-2005-000-000	ACCOUNTS PAYABLE/OTHER	0.00
13-00-2741-000-000	DUE TO OTHER FUNDS	0.00
13-00-2830-000-000	ENCUMBRANCES	-30,270.00
13-00-2840-000-000	RESERVE FOR ENCUMBRANCES	30,270.00
	Total Liability:	0.00
Equity		
13-00-2831-000-000	PRIOR YEAR ENCUMBRANCE	0.00
13-00-2841-000-000	PRIOR YEAR RESERVE FOR ENCUMBR	0.00
13-00-2900-000-000	RESERVE FOR PPD/INV	0.00
13-00-2950-000-000	FUND BALANCE/RESTRICTED	294,861.48
	Total Beginning Equity:	294,861.48
Total Revenue		65,689.69
Total Expense		78,190.63
Revenues Over/Under Expenses		-12,500.94
	Total Equity and Current Surplus (Deficit):	282,360.54
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>282,360.54</u>

Tentative Information for Reopening 06.19.20

The Library in the Forest will officially open for patrons to enter the facility on Wednesday, July 15! Hours will be limited – open Monday-Saturday, 9am-noon and 2-6pm. The library facility will close daily noon-2pm for cleaning and sanitizing, but Curbside service will remain available during those hours. Following are a few of the operational changes that will be in place during this reopening phase:

- In-person library use (browsing, computers, etc.) will be limited to one hour per patron per day. A color-coded sticker to indicate the entry time will be issued to each patron; sticker must be visible at all times while visiting the library.
- Maximum of 30 patrons plus staff allowed in the building at any given time.
- Copier services will be unavailable until further notice.
- Only credit or debit will be accepted for payment of fines, etc.
- Toys and games will not be available in Children's department.
- Coffee service and drinking fountains will be unavailable.
- Due to social distancing and sanitization requirements, indoor seating will be extremely limited.
- Patrons are encouraged to wear face coverings when entering the building.
- Social distancing will be strictly enforced.

Important Dates & Information

- **Book drops** are open. Please allow up to 7 days for your account to update, as all materials are quarantined prior to check-in. Fines for materials that were originally due between March 15 and June 1, 2020 have been waived.
- **Curbside service** continues with pick-ups available daily from 10am to 6pm, Monday through Saturday.
- **Remote lockers at Liberty Pharmacy** are open. [Click here to reserve materials online](#) or call [205.978.0155](tel:205.978.0155).
- **Access the Library's Digital Resources 24/7.** Our wide range of digital resources that may be accessed from home with your library card — including eBooks, eAudiobooks, streaming movies, online databases and more. Digital resources are available from our [home page](#) or by visiting the [Database Descriptions](#) page. Having trouble accessing digital offerings? Call [205.978.0155](tel:205.978.0155) or get help from our librarians at [Drop Us a Line](#). Don't forget to [sign up for email updates](#) to have the latest news from the library delivered to your inbox.

Frequently Asked Questions

I don't have a library card. Can I get one?

Yes! Jefferson County residents may register for a temporary library eCard. To register, [click here to complete the JCLC eCard Registration Form online](#). You will receive a library card number that can immediately be used to access [Overdriveebooks](#) and downloadable audiobooks, [databases](#) and to place [reserves](#) on physical items.

In addition to the online resources available through JCLC, the Library in the Forest provides additional resources that are accessible by Vestavia Hills residents only. These include [Universal Class](#), [Kanopy](#) and [Hoopla](#). **To utilize these resources, library staff must update your JCLC eCard.** Complete and submit the form below to update your card for access to Library in the Forest resources.

Your temporary card will be valid until June 15, 2020. After this date, you will need to upgrade to a full-use library card to continue accessing our digital resources and to borrow physical materials from the library. To upgrade, visit the Library in

the Forest and present your eCard number, a photo ID and proof of Vestavia Hills residency (utility bill, lease agreement, etc.).

My library card is about to expire. How can I renew?

All accounts nearing their expiration dates in March have been renewed until June 1 of this year. After June 1, you will need to visit the library. Renewed library cards may only be used for check out of digital offerings and may not be used for physical materials until after the library reopens.

What if my items are due? Will I accrue late fees?

Late fees were not charged for materials that were originally due between March 15 and June 1, 2020. Materials due after June 1 will be assessed late fees if they are overdue.

Can I drop off my materials in book drops?

Yes! **Book drops are open.** Please allow up to 7 days for your account to update, as all materials are quarantined prior to check-in.

Can I place a hold for materials to be picked up?

Yes. Hold items are available for pickup utilizing [Curbside Pickup](#) or the remote lockers at Liberty Pharmacy. Be sure to reserve materials [online](#) or by calling [205.978.0155](tel:205.978.0155) ext. 2 **at least 24 hours prior** to pick-up.

I have a question. Is there anyone who can help me?

Library staff are working. If you need assistance, call [205.978.0155](tel:205.978.0155) or get help from our librarians at [Drop Us a Line](#).

I reserved a meeting room. What is the status?

All meeting rooms are closed and events have been cancelled while the library is closed. If you have any questions, please contact Loraine Ward-Ryce at loraine.ward-ryce@vestavialibrary.org or call [205.978.0162](tel:205.978.0162).

I have a passport appointment. What is the status?

All passport appointments have been cancelled while the library is closed. Appointments will be rescheduled following the reopening of the library. If you have any questions, please call [205.978.3683](tel:205.978.3683).

I have an appointment to have an exam proctored at the library. What should I do?

All proctoring appointments have been cancelled while the library is closed and will be rescheduled following the reopening of the library. If you have any questions, please contact Loraine Ward-Ryce at loraine.ward-ryce@vestavialibrary.org or call [205.978.0162](tel:205.978.0162).

Vestavia Hills Library in the Forest Emergency Telecommuting Policy Draft 05.25.20

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The Vestavia Hills Library in the Forest considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting is a special, emergency benefit available to qualified employees, and it may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the City of Vestavia Hills.

Telecommuting Assignments

All telecommuting assignments must be authorized by the Library Director and specify the duties to be performed by the employee and the employee's scheduled work hours. A telecommuting assignment may be for an unlimited or a limited duration of time, and may encompass either a portion of or all of an employee's working hours.

Temporary telecommuting arrangements may be approved for circumstances such as extended library closings, inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate. This agreement is voluntary and does not create continued entitlement to telecommuting assignments. The authorization to telecommute may be rescinded at any time. If telecommuting is terminated, the Library will provide reasonable advance written notice to the telecommuter to allow time to transition back to the normal operations at the Library. The terms of this agreement may be revised by the Library at its discretion.

General Employment Rules of Telecommuting Employees

1. The Library Director and/or employee's supervisor will determine which job duties are and are not suitable for telecommuting.
2. The telecommuter will continue to be subject to all Library policies and procedures during the term of their telecommuting assignment.
3. The telecommuter's salary, retirement, vacation, leave benefits and insurance coverage shall remain the same.
4. The telecommuter's essential functions of their job do not change as a result of the telecommuting arrangement.
5. Performance evaluation requirements do not change.
6. The employee must come to the office or training/meeting site for any operational needs as determined by the employer.

7. Standards regarding confidentiality of information and security of the Library's equipment and documents must be maintained at the alternate workplace.

Telecommuting Work Accountability

The telecommuting employee must keep detailed records of daily activities – a telework form - while working at the alternate location. The telecommuting employee may be required to list calls handled, emails handled, assignments and issues addressed, and furnish copies of work produced. The telework form is to be submitted at the end of each work day.

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act must record all hours worked through their telework form. Hours worked in excess of 40 hours per week will require the advance approval of the Library Director. Failure to comply with this requirement can result in corrective action and/or termination of telecommuting assignments.

Communication

Telecommuters must be accessible, via telephone and/or email, to their supervisor, co-workers, and customers during their approved scheduled work hours. Alternate workplace phones will be answered in a business-like manner during approved scheduled work hours, and the voice mail message must convey a professional image.

Alternate Work Space Safety

A telecommuter is covered by the Library's Workers' Compensation laws while in telecommuting status. A telecommuter's alternate workspace is considered an extension of the office workspace only during the telecommuter's approved scheduled work hours. The telecommuter will maintain safe work conditions and attest that their remote work location is free from hazards and conducive to performing the remote assignments. The telecommuter will agree that their remote location is secure and will not use or allow others to use work equipment for purposes other than employer business. The Library is not liable for any damages, accidents and/or injuries resulting from the telecommuter's failure to comply with all safety and health-related rules and regulations and any violations of the Library's telecommuting policy.

Workspace Equipment, Software and Supplies

The Library may provide equipment depending on the nature of the job, equipment availability, and available funds. The telecommuting assignment must specify if the Library must install or provide any equipment, software, furniture or materials at the alternative workplace. The Library is responsible for the maintenance and support of all equipment provided to telecommuting employees. The employee, however, may be required to transport the equipment to the repair/maintenance location. Any items purchased by the Library remain the property of the Library. Telecommuters may use their own equipment if it meets the standards established by the Library. The Library assumes no liability in regard to damage or loss of property owned by the employee at the alternate workplace. Supplies required to complete the telecommuter's assigned duties should be obtained from the office, and the employee must

receive prior approval before incurring business expenses, including long distance telephone charges.

The Library will budget for telecommunications needs for employees who are required to have a cell phone and/or are required to have data services available at the employee's home as part of their job responsibilities. The use of a cell phone and/or data services must be properly justified and approved by the Library Director.

Vestavia Hills Library in the Forest COVID-19 Policy Draft 06.01.20

This policy is intended to provide guidance for preventing the spread of COVID-19 in the Vestavia Hills Library in the Forest environment. COVID-19, for purposes of this policy, is a mild to severe disease that is caused by a coronavirus. It is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus, it is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure.

The library will not discriminate against any patron, business visitor or employee based on the individual having COVID-19. Patrons and employees shall not be denied access to the library solely on the grounds that they have COVID-19. The library reserves the right to exclude a person with COVID-19 from the library facilities, programs and functions if the organization finds that, based on a reasonable determination, such restriction is necessary for the welfare of the person who has the COVID-19 and/or the welfare of others within the library. The library will comply with all applicable statutes and regulations that protect the privacy of persons who have a COVID-19. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have COVID-19.

Employee and Patron Responsibility While in the Library

- Each individual has a responsibility to prevent the spread of COVID-19 when they are aware or suspect that they are or could be a carrier of a COVID-19. Awareness is showing signs or feeling signs of illness, such as coughing, sneezing, fever, joint aches, overall ill feeling or a report of a COVID-19 from a health care provider.
- Awareness also includes known exposure to someone with a known or suspected positive COVID-19 status or caring for someone with a known or suspected positive COVID-19 status.
- Good judgment skills by all are critical in safeguarding the health of library patrons, business visitors and employees.
- Avoid public places if you have or suspect you have a contagious disease.
- Practice proper hygiene by covering your mouth and nose when coughing or sneezing with a tissue or handkerchief. If this is not possible, then the armpit or hand can be used for coughs and sneezes, with immediate hand washing or sanitizing of hands. Avoid touching your eyes, nose, or mouth. If not possible, wash hands frequently.
- If employees do not have a laboratory-confirmed case of COVID-19 and are showing symptoms, they may be allowed to return to work if:
 - At least 3 days have passed without fever, meaning fever was resolved without the use of fever-reducing medication; and
 - Respiratory symptoms have improved; and
 - At least 10 days have passed since first experiencing symptoms
- If employees have had a laboratory-confirmed case of COVID-19 and are showing symptoms, they may be allowed to return to work if:
 - At least 3 days have passed without fever, meaning fever was resolved without the use of fever-reducing medications; and
 - Respiratory symptoms have improved (for example, cough or shortness of breath); and
 - At least 10 days have passed since first experiencing symptoms
 - They receive two negative test results in a row, at least 24 hours apart.

- If employees have had a laboratory-confirmed case of COVID-19 but are not showing any symptoms, they may be allowed to return to work if:
 - They receive two negative test results in a row, at least 24 hours apart.

Library Guidance

The library will help patrons and employees avoid COVID-19 by:

- Requiring library patrons and employees demonstrating active symptoms of a COVID-19 leave the library facilities, program or function if library personnel reasonably believe the person is placing the welfare of themselves or others at risk.
- Encouraging infection control practices in the library by displaying posters that address and remind individuals about proper hand washing, respiratory hygiene, keeping hands away from nose and mouth, cough etiquette, and maintaining appropriate distances.
- Requiring janitorial cleaning to wipe down with an appropriate sanitizer or disinfectant all public door handles and door areas used for ingress and egress; including internal doors as well as external doors, in addition to the standard janitorial cleaning. Internal janitorial services may also request that library staff sanitize or disinfect any library equipment or surface areas deemed appropriate by the department heads.
- Providing sufficient facilities for hand washing with warm water and soap. Provide alcohol-based (at least 60%) hand sanitizers (or wipes) in common areas such as lobbies, circulation desks, and restrooms.
 - Providing tissues, disinfectants, and disposable towels for patrons and employees to clean workstations and work surfaces, as well as disposal receptacles.
 - Providing a health environment and establishing procedures recommended by public health officials for handling body fluids. These procedures shall provide simple and effective precautions against transmission of disease to persons exposed to the blood or body fluids of another.

These procedures shall be standard health and safety practices.

COVID-19 Pandemic

In the event of any serious outbreaks of COVID-19, as determined by the City of Vestavia Hills, Jefferson County Health Department, the State of Alabama, the United States Centers for Disease Control (CDC), or any other authorized public health agency or official, the recommended or mandated protocols for such outbreak will be followed in addition to all the applicable library policy guidelines.



LIBRARIES RESPOND:
COVID-19 SURVEY

SURVEY OF RESPONSE & ACTIVITIES
RESULTS COLLECTED MAY 12-18, 2020

ALA American
Library
Association

SURVEY METHOD

Conducted by the American Library Association (ALA),
with additional support from the Institute of Museum and Library Services and
Colorado State Library's Library Research Service



SURVEY

Hosted in Survey Monkey



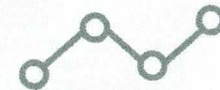
DISTRIBUTION

Survey link
distributed via email,
social media, and
listservs



SAMPLE

All library types,
with public, academic,
and K-12 libraries
representing the
majority of respondents



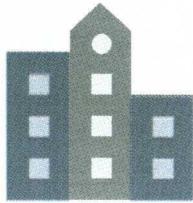
ANALYTICS

Data were cleaned,
de-duplicated, and
anonymized



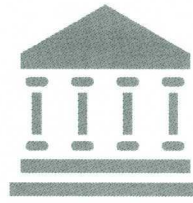
SURVEY RESULTS

The results in this report represent aggregate responses from a convenience survey.



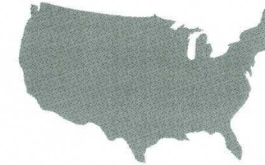
RESPONDENTS*

3,850 libraries



RESPONSE RATE

-30% of US public library systems**;
-20% of US academic libraries;
<20% of other library types



GEOGRAPHY

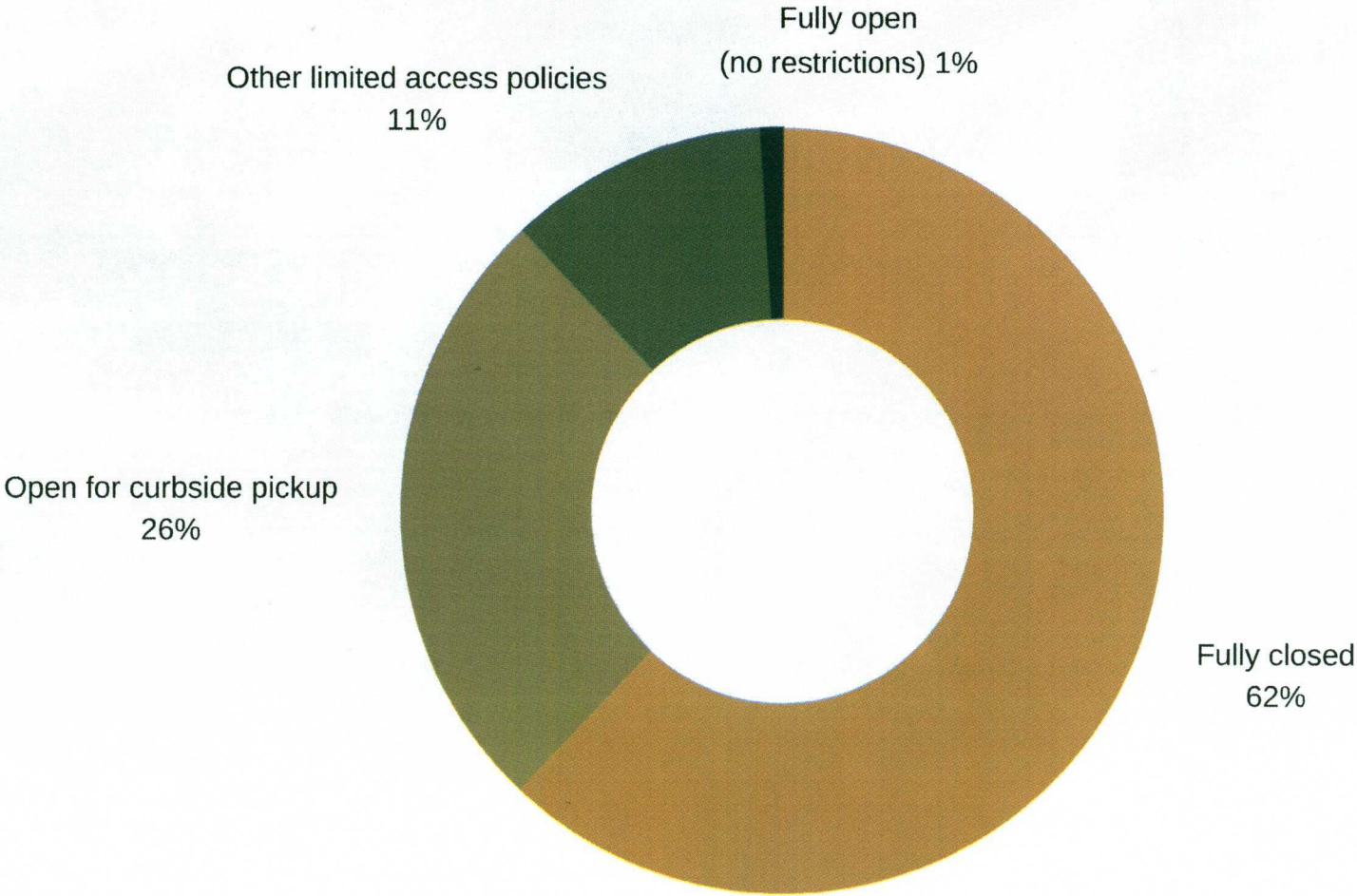
50 US states + Washington, DC
represented

*Unless otherwise noted, n=3,850 when calculating responses.

**Public library system is equivalent to a public library jurisdiction.

BUILDING STATUS

99% of respondents reported having limited access policies currently in place.



RE-OPENING TIMELINE

A majority of libraries that are fully closed are uncertain about when they can re-open their building(s).



47%

of respondents did not know when their buildings would start to re-open to the public

37%

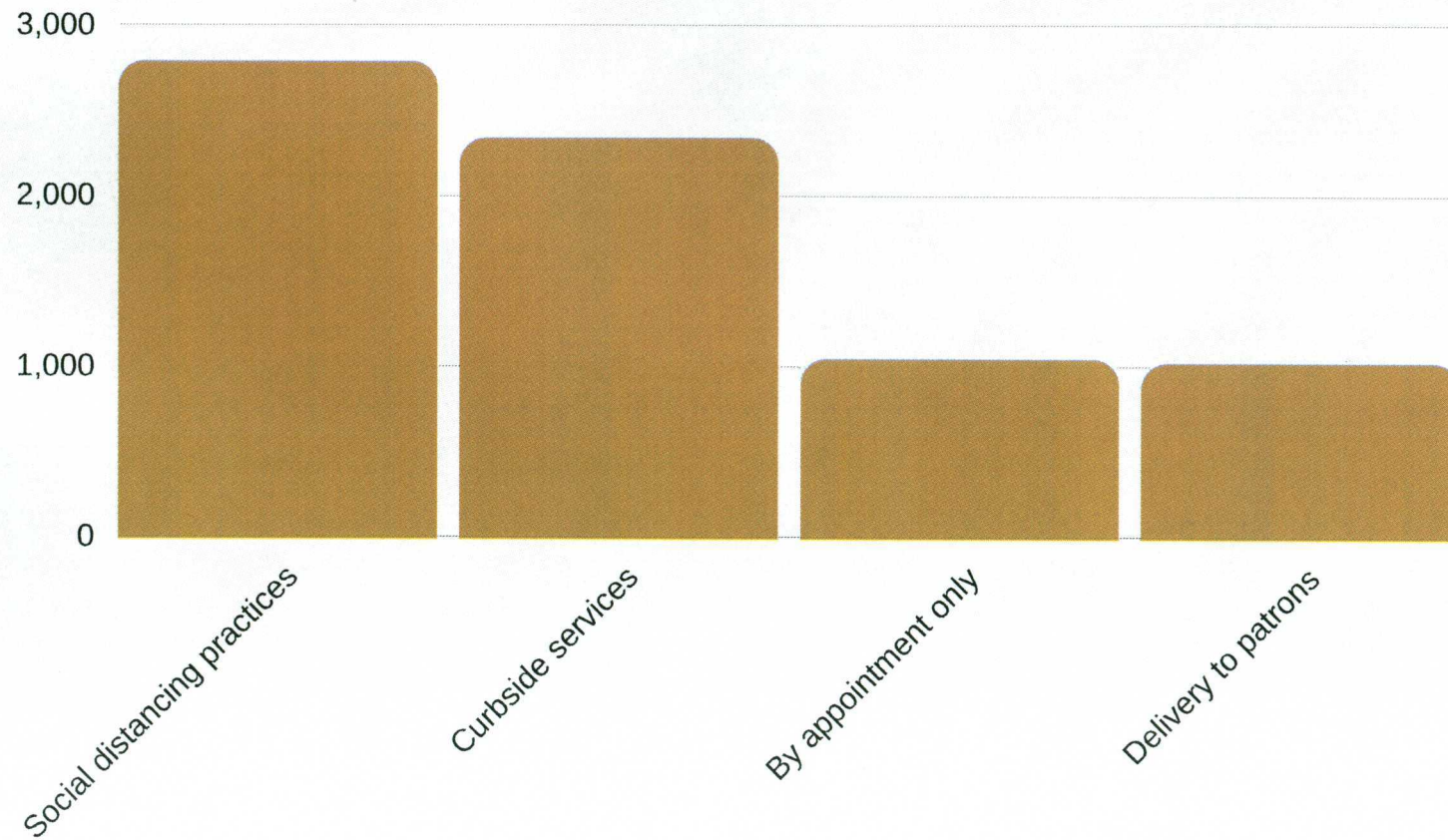
of respondents expect re-opening to begin to occur in June or July

16%

of respondents fell into the "other" category, reporting plans to open after July or that opening depends on state/school directives

PLANNING FOR IN-PERSON ACCESS

Libraries are instituting a combination of approaches for in-person access, including:



Answers with 30% or higher response rate.

PROCESSES & PROCEDURES

Nearly all respondents will have a combination of protocols in place, including:

STAFFING

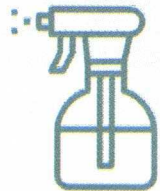


80%: Health and safety protocols for staff

73%: Phased re-opening of operations

30%: New or revised support services that require staffing (e.g., remote work, trauma response)

SAFETY & SANITATION



80%: Sanitizing/quarantining materials

76%: Social distancing requirements for patrons

61%: Deep cleaning of interior spaces

1,500+

EXAMPLES OF PLANS & PROCESSES WERE SHARED,
which ALA and its partners will work to curate and disseminate widely.

PATRON NEEDS

Libraries anticipate patrons' most urgent needs in the next six months will be:



Access to physical materials
and/or special collections

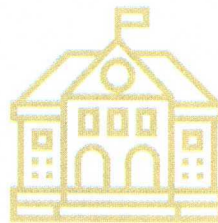


Public access to computers
and the internet



Government applications and
job search support

“ We checked out 143 laptops to students needing devices to do work online. This helped some students persist who may not have in this new learning environment.
- Hawkeye Community College Library (Iowa) ”



K-20 LIBRARY TOP NEEDS INCLUDE:

Student success (e.g., assignment completion) and faculty/teacher support (e.g., research assistance, online teaching support)

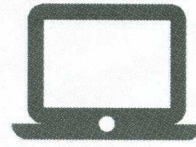
STUDENT & FACULTY NEEDS

The top three ways all libraries are addressing student and faculty needs include:



CURBSIDE PICKUP

Books, laptops, school
materials



VIRTUAL REFERENCE

Via email, phone, chat



NEW "HOW TO" RESOURCES

For accessing virtual
resources

“ The mother of half a dozen children, ages 4–14, who were all out of school because of coronavirus told us, "You're a LIFESAVER!!" The kids were supposed to be reading 20 minutes a day, but after a week of lockdown were out of books. I helped the mom with our online library and reassured her she could call back any time.

– Brigham City Public Library (Utah) ”

“ ...I am the administrator for our school's Accelerated Reading program, and I was instrumental in facilitating its use for teachers when they expanded their online resources to home use, helping with communications, troubleshooting for teachers and students, etc.

– High Mount Elementary School (Illinois) ”

STUDENT & FACULTY NEEDS

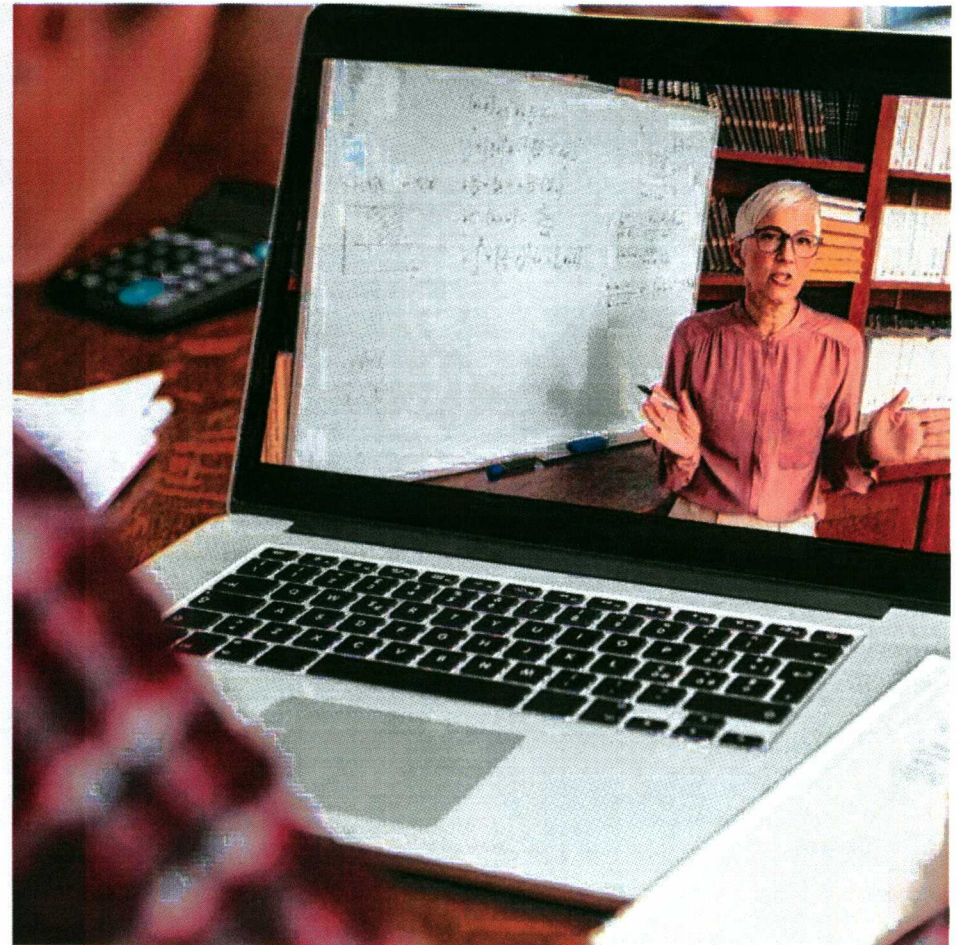
Additional ways libraries are addressing student and faculty needs include:

FOR STUDENTS

- Transitioning summer learning from in-person to virtual and adding new enrichment learning activities
- Digitizing materials for remote use
- Providing access to textbooks and other resources
- Securing and/or distributing devices for students who lack access to laptops/tablets for classwork

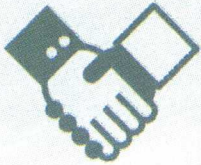
FOR FACULTY

- Purchasing and/or curating additional online research resources, including negotiating licensing contracts
- Increasing access to open research in support of COVID-19
- Working with faculty/teachers to create new open textbooks or other educational materials

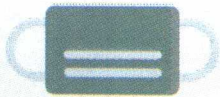


COVID-19 CRISIS RESPONSE

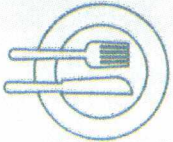
Of those respondents who are involved in community crisis response, the majority reported:



Developing new partnerships



Making or distributing Personal Protective Equipment (e.g., face shields or fabric masks)



Addressing hunger relief efforts



Providing family-friendly facilities (e.g., for student parents)



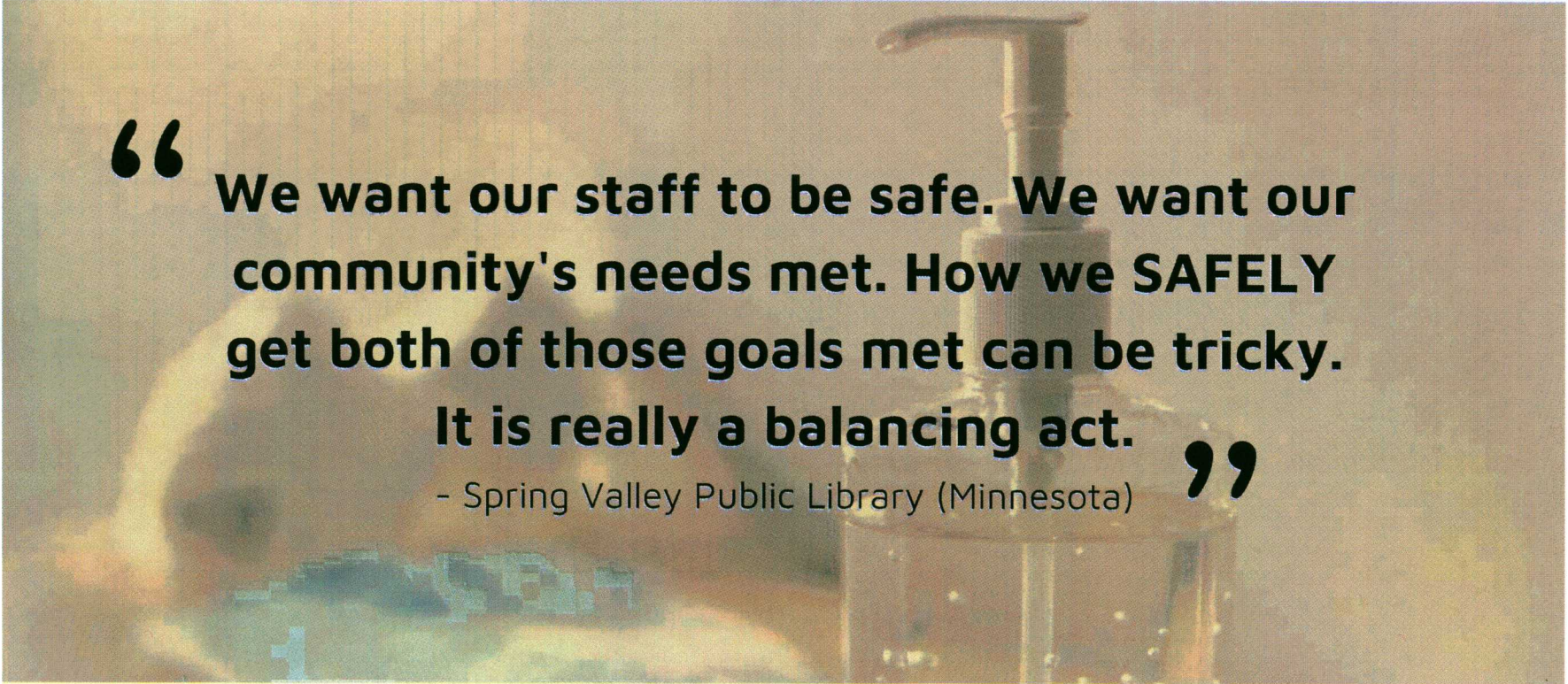
Relocating staff to other departments and/or helping in call centers (e.g., health, employment, 211)

“Our community has serious food insecurity issues, and we have been involved in addressing that for the past several years. COVID-19 has made the situation even worse. Ordinarily our (farmers) market has kids' activities, but those are not possible now. We are focusing solely on the food and working hard making sure those who have SNAP (Supplemental Nutrition Assistance) benefits are aware of this opportunity.
- High Point Public Library (North Carolina)”

FUTURE NEEDS & CHALLENGES:

HEALTH & SAFETY

Respondents anticipate ongoing questions about safety protocols and having adequate PPE and cleaning supplies.

A photograph of a clear plastic hand sanitizer dispenser with a white pump nozzle, set against a blurred background of a wooden surface. The dispenser is the central focus of the image.

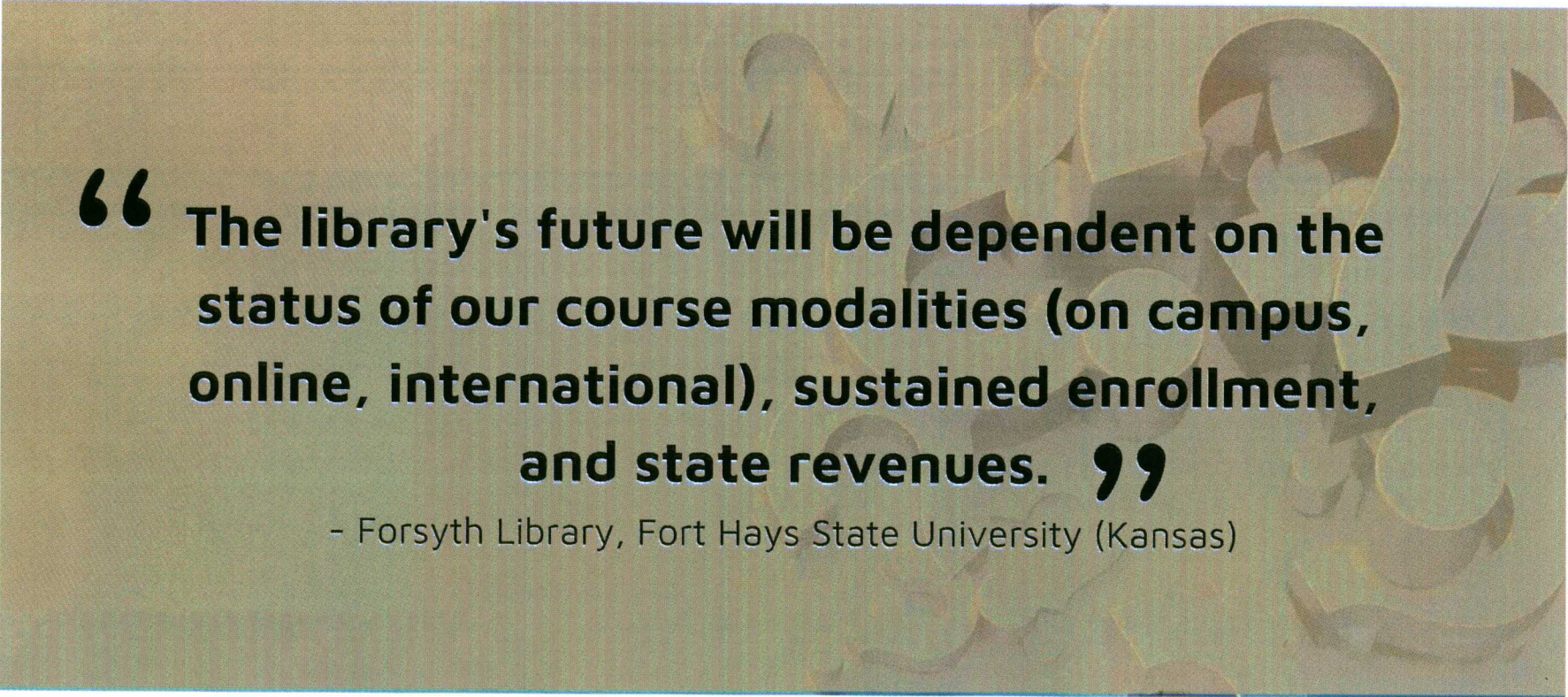
“ We want our staff to be safe. We want our community's needs met. How we SAFELY get both of those goals met can be tricky. It is really a balancing act. ”

- Spring Valley Public Library (Minnesota)

FUTURE NEEDS & CHALLENGES:

UNCERTAINTY ABOUT THE FUTURE

Respondents reported being uncertain about how and when libraries will be allowed to make buildings accessible again; how people will continue to be affected by the virus and the ability of the library to respond; and how communities will change moving forward.



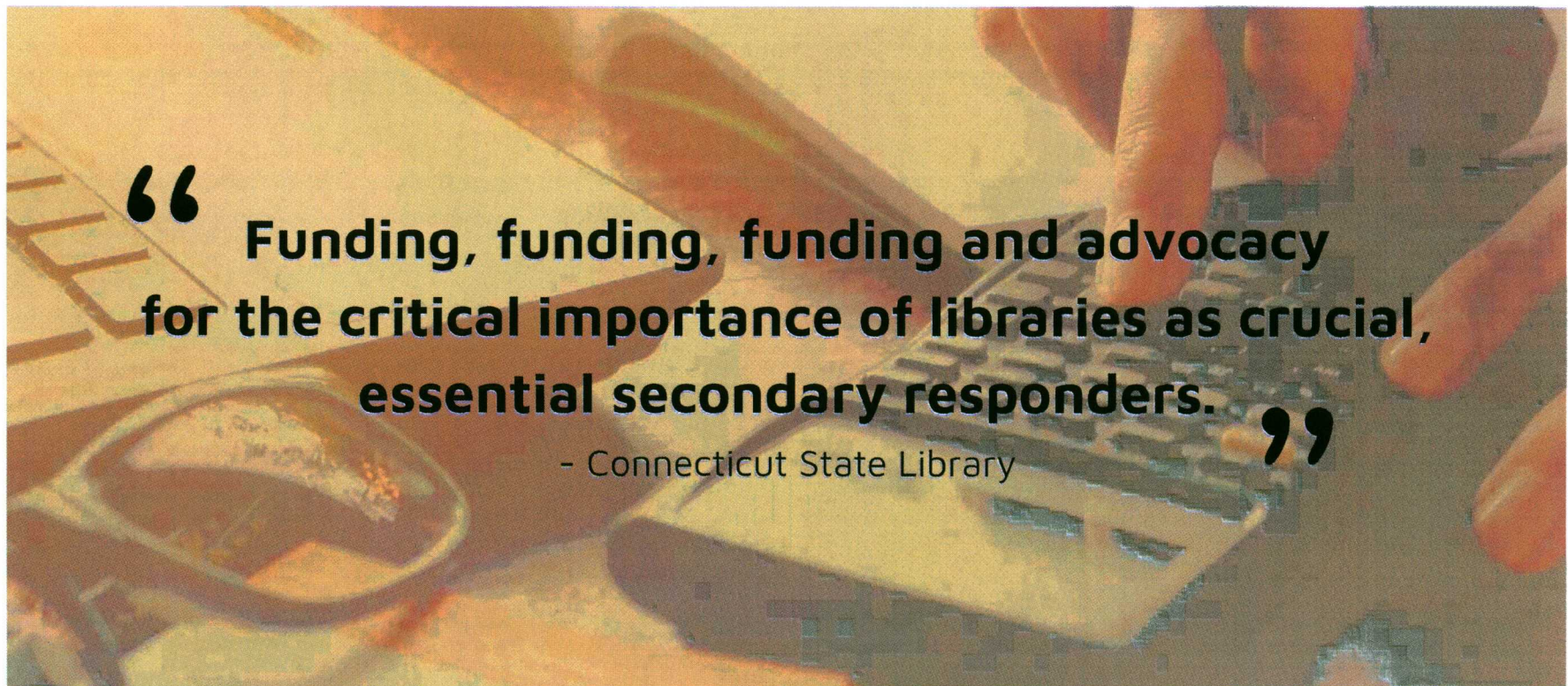
“ The library's future will be dependent on the status of our course modalities (on campus, online, international), sustained enrollment, and state revenues. ”

- Forsyth Library, Fort Hays State University (Kansas)

FUTURE NEEDS & CHALLENGES:

FUNDING & BUDGET CUTS

Respondents shared their concerns around reduced funding for library budgets and anticipated staff loss due to furloughs and layoffs.

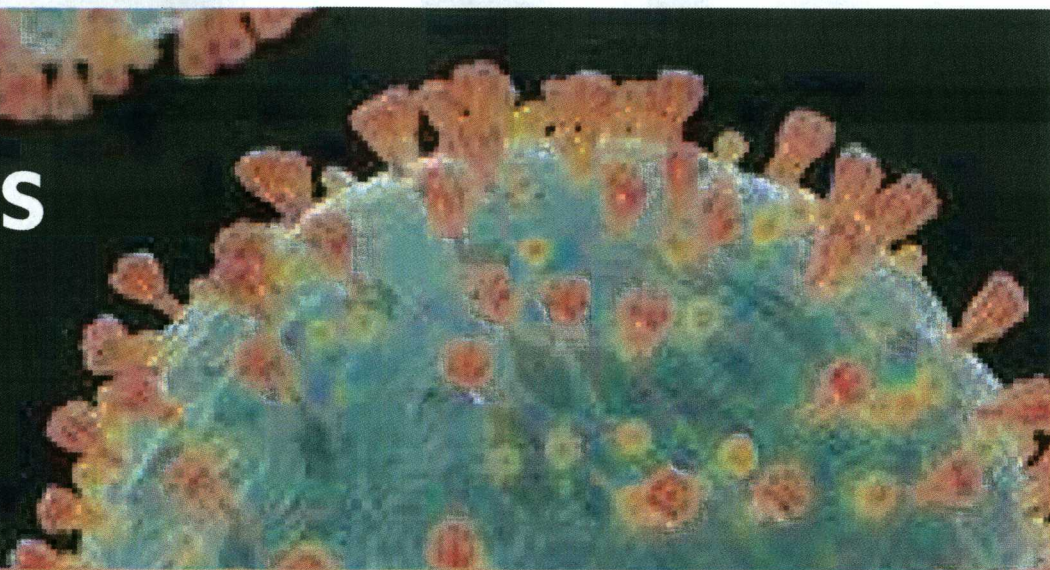


“ Funding, funding, funding and advocacy for the critical importance of libraries as crucial, essential secondary responders. ”

- Connecticut State Library

ACKNOWLEDGMENTS

LIBRARIES RESPOND: COVID-19 SURVEY



The American Library Association (ALA) would like to thank all of the libraries that responded to the survey so quickly. The May 2020 "Libraries Respond: COVID-19 Survey" is one of a series of data and research projects underway at ALA to learn and share information about the impacts of COVID-19 on libraries, library staff, and our work serving our communities. Analysis of data from the survey is ongoing and will be shared in coming weeks.

We would also like to thank the Library Research Service, an office of the Colorado State Library, and the Institute of Museum and Library Services for their work helping clean and validate the survey data.

To learn more about the COVID-19 surveys and view the full sets of questions, please visit:
<http://www.ala.org/tools/libraries-respond-covid-19-survey>.

Additional Resources:

- ALA Pandemic Preparedness Resources for Libraries: <http://www.ala.org/tools/atoz/pandemic-preparedness>
- Institute of Museum and Library Services COVID-19 updates: <https://www.imls.gov/coronavirus-covid-19-updates>
- Re-opening Archives, Libraries and Museums project: <https://www.webjunction.org/explore-topics/COVID-19-research-project/news.html>

Come in

WE ARE

OPEN



David Vinjamuri / dv24@nyu.edu

David teaches marketing to graduate students at New York University and runs ThirdWay Brand Trainers.

He is the author of *Library Space Planning: A PLA Guide* and has been working with libraries since 2012.

📖 He is currently reading *Ducks, Newburyport* by Lucy Ellmann.



Joe Huberty / joe@engberganderson.com

Joe is a principal architect at Engberg Anderson Architects. He has spent over thirty years designing and building libraries and other public buildings and has a passion for creating great spaces for people.

📖 He is currently reading *Lethal White* by Robert Galbraith.



Reopening Under COVID-19

A SPACE PLANNING APPROACH

Along with much of the US economy, most public libraries shut down in March. A Public Library Association (PLA) survey taken between March 24 and April 1 revealed that 98% of public library buildings in the US were closed to the public, with more than half expecting to remain shut for a month or more. Now, some of these libraries are in transition and many will be reopening within weeks. Given the health and safety risks, the task is daunting.

We will cover some of the considerations for reopening, but it is not an exhaustive list. Our approach is based on our background in merchandising, interior design, and space planning. We contacted the Occupational Safety and Health Administration (OSHA), and they guided us to their website. We recommend that all librarians read OSHA publication 3990-03 2020, *Guidance on Preparing Workplaces for COVID-19* (www.osha.gov/Publications/OSHA3990.pdf), which we will discuss later. Despite advance notice and a list of specific questions, OSHA was unable to provide more specific guidance for reopening libraries during the pandemic. So please take this article for what it is: a step-by-step consideration of some of the key issues you should address when reopening a library space to the public, along with some thoughts from our specific areas of expertise in space design. Please reach out and contact us with any novel solutions or hard-won experience that you've accumulated along the way.



Loftwall Counter Shield. Photo courtesy of Duet Resource Group. Used with permission.

THE FIVE STAGES

While the vast majority of libraries remained closed in early May, it is certain that they'll reopen under a variety of circumstances. A small few may reopen in communities where the presence of COVID-19 is limited or undetected, and there is small evidence of community transmission of the virus. Many others will reopen in localities where the infection rate has declined dramatically from its peak, and the rate of transmission has slowed. And for other libraries, they will open as a result of policy decisions that may relate more to economic realities than health concerns. Particularly for libraries required to open by civic government rather than library leadership, the transition may be harrowing. To explore the consequences, we can define five potential stages of reopening:

1. **Staff Reopening**—While most library buildings are closed to the public, many had already reopened to staff by early May. In most cases, a staff reopening starts with supervisors only and does not extend to full staff until shortly before public services begin.
2. **Curbside Reopening**—While the interior remains closed to the public, some libraries may start to offer curbside delivery of library materials to patrons—similar to what restaurants and big box stores started doing shortly after stay-at-home orders emerged in many states.
3. **Walkthrough Reopening**—When libraries start to admit patrons, many will do so in a limited fashion. Proposed schemes include reservations and metering (similar to what many supermarkets have done during COVID-19). Some libraries may initially be walkthrough rather than sit-down.
4. **Sit-Down Reopening**—When gathering in larger groups is deemed acceptable, some libraries may be required to open to the public in a more substantial manner while others may elect to do so. It's unlikely that normal programs will return to most libraries in this time, but patrons will again read, study, and use computers in the library.
5. **Full Reopening**—For the vast majority of libraries, full reopening and a resumption of normal activities will only happen when a vaccine arrives or herd immunity to COVID-19 is achieved. Even then, we believe that some of the changes to library layouts necessitated during COVID-19 will persist.

CONSIDERATIONS FOR REOPENING

Whatever the scope of reopening, the priorities are largely the same. Public libraries serve their communities but must protect the physical and emotional well-being of their staff to do so. Four priorities should be balanced when considering how to open a public library:

1. **Safety**—The safety of both staff and the public is paramount. Some libraries may face the difficult situation of being required by governing authorities to open to the public before staff and management are convinced that it is safe. The best course in this case is to carefully craft the scope of the opening to minimize this risk and ensure the best health outcomes for both library staff and the public.
2. **Community Needs**—At the same time, the library must be acutely aware of community needs, which have shifted during the pandemic. Social isolation, mental stimulation, emotional engagement, and online connectedness are all areas that require much more focus in a COVID-

19 world. Libraries should carefully consider how to focus on the highest impact changes while maintaining safety for staff. In addition, certain vulnerable populations, notably including persons experiencing homelessness, may require a radical rethink in terms of how the library provides both services and access to information.

3. **Staff Morale**—One of the under-told stories of the pandemic is the extent to which it has created a mental health crisis among frontline workers. When libraries reopen, librarians will join this group. Staff morale will be an early indicator of potential mental health strains, and the services provided should be shaped to help bolster the staff's long-term ability to cope.
4. **Effective Design**—As libraries reopen, limitations on visitor flow, seating, pathways, and programming will necessitate a careful consideration of design effectiveness. As we will discuss, the pandemic may hasten the departure of wooden, four-person study tables which were already among the least efficient forms of seating for adults. Similarly, topics like pathway flow and territoriality, which have been explored by progressive libraries for years, will become an issue for every library to address.

OPENING ON THE OUTSIDE

For many libraries, an outdoor reopening precedes opening the building interior to patrons. The first service in this process is curbside delivery of hold items, usually to the trunk of patrons' cars. This is a simple means to begin circulating the library's collection again to some of the most engaged library patrons—those who use online resources to place items on hold.

We'll touch on some of the safety issues relating to both librarians and the collection circulation later in this article, but a phased reopening of the library starting with curbside service should also consider these issues:

1. **Adding a Concierge**—One of the key factors in safely opening a library will be to allow patrons

to access some normal library services while choosing their level of potential exposure to a still-circulating virus. For some high-risk groups like seniors or those with preexisting conditions, the trip to the library may be necessary or even helpful, but minimizing time spent inside the building will be vital. For this reason, a concierge located near the front of the library may be a good addition to libraries who do not have one already. During curbside delivery and outdoor opening, the concierge stand provides a needed point of service from which to stage items for delivery. In addition, though, the concierge can help manage any outdoor services and provide quick turnaround for vulnerable populations coming into the library with specific needs.

2. **Enhanced Outdoor Spaces**—As spring yields to summer during this first wave of the pandemic, public libraries that find themselves experiencing periods of temperate weather should consider whether outdoor seating can be a bridge to fuller indoor services. Libraries must be able to monitor these areas for social distancing compliance and be ready to shut them down if they don't meet community standards. But this is a relatively safer interim step to take as virus transmission is believed to be lower outdoors.
3. **The Digital Divide**—Another early question to consider when reopening is how to serve populations without online access or internet proficiency. Some libraries are already using bookmobiles to provide Wi-Fi hotspots in rural or low-income neighborhoods where broadband access is limited. With curbside pickup, libraries may want to consider starting a mobile hotspot lending program. For persons experiencing homelessness, though, this may not address the root problem. Creating an analog information kiosk outside the library to share schedules and locations for meals, showers, social services, and housing is vitally important while public libraries are closed. Bookmobiles could also be used to deliver food and supplies to populations in need without opening their interiors to the public.

THE GREAT INDOORS— WALKTHROUGH LIBRARIES

A whole new set of concerns will greet librarians when they open the front door to the public. We recognize that libraries may adopt a wide variety of practices and standards as they allow the public to reenter their buildings. Each practice will involve tradeoffs and should be based on the risk factors for the library as judged by local health professionals.

For many libraries, the next step towards a full reopening will be using the building as a walk-through space to allow the public to engage with the collection. While this precludes many of the functions that the library has traditionally fulfilled, it is the most straightforward means of providing access to the collection that cannot exist online. To take this step, librarians need to consider several important issues, starting with the question of access.

Access

The goal of a walkthrough library is to maintain social distancing, limit congregation, and provide equitable access to patrons with different COVID-19 infection risk profiles who should not intermingle while local transmission of the virus is still possible. Here are some of the questions to answer with access:

1. **Compliance**—Will your community comply with the access system the library puts in place? You can answer this question by looking outside on a nice day. If library patrons are not following social distancing guidelines in local parks, recreation areas, or beaches, librarians have valid reason to fear the same might occur in the library. If so, access plans with less room for transgression are advisable.
2. **At-Risk Groups**—Are there at-risk populations who access library resources? A good example would be a library that has a robust group of 70+ patrons but also a young-adult patron base. Creating separate hours for these groups to lessen the risk of cross-infection might be advisable.
3. **Community Spread**—Central to any decision about the appropriate level of access to the library

should be the overall risk of community spread of the virus. There may be localities where public libraries are either allowed or required to open to the public while community transmission is still robust. The greater the risk of community spread, the more stringent that safeguards at the library should be. The great strength of libraries in ordinary times is the breadth and diversity of the base of patrons they attract. This can become a hazard during a pandemic.

When these questions are answered, the library can formalize an access plan. Three options libraries may consider when controlling access are:

1. **Metering**—Limiting the number of patrons in the library at one time and establishing a socially distanced line delineated with stickers or markers to enforce social distancing outside of the building. This is the most straightforward way of controlling access to the library. This does require at least one library staff member outside the library in most cases to control admission.
2. **Reservations**—The library can also require reservations. This, however, necessitates some sort of check-in and may result in more compliance issues. This can be an effective solution if a high percentage of the library patronage is online and the remainder are willing to reserve spots by phone.
3. **Windows**—If there is a concern about less vulnerable groups (such as teens) posing infection risks to more vulnerable groups, then the library can consider providing windows of access limited to these vulnerable groups. The best time is in the morning, when the library has not been used since the overnight cleaning. Libraries should confirm that any scheme limiting library access at any point in time is legal in their jurisdiction.

Flow—the IKEA Pathway

In a walkthrough library, the best strategy to limit transmission risk is to limit face-to-face interactions. One of the first things to do with this strategy is to consider the pathways that patrons will use to



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engage with the collection. Creating one-way pathways similar to an IKEA store (or Stew Leonard's for those in the Northeast) will help limit these encounters. Some considerations for establishing pathways:

1. **Segmentation**—A walkthrough library will eliminate some common pathways, including those to the public computers, study carrels, and the storytime area. Libraries can divide the remaining use into manageable one-way loops—to the children's collection, fiction, nonfiction, and DVDs, for instance.
2. **Markers**—Instruction-based signage may seem like the most obvious way to enforce one-way pathways, but it is also the least intuitive, and will create compliance issues. Instead, create nonverbal cues that will help guide patrons to the appropriate pathways and improve compliance. A few things you can do:
 - a. *Floor Footprints*—Technically, this is gamification—adding a game element to a system we need patrons to comply with. Sizing

the footprints to adult or children can add feedback to reassure patrons they're on an appropriate pathway. Look for stickers that won't permanently mark your carpeting.

- b. *Facings*—You can indicate “wrong way” by facing displays away from the exit to a pathway. Patrons who see a display or shelf obviously faced away from them are less likely to move towards it.
 - c. *Highway Signs*—Road signs including wrong way and one-way signs are universally understood by adults and can add a fun element to pathways.
3. **Merchandising**—Merchandising becomes more important than ever in a walkthrough library. The goal of the library is to get every patron to interact with the collection, but to do so in the least amount of time possible in order to keep the flow of patrons moving smoothly through the library space. The best way to accomplish this is with curation and merchandising. Rather than leading patrons into dense stacks, create pathways surrounded by face-out displays (or at least face-out titles on shelves) that are engaging and easy to browse.
 4. **Barriers**—Consider adding movable barriers to the pathway at key points where patrons might tend to diverge from the path. These barriers might also be used in the longer term to protect seating areas. While fabric is believed to be a less favorable host to COVID-19, fabric partitions may not withstand nightly steam cleaning, so hard plastic or metal barriers may be more practical.
 5. **Self-Checkout**—Self-checkout stations can improve the efficacy of a one-way library flow and help socially distance library staff from patrons. Self-checkout screen surfaces should be regularly disinfected and librarians should consult health experts about other precautions to take, such as locating hand sanitizer near the stations. For maximum effect, self-checkout stations should ideally be placed in the exit path for the library and should be at least six feet away from another station or the circulation desk.

Libraries considering the move to self-checkout may take advantage of the period of closure to implement and test these systems before the public returns.

Minimizing Potential for Transmission of the Virus

Remembering again that we are not virologists, here are a couple of common-sense recommendations for libraries consistent with OSHA guidance in OSHA 3990-03 2020, *Guidance on Preparing Workplaces for COVID-19*. OSHA has four categories for classifying workplaces according to worker exposure to SARS-CoV-2 (the virus that causes COVID-19). Libraries in communities with no or little-known spread of the virus would be considered low-risk work environments. Libraries open in communities with significant levels of ongoing community transmission would be considered medium risk. On May 9, the Centers for Disease Control and Prevention released guidance for reopening workplaces. Included in the release:

- a useful decision tree for reopening workplaces (<https://bit.ly/3bK5A2f>);
 - a cleaning and disinfection decision tool (<https://bit.ly/3e2Miqq>);
 - a list of EPA-approved disinfectants (<https://bit.ly/2Zhl4IF>); and
 - overall guidance on reopening (<https://bit.ly/3bMasUL>).
1. **Personal Protective Equipment (PPE)**—For medium-risk workplaces, OSHA recommends that “workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer’s hazard assessment, and the types of exposures workers have on the job.” PPE is not currently recommended for low-risk workplaces, though libraries may opt to adopt a higher standard of protection.
 2. **Masks for Patrons**—If it is legal in your locality,

consider requiring patrons to wear masks. Maintaining a supply of masks at the door to offer to patrons without one will help with compliance.

3. **Sneeze Guards**—Librarians interacting with patrons for checkout may legitimately feel endangered by airborne particles. In addition to providing PPE to these now-frontline workers, libraries should also invest in sneeze guards (clear plastic barriers between patrons and librarians) as an added measure of safety. These should be disinfected frequently.
4. **Cleaning**—Opening a library to patrons during the COVID-19 pandemic means committing to a nightly, professional cleaning routine, including disinfecting all surfaces that patrons or staff may make contact with. While there is no OSHA guidance on cleaning for workplaces during COVID-19, the Culinary Union recommends that hotel rooms have carpets steam cleaned at 160 degrees or higher upon guest checkout. This does suggest that libraries should also consider more frequent steam cleaning of carpeted and frequently touched fabric surfaces in addition to normal sanitation of hard surfaces.
5. **Collection Safety**—The American Library Association has developed guidelines on handling library materials and collections during the pandemic, including best practices for disinfection (www.ala.org/alcts/preservationweek/resources/pandemic). The safest route of all may simply be time. Quarantining returned items for four to seven days before processing, and having all staff handling collection items wear disposable gloves, will improve safety.
6. **Bathrooms**—Libraries may want to consider whether to open bathrooms while in walk-through mode. In addition to proper cleaning, libraries should ensure that there is hand sanitizer available inside and outside the restroom, and that paper towels are located near the exit along with a trashcan outside, so that patrons can avoid touching bathroom door handles after they have washed their hands.
7. **Testing and Tracing Employees**—Libraries should follow local guidelines with regards to

testing employees for COVID-19 and tracing the contacts of infected employees. Library directors can view themselves as aggressive advocates for librarian testing as some civic officials may underestimate the potential for transmission in a library setting.

- 8. Air Filtration**—Libraries should consider having HVAC systems inspected and maintained before reopening. Good airflow is important for enclosed spaces. Although there is no direct clinical evidence that shows that SARS-CoV-2, the virus that causes COVID-19, can be eliminated by filtration, the National Air Filtration Association notes that “Properly installed higher efficiency filters can remove particles of relevant size depending on their installed capture efficiency, but current information does not allow for specific recommendations.” Read more about air filtration and COVID-19 at <https://bit.ly/2LKBkK6>.

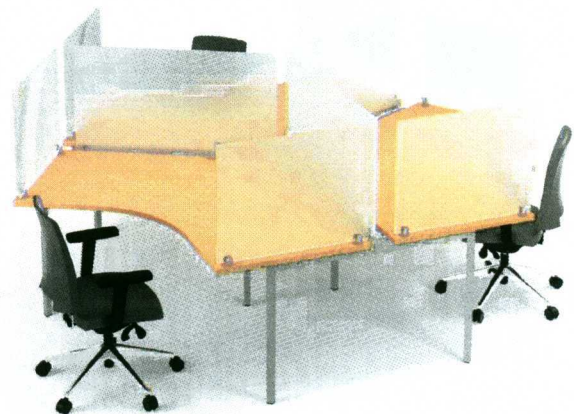
REINTRODUCING A SITTING LIBRARY

When the walkthrough library becomes a sit-in library, but the pandemic has not yet ended, additional measures should be taken to protect patrons and staff. Here are the key additional considerations for this phase of reopening:

- 1. Socially Distanced Seating**—Innate human instinct—specifically territoriality—is consistent with virus prevention. In the US, most people feel uncomfortable sitting within six feet of someone they don’t know but who is part of the same community. (The distance is actually twelve feet for complete strangers in an outdoor environment.) Libraries have historically been much denser, but now need to heed these instinctive limits.
- 2. Barriers**—one way to improve the effectiveness of social distancing is to add barriers, especially in areas where close seating is difficult to eliminate, like computer labs.
- 3. Four-Person Wooden Tables**—This may be an auspicious time to say goodbye to your four-seat wooden tables. Keep the big, six-seat tables—they are useful and offer separation—but acknowledge that the same territoriality instincts we just dis-



Gee chair in pinwheel configuration with extended screens. Photo courtesy of Agati Furniture. Used with permission.



Manifest Desking System in pod format with side screens. Photo courtesy of Agati Furniture. Used with permission.

cussed meant these were not a space effective form of seating for adults before the pandemic and are completely ineffective now. Many libraries have been adding single person enclosed or semi-enclosed spaces to support focused or reflective work. The separation that supported that type of work also reduces the chances of exposure. As with computers, make cleaning supplies readily available in these spaces. Of course, there are tradeoffs. The more confined the space, the more concentration of the virus there can be. The more open or naturally ventilated, the less. A fully

enclosed space may provide separation but not the desired degree of ventilation.

4. **Play Areas**—Eliminate or isolate play areas for young children. It will be impossible to clean these frequently enough to avoid potential contamination between patrons. Toddlers in particular get everywhere, put their hands into and onto everything and then into their mouths.
5. **Group Size**—Consider the appropriate group size for the library and communicate this to patrons. Librarians can't be expected to distinguish between a family of six children and a parent bringing three neighborhood children to the library with her own offspring. Larger groups have more inherent risk in the library.
6. **Computers**—Computer screens, keyboards, and mice may require sanitation between patrons. In addition to any measures the library takes, make cleaning supplies readily available to patrons at the point of need. Barriers between computers should also be added where proper separation cannot be maintained.
7. **Programs**—It might be wise for libraries to resume programming only when most restrictions are removed at the community level. Enforcing social distancing is difficult in a program atmosphere.

GET SOME WORK DONE

A viable alternative for some libraries may be to use this in-between time, when libraries are open but not completely safe, to complete needed improvements, upgrades, or renovations. In a weaker labor market, project costs are already declining. Logis-

tics that seemed unmanageable in ordinary times may be significantly simpler during the pandemic. Any money you spend that employs local workers in a pandemic will benefit the local economy. This can also allow the library to take a pause and see the impact of loosening safety restrictions on the community as a whole before returning to business as normal.

MANAGING THE TRANSITION

The COVID-19 pandemic has forced society to adapt at a rate most of us have not seen in our lifetime. When everything in our life is in flux, it is only natural to cling to vestiges of the life we remember. Libraries are part of that world. As libraries transition to these new modes of operation, we all have to realize that seeing beloved institutions in a new light may be difficult for some patrons. Taking the time to listen and hear these voices—from a safe distance—may be the best advice of all. **PL**

READ MORE

OSHA publication 3990-03 2020, *Guidance on Preparing Workplaces for COVID-19*, www.osha.gov/Publications/OSHA3990.pdf

National Air Filtration Association (NAFA), "Air Filtration and COVID-19," <https://bit.ly/2LKbkK6>

National Retail Federation, "Operation Open Doors," <https://nrf.com/resources/operation-open-doors>